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

1.0 PHA Information

PHA Name: _Boston Housing Authority_____ PHA Code: _MA002_____

PHA Type: ☐ Small ☒ High Performing (HCVP) ☒ Standard (Public Hsg.)
☐ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): _04/2011_____

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: _11,097_ Number of HCV units: _13,309_

3.0 Submission Type

☐ 5-Year and Annual Plan ☒ Annual Plan Only ☐ 5-Year Plan Only
Amendment #1

4.0 PHA Consortia ☐ 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. 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:

It is the mission of the Boston Housing Authority:

- **To provide stable, quality affordable housing for low and moderate income persons;**
- **To deliver these services with integrity and mutual accountability; and**
- **To create living environments which serve as catalysts for the transformation from dependency to economic self-sufficiency.**

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.

SEE ATTACHED, FIVE-YEAR PLAN PROGRESS REPORT.

6.0	**PHA Plan Update** (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: See attached Plan Elements. (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. The specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan are: BHA main administrative office, 52 Chauncy Street, Boston, MA 02111 and BHA Development Management Offices, and www.bostonhousing.org, and Government Documents Dept. of the Copley Branch of the Boston Public Library
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.* a) HOPE VI or Mixed Finance Modernization or Development ☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary) b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
7.0 a	1. Development name: Washington Beech 2. Development (project) number: 113 (MA06URD002I107) 3. Status of grant: (select the statement that best describes the current status) ☐ Revitalization Plan under development ☐ Revitalization Plan submitted, pending approval ☐ Revitalization Plan approved ☒ Activities pursuant to an approved Revitalization Plan underway
7.0 a	1. Development name: Orchard Park 2. Development (project) number: 105 (MA06P002005) 3. Status of grant: (select the statement that best describes the current status) ☐ Revitalization Plan under development ☐ Revitalization Plan submitted, pending approval ☐ Revitalization Plan approved ☒ Activities pursuant to an approved Revitalization Plan underway

7.0 a

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
The BHA intends to submit a HOPE VI application for the next phase of the Old Colony development. BHA applied for and received federal stimulus funds for the Phase One portion of the Old Colony site.

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
(i) Washington Beech with HOPE VI and RHF monies
(ii) Transferring two BHA Elderly/Disabled sites (Lower Mills and Heritage) from public housing subsidy to Project-based Section 8 subsidy.
(iii) Old Colony – Phase One and possibly Phase Two

7.0 a

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

RHF Plans are available for review in the BHA Planning Department. Future RHF funds are not yet allocated. Projects include:

- Using RHF funds as part of a larger redevelopment strategy at Washington Beech.

Increment	Grant Year	RHF Grant Number	Dollar Amount	Obligation/Expenditure Status	Use
1	FFY 1998		$364,823	Expended	Modernization
1	FFY 1999	MA06-R002-501-99	$463,668	Expended	Modernization
1	FFY 2000	MA06-R002-501-00	$993,551	Expended	Maverick
1	FFY 2001	MA06-R002-501-01	$3,005,618	Expended	Maverick
1	FFY 2002	MA06-R002-501-02	$2,915,327	Expended	Maverick
1	FFY 2003	MA06-R002-501-03	$1,139,649	Expended	Franklin Hill
2	FFY 2003	MA06-R002-502-03	$1,123,746	Expended	Franklin Hill
1	FFY 2004	MA-06-R002-501-04	$1,458,761	Expended	Franklin Hill
2	FFY 2004	MA-06-R002-502-04	$1,386,008	Expended	Franklin Hill
1	FFY 2005	MA-06-R002-501-05	$989,373	Expended	Franklin Hill
2	FFY 2005	MA-06-R002-502-05	$1,060,400	Expended	Franklin Hill
1	FFY 2006	MA-06-R002-501-06	$1,206,846	Expended	Franklin Hill
2	FFY 2006	MA-06-R002-502-06	$928,594	Expended	Franklin Hill
1	FFY 2007	MA-06-R002-501-07	$475,543	Expended	Franklin Hill
2	FFY 2007	MA-06-R002-502-07	$1,570,549	Expended	Franklin Hill
1	FFY 2008	MA-06-R002-501-08	$820,693	Expended	Franklin Hill
2	FFY 2008	MA-06-R002-501-08	$1,038,296	Expended	Franklin Hill
1	FFY 2009	MA-06-R002-501-09	$1,558,766	Obligated	Washington Beech Phase 2
2	FFY 2009	MA-06-R002-502-09	$1,265,700	Obligated	Washington Beech Phase 2
1	FFY 2010	MA-06-R002-501-10	$1,085,797	Obligated	Washington Beech Phase 2
2	FFY 2010	MA-06-R002-502-10	$1,277,542	Obligated	Washington Beech Phase 2

As of 9/30/10

7.0 b	1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component; if "yes", complete one activity description for each development.) 2. Activity Description ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to next component. If "No", complete the Activity Description table below.)
7.0 b	**Demolition/Disposition Activity Description** 1a. Development name: Old Colony – Phase One 1b. Development (project) number: 2. Activity type: Demolition ☒ Disposition ☒ 3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐ 4. Date application approved: August 27, 2010 5. Number of units affected: 171 6. Coverage of action (select one) ☒ Part of the development ☐ Total development 7. Timeline for activity: a. Actual or projected start date of activity: CFRC Grant Award Sept 2009 b. Projected end date of activity: September 2012
	Demolition/Disposition Activity Description 1a. Development name: Old Colony – Phase Two 1b. Development (project) number: 2. Activity type: Demolition ☒ Disposition ☒ 3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒ 4. Date application approved: 5. Number of units affected: 223 6. Coverage of action (select one) ☒ Part of the development ☐ Total development 7. Timeline for activity: a. Actual or projected start date of activity: Spring 2011 b. Projected end date of activity: Spring 2015

7.0 b	**Demolition/Disposition Activity Description**
	1a. Development name: Washington Beech 1b. Development (project) number: 113
	2. Activity type: Demolition ☒ Disposition ☒
	3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
	4. Date application approved: April 1, 2009; as amended on July 15, 2009. Approval for Washington Beech Phase 2 on June 23, 2009.
	5. Number of units affected: 266 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
	7. Timeline for activity: a. Actual or projected start date of activity: March 2008 (grant award) b. Projected end date of activity: December 2012
	Note: As part of HOPE VI grant awarded March 2008.
7.0 b	**Demolition/Disposition Activity Description**
	1a. Development name: Heath St. / 41 Bickford St. (formerly Martha Eliot Health Center 1b. Development (project) number: 107
	2. Activity type: Demolition ☐ Disposition ☒
	3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
	4. Date application approved: July 14, 2010
	5. Number of units affected: 24 as-built 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
	7. Timeline for activity: a. Actual or projected start date of activity: 8/07 Designation b. Projected end date of activity: July 2013
	Note: The BHA, in collaboration with the Bromley Heath Tenant Management Corporation (TMC), issued a Request for Proposals (RFP) in January, 2007 for the disposition and redevelopment of the former Martha Eliot Health Center at 33-41 Bickford Street. The RFP requires the selected Developer to execute a 99-year Ground Lease for the property, and to operate a daycare facility as well as optional compatible services or uses. The BHA designated Associated Early Care and Education (AECE) in August 2007 for the project. AECE proposes to demolish the existing building and construct a new 2-story daycare facility at the site. The project currently calls for a May 2012 groundbreaking if it receives the Capital Fund Education and Training Community Facilities (CFCF) Program grant. The Associated team will be responsible to secure funding for the project. BHA will review and approve designs.

7.0 b	**Demolition/Disposition Activity Description**
	Demolition/Disposition Activity Description
	1a. Development name: Lower Mills 1b. Development (project) number: MA002000257
	2. Activity type: Demolition ☐ Disposition ☒
	3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
	4. Date application approved: June 21, 2010
	5. Number of units affected: 179 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
	7. Timeline for activity: a. Actual or projected start date of activity: June, 2011 b. Projected end date of activity: June, 2011
7.0 b	**Demolition/Disposition Activity Description**
	1a. Development name: Heritage 1b. Development (project) number: MA002000252
	2. Activity type: Demolition ☐ Disposition ☒
	3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
	4. Date application approved: June 21, 2010
	5. Number of units affected: 303 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
	7. Timeline for activity: a. Actual or projected start date of activity: June 2011 b. Projected end date of activity: June 2011

7.0 c	7.c Conversion of Public Housing **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act** 1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to next component; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to next component.) 2. Activity Description ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to next component. If "No", complete the Activity Description table below.

7.0 c	**Conversion of Public Housing Activity Description**
	1a. Development name: 1b. Development (project) number:
	2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
	3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
	4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
	5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

7.0 c

Boston Housing Authority
Voluntary Conversion from Public Housing to Tenant-Based Assistance
Initial Assessment

The Boston Housing Authority determined a Per Unit Monthly (PUM) cost for covered (general occupancy) developments including operating costs with tenant contribution ($768.85) and capital ($179) for a total of $948 PUM as of September 2010. We then compared that to the average Housing Assistance Payment plus the tenant's contribution that amounted to $1423 PUM as of September 2010. Therefore, the change to tenant-based assistance would not be cost effective. None of the general occupancy developments in the BHA's portfolio has reached the stage of obsolescence where it would be cost effective to convert to tenant-based assistance rather than to maintain it as public housing.

The BHA is not subject to computing the mandatory conversion calculation because none of our developments meet the 15% vacancy standard for identifying public housing developments subject to the required conversion. Finally, residents strongly oppose any conversion to tenant-based assistance.

The above formula applies to the following developments:

Development Name	Number of Occupied Units*
Alice Taylor	347
Bromley Park	494
Cathedral	347
Charlestown	904
Commonwealth	270
Franklin Field	324
Heath Street	191
Lenox Street	271
Mary Ellen McCormack	936
Old Colony	637
West Newton Street	128
Whittier Street	193

*As of September 2010

(Please Note: Voluntary and Mandatory Conversions are distinct HUD programs from the initiatives being pursued at Heritage and Lower Mills. At these sites, the properties will become Project-Based Section 8 units, with access to deeper subsidies than are currently provided under the public housing program. Long-term affordability of the property will be protected, and resources for improvements and services will be available.)

7.0 d	**A. Public Housing** 1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to next component; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to next component.) Please Note: There are, however, homeownership programs associated with the BHA's HOPE VI sites at Orchard and Washington Beech which do not meet the above description but which may be of interest to community members reading this Plan. Information about the Orchard program, which is not run by BHA, can be accessed via the Madison Park Development Corporation or Neighborhood of Affordable Housing, Inc. 2. Activity Description ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to next component. If "No", complete the Activity Description table below.)
7.0 d	**Public Housing Homeownership Activity Description** **(Complete one for each development affected)** 1a. Development name: 1b. Development (project) number: 2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99) 3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) 5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

7.0 d	**B. Section 8 Tenant Based Assistance** 1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to next component.) 2. Program Description:
7.0 d	In accordance with the regulations promulgated by the Secretary of the United States Department of Housing and Urban Development, the Boston Housing Authority has implemented a Housing Choice Voucher Homeownership program. The mission of the Authority is to provide homeownership possibilities, self-sufficiency training and support, and facilitate community growth, while providing parameters which will attempt to minimize defaults which consequently have a negative impact on both the family and the community. The Leased Housing Department has partnered with the City of Boston's Department of Neighborhood Development. DND has an established First Time Home Buyers program. By partnering with our sister agency, the Leased Housing Division has dramatically expedited the implementation of this program. The partnership has strengthened and effectively broadened the impact of homeownership opportunities within the City by providing services, support and expertise in a myriad of areas. ELIGIBILTY ISSUES The homeownership option has and will continue to be offered to families participating in the Housing Choice Voucher Program and the Family Self-Sufficiency Program (FSS). A successful graduate of the FSS Program may also be eligible for homeownership.
7.0 d	APPLICATION PROCESS Families applying or participating in the Housing Choice Voucher Program who indicate homeownership interest will have their eligibility determined by the Leased Housing Department's Section 8 personnel. At the same time, the family will be referred to a HUD approved housing counseling agency, primarily to DND's First Time Home Buyers Program or a similarly qualified agency, for the purpose of learning about the various responsibilities of owning a home. The topics may include, but not be limited to the following: home maintenance, budgeting and money management, credit counseling, financing, homeownership opportunities, fair housing lending and real estate settlement procedures. If necessary, the Authority may offer additional homeownership counseling participants and has discretion to require the family to participate in ongoing counseling.

7.0 d	a. Size of Program ☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option? If the answer to the question above was yes, which statement best describes the number of participants? (select one) ☐ 25 or fewer participants ☐ 26 - 50 participants ☐ 51 to 100 participants ☐ more than 100 participants
7.0 d	b. PHA-established eligibility criteria ☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

7.0 d	To be eligible to participate in the BHA's Section 8 Homeownership Program the family must: • *Must be a Section 8 participant in good standing in the BHA's Section 8 program.* • *Must be a Family Self Sufficiency program participant (or graduate) and have remained a participant in good standing with respect to the contractual goals and requirements of the family's FSS Individual Training and Service Plan.* • *Meet all eligibility criteria as described in the Section 8 Homeowner Administrative Plan.* • *Attend homeownership counseling prior to purchase and post-purchase as offered by BHA-approved counseling agencies.* • *Secure financing through a lender acceptable to the BHA.* • *Be able to make the monthly payment of the family's portion of the mortgage payment.* • *Sign a release allowing the BHA to exchange information with the lender and the lender with the BHA.* • *Provide a down payment of at least three percent (3%) of the purchase price.* • *Enter into a "Purchase and Sale Agreement" for a home within 180 days of receiving a homeownership voucher, provided the financing commitment has not expired prior to that date.* • *Sign an acknowledgment form that the family becomes obligated for the whole mortgage payment in the event of termination of assistance.* • *Agree that the family may not enter into an agreement to sell or refinance the home unless the BHA has first approved the sale or the refinance.* • *Sign an acknowledgment form that the family will continue to comply with the appropriate provisions of the HUD Section 8 Rental Assistance regulations, family obligations and the BHA's Section 8 rental assistance and homeownership administrative plans.* • *Agree to maintain the condition of the home so as to comply with HUD Housing Quality Standards (HQS) (although the BHA will not inspect the home annually for HQS compliance).*

7.0 e	7.e Project-based Vouchers: Boston Housing Authority Section 8 Project Based Voucher Program **Background** As a result of the Fiscal Year 2001 HUD Appropriations Act, regulations were issued incorporating the Project Based Assistance requirements into the merged voucher program. These regulations were originally published in the Federal Register on January 16, 2001 and permitted the BHA to enter into a housing assistance payments (HAP) contracts with otherwise qualified owners provided the HAP contracts were in congruence with the PHA Plan (see 42 U.S.C. 1437c-1, implemented at 24 CFR part 903.) HUD defines "consistency with the PHA Plan" as a demonstration by the PHA that circumstances exist that indicate that project basing of the units, rather than tenant-basing of the same subsidy assistance is an appropriate option. Subsequently, HUD promulgated the Project Based Voucher Program; Final Rule on October 13, 2005, incorporating therein the sum and substance of the January, 2001 Initial Guidance. The following discusses the BHA's implementation of this important policy tool.
7.0 e	**PHA Plan** HUD's initial guidance published January, 2001 and again incorporated into the October, 2005 final rule specifies that PHAs that wish to use the project-based voucher option must attach a statement to the PHA Plan template. 66 Fed. Reg. 3608. ❑ **The statement must include the projected number of project-based units and general locations, and** ❑ **how project basing would be consistent with the PHA plan.**
7.0 e	**THE PROJECTED NUMBER OF PROJECT BASED UNITS** As previously stated the BHA has had a Project Based Certificate program in operation since 1990 with 134 units distributed among 8 projects. Under the Project Based Voucher (PBV) regulations, the BHA has the option to convert up to 20% of our tenant based voucher allocation to project based assistance. With the BHA's present portfolio size of 13,309 tenant-based units, 20% would equate to 2661 units. By the end of BHA Fiscal Year 2012, the BHA anticipates that it will have 1427 units under contract in its PBV Program. This number includes 423 new units the BHA expects to lease in BHA FY 2011 as part of the BHA's repositioning of units at Heritage and Lower Mills from Public Housing to PBV. In addition, the BHA has issued award letters for 173 new construction units that are anticipated to be occupied during FY 2012. All of these units are to be located in the City of Boston.
7.0 e	The BHA may grant project base vouchers only if the contract is consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities. Projects may not be sited in areas where the census data reflects a poverty rate of greater than 20% unless there is evidence that the project will further deconcentration goals. All of the BHA's Project Based Vouchers under lease have met HUD's requirements listed above regarding the location of projects.

7.0 e	**FUTURE SITING OF SECTION 8 BASED VOUCHER PROJECTS: STRATEGIC INVESTMENT** As part of the Mayor's Leading the Way III campaign, the BHA anticipates offering an RFP in the Spring and Fall of 2011 in conjunction with the City's Department of Neighborhood and Development. The RFP offerings will not exceed 200 PBV units per year and it is likely that the number designated will be less. All units must serve homeless households. The project should have strategic importance for the social or economic well being of the community. This should be demonstrated both by an analysis of how the proposed project will meet a specific community need as well as by the level of public support for the project. By necessity, this will vary depending on the type of project being proposed. The following guidelines should be considered:
7.0 e	**Construction type**: New construction projects have the greatest physical impact on the surrounding community, and thus should provide a clear justification for the choice of location and how the project will impact (positively or negatively) the immediate surrounding neighborhood. Adaptive reuse projects should justify the impact of the converted use on the surrounding area. The rehabilitation of vacant/abandoned buildings should explain why the particular building(s) was selected and the impact its restoration will have on nearby properties and the neighborhood. Preservation projects of occupied buildings generally may or may not have any impact on the surrounding neighborhood. Finally, larger projects of any type tend to have greater impacts than smaller projects.
7.0 e	**Neighborhood needs**: Neighborhood needs can be demonstrated in several ways. The most significant method, for example, is when the project is the outcome of a participatory neighborhood planning process that has identified the strategic importance of specific sites and buildings as part of a larger neighborhood development plan. A similar though less formal method is when a building or site has been identified by a community group as very important for redevelopment (e.g. perhaps it is a major eyesore at a key location) Neighborhood needs may also be supported by data that demonstrate there is a shortage of a particular housing type (e.g. units for single people, large families, etc.).
7.0 e	**Citywide needs**: If the project is intended to serve more of a citywide housing need -- for example, supportive housing for the disabled, elderly, or homeless -- the applicant should provide information supporting the need for that housing and as well as the choice of location versus other possible locations.
7.0 e	**Community support:** Ideally, all projects will have already established firm community support. This is not always possible, however. The project should be able to demonstrate local neighborhood support and/or the support of citywide organizations, to the extent the project is serving a broader citywide need. If support has not been established at the time of application, the applicant must submit a plan for further outreach that is appropriate to the type of project being proposed. It is important for projects serving citywide needs to establish meaningful contact with local abutters and neighborhood organizations. It is also important to establish a greater level of support for projects that will have significant physical impacts (e.g. a large new construction project). Final funding commitments will be made only following successful completion of the outreach plan.
7.0 e	**How Project Basing is Consistent with the PHA Plan** The BHA has elected to convert tenant-based assistance to project based assistance to encourage new construction and rehabilitation. Project based housing provides long term assets which are dedicated to housing persons of low income, as well as special needs tenants. These units will not experience fluctuations in availability and price to which the general housing market is subject.

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 **t**he *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing. **See attached Capital Fund Program Annual Statement and Performance and Evaluation Reports.**
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, 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 attached Capital Fund Program Five-Year Action Plan**
8.3	**Capital Fund Financing Program (CFFP).** ☒ 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	**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.

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

9.0

Housing Needs of Families in the Jurisdiction by Family Type										
Family Type	**Overall ***	**% of Overall ***	**Afford-ability**	**Sup ply**	**Quali ty**	**Access-ability**	**% Over-crowded***	Size	**Location**	
Income <= 30% of AMI	50,714	51.3	5	3	2	2	N/A	1	N/A	
Income >30% but <=50% of AMI	24,043	24.3	5	3	2	2	N/A	2	N/A	
Income >50% but <80% of AMI	24,006	24.3	4	3	2	2	N/A	2	N/A	
Elderly <80%**	20,601	20.9	4	3	2	2	N/A	N/A	N/A	
Non-Elderly Families with Disabilities <80%**	11,542	11.7	3	4	2	2	N/A	N/A	N/A	
White Non-Hispanic <80%	42,785	43.3	4	3	2	2	N/A	N/A	N/A	
Black Non-Hispanic Households <80%	26,141	26.5	4	3	2	2	N/A	N/A	N/A	
Hispanic Households <80%	16,611	16.8	5	3	2	2	N/A	N/A	N/A	
Native American <80%	368	.4	5	3	2	2	N/A	N/A	N/A	
Asian Pacific Islander <80%	9120	9.2	4	3	2	2	N/A	N/A	N/A	
All Minority Households <80%	52,240	52.9	4	3	2	2	N/A	N/A	N/A	
All Renter Households <80% AMI	98,763	100	4	3	2	2	N/A	1	N/A	

*Overall renter households eligible for public housing, those below 80% of Area Median Income
**There is likely some overlap in the data. For example, elderly households will include persons with disabilities who are elderly and disabled families will include both single persons and persons with children.

9.0

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 7/1/2008 to 6/30/2013

☒ U.S. Census data: the State of the Cities Data Systems: Comprehensive Housing Affordability Strategy ("CHAS") dataset as of 2000

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☒ Other sources: (list and indicate year of information) Analysis conducted in consultation with staff from the City of Boston's Department of Neighborhood Development

9.0

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

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

9.0

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
- ☒ Section 8 tenant-based assistance
- ☐ Public Housing
- ☐ Combined Section 8 and Public Housing
- ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	4759		2500**
Extremely low income <=30% AMI	4336	91.11%	
Very low income (>30% but <=50% AMI)	400	8.41%	
Low income (>50% but <80% AMI)	23	0.48%	
Families with children*	1667	35.03%	
Elderly families*	126	2.65%	
Families with Disabilities*	1033	21.71%	
White Hispanic	947	19.90%	
White Non-Hispanic	1332	27.99%	
Black Hispanic	256	5.38%	
Black Non-Hispanic	2093	43.98%	
American Indian Hispanic	14	0.29%	
American Indian Non-Hispanic	38	0.80%	
Asian/Pacific Island Hispanic	4	0.08%	
Asian/Pacific Island Non-Hispanic	75	1.58%	

9.0		*The BHA had 1290 Single applicants on the waiting list. In addition there were 643 instances of families that fit into more than one. **BHA ranked 7277 applications on its Section 8 Tenant-Based Waiting List based on the result of the lottery process when it re-opened the waiting list for two weeks in October 2008. Is the waiting list closed (select one)? ☐ No ☒ Yes If yes: **HOW LONG HAS IT BEEN CLOSED? SINCE NOVEMBER 1, 2008** Does the PHA expect to reopen the list in the PHA Plan year? ☒ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ☐ Yes Please Note: BHA implemented site-based waiting lists for Section 8 Project-Based and Moderate Rehabilitation Housing Programs effective May 2007 and the waiting lists are only open for Priority One Applicants only. In addition, the Section 8 Tenant Based waiting list is only open for Super Priority, PBV applicants switching to tenant-based vouchers after a year and effective 2010 upon HUD approval as an Amendment to the Administrative Plan the following referrals: 1) City of Boston Interagency Council on Housing and Ending Homelessness Programs and 2) Congress and HUD Homeless Study Priority. HUD approved changes to Leased Housing Admin Plan July 27, 2010 and changes were effective immediately.	

9.0

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
- ☐ Section 8 tenant-based assistance
- ☒ Public Housing
- ☐ Combined Section 8 and Public Housing
- ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	22628		5000**
Extremely low income <=30% AMI	20538	90.76%	
Very low income (>30% but <=50% AMI)	1837	8.12%	
Low income (>50% but <80% AMI)	253	1.12%	
Families with children*	9843	43.50%	
Elderly families*	1995	8.82%	
Families with Disabilities*	5579	24.66%	
White Hispanic	5672	25.07%	
White Non-Hispanic	4226	18.68%	
Black Hispanic	1311	5.79%	
Black Non-Hispanic	8812	38.94%	
American Indian Hispanic	50	0.22%	
American Indian Non-Hispanic	132	0.58%	
Asian/Pacific Island Hispanic	30	0.13%	
Asian/Pacific Island Non-Hispanic	2395	10.58%	

9.0	*The BHA had 5742 Single applicants on the waiting list. In addition there were 531 instances of families that fit into more than one category. **The number of clients, BHA processed for final eligibility for public housing.			
	Characteristics by Bedroom Size (Public Housing Only)			
	1BR	11560	51.09%	
	2 BR	7125	31.49%	
	3 BR	3308	14.62%	
	4 BR	539	2.38%	
	5 BR	82	0.36%	
	6+ BR	14	0.06%	
	Is the waiting list closed (select one)? ☒ No ☐ Yes If yes: **HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?** Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			
9.1	**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.**			

9.1	Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy. **<u>(1) Strategies</u>** **Need: Shortage of affordable housing for all eligible populations** **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:** Select all that apply ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line ☒ Reduce turnover time for vacated public housing units ☒ Reduce time to renovate public housing units ☒ Seek replacement of public housing units lost to the inventory through mixed finance development ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies ☒ Other (list below) Continue the Mayor's "Leading the Way" Initiative as amended. Continue to develop and implement the BHA's Approach to Preservation.
9.1	**Strategy 2: Increase the number of affordable housing units by:** Select all that apply ☒ Apply for additional section 8 units should they become available ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance. ☒ Other: (list below) Utilize Replacement Housing Factor funds to create new public housing units. BHA is eager to pursue any and all sources for the preservation and/or creation of new public housing units. This may include private and public sources, funds for housing specific populations (i.e. HOPWA or other special needs funding), funds for "green" (energy-efficient and healthy) affordable housing, etc. We welcome specific suggestions.

9.1	**Need: Specific Family Types: Families at or below 30% of median** **Strategy 1: Target available assistance to families at or below 30 % of AMI** Select all that apply ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing. *However, given the demographics of the public housing wait list it is anticipated that new admissions at or below 30% of median area income will significantly exceed 40%.* ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance. *However, given the demographics of the public housing wait list it is anticipated that new admissions at or below 30% of median area income will significantly exceed 40%.* ☒ Employ admissions preferences aimed at families with economic hardships ☒ Adopt rent policies to support and encourage work ☐ Other: (list below)
9.1	**Need: Specific Family Types: Families at or below 50% of median** **Strategy 1: Target available assistance to families at or below 50% of AMI** Select all that apply ☒ Employ admissions preferences aimed at families who are working (in Leased Housing Programs) ☒ Adopt rent policies to support and encourage work ☐ Other: (list below)
9.1	Need: Specific Family Types: The Elderly **Strategy 1: Target available assistance to the elderly:** Select all that apply ☒ Seek designation of public housing for the elderly ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available ☐ Other: (list below)
9.1	Need: Specific Family Types: Families with Disabilities **Strategy 1: Target available assistance to Families with Disabilities:** Select all that apply ☒ **Implementing designation of public housing for families with disabilities** ☒ **Complete remaining modifications needed in public housing (federal and state) based on the section 504 Needs Assessment for Public Housing (and in compliance with VCA between HUD and BHA dated 4/4/02)** ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available ☒ Affirmatively market to local non-profit agencies that assist families with disabilities ☒ Other: (list below) • Provide preference to developers seeking Section 8 Project Based Vouchers in developments that provide services for families with disabilities. • HOPWA in Public Housing • Supported Housing Programs in Public Housing • Section 8 Moderate Rehab Supported Housing Programs

9.1	Need: Specific Family Types: Races or ethnicities with disproportionate housing needs **Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:** Select if applicable ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs ☒ Other: (list below) As necessary affirmatively market to races/ethnicities shown to have disproportionate needs in the administration of site based waiting lists in the public housing program (see ACOP).
9.1	**Strategy 2: Conduct activities to affirmatively further fair housing** Select all that apply ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations ☒ Other: (list below) Actively participate in the development and implementation of the Analysis of Impediments and Fair Housing Plan for the City of Boston.
9.1	**Other Housing Needs & Strategies: (list needs and strategies below)** **<u>(2) Reasons for Selecting Strategies</u>** Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue: ☒ Funding constraints ☒ Staffing constraints ☒ Limited availability of sites for assisted housing ☒ Extent to which particular housing needs are met by other organizations in the community ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA ☒ Influence of the housing market on PHA programs ☒ Community priorities regarding housing assistance ☒ Results of consultation with local or state government ☒ Results of consultation with residents and the Resident Advisory Board ☒ Results of consultation with advocacy groups ☐ Other: (list below)
10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. See Five-Year Plan Progress Report (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

10.0	Definition of "Substantial Deviation" and "Significant Amendment or Modification": In the Final Rule issued on 12/14/99, HUD provides that, while PHAs may change or modify their plans or policies described in them, any "significant amendment or modification" to the plan would require PHAs to submit a revised PHA plan that has met full public process requirements. The statute also requires that PHAs define "significant amendment or modification" of the Annual Plan and "substantial deviation" from the 5-Year Plan themselves, by stating the basic criteria for such definitions in an annual plan that has met full public process requirements, including Resident Advisory Board review. The BHA will consider the following actions to be significant amendments or modifications: • A change which would significantly effect current rent or admissions policies or organization of a waiting list in the Public Housing programs; • A change which would significantly effect current rent policies in the Section 8 Program; • A change to admission policies or organization of a waiting list in the Section 8 Program which would impact more than 5% of the total number of HCVP vouchers in the BHA's portfolio. • Additions of non-emergency work items not included in the current Annual Statement, 5-Year Action Plan, over $3 million or 10% of total CFP, whichever is less, or change in use of replacement reserve funds under the Capital Fund; • A substantial change to the demolition or disposition, designation, homeownership programs or conversion activities as described in the presently approved Agency or Five-Year Plan. An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements or federal statutory requirements; such changes will not be considered significant amendments by HUD.

11.0	**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. See attached file with forms a-e. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (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. 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. See attached file Response to Comments of RAB and Public. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

	Names of Documents: PHA Annual Plan HUD 50075 (ma002v04) Attachments: Five Year Agency Plan FY 2010-2014 Progress Report (ma002a04) Comments and Responses to the BHA FY 2011 Annual Plan Amendment #1 (ma002b04) Plan Certifications (ma002c04) FY 2011 Capital Fund Program Annual Statement Parts I, II, and III (ma002d04) FY 2011 Capital Fund Program 5 Year Action Plan Part 1A, 1B, II, and III (ma002e04) Performance and Evaluation Replacement Housing Factor Summary and Supporting Pages for FFY 2007 (502), FFY 2008 (501), FFY 2008 (502), FFY 2009 (501), FFY 2009 (502), FFY 2010 (501), and FFY 2010 (502) (ma002f04) Capital Fund Recovery Competition Performance and Evaluation for Amory, Bromley, Cathedral, and Old Colony (ma002g04) Perform. and Eval. FFY 2006 Summ. & Supp. Pages (ma002h04) Perform. and Eval. FFY 2007 Summ. & Supp. Pages (ma002i04) Perform. and Eval. FFY 2008 Summ. & Supp. Pages (ma002j04) Perform. and Eval. FFY 2009 Summ. & Supp. Pages (ma002k04) Perform. and Eval. FFY 2010 Summ. & Supp. Pages (ma002l04) Perform. and Eval. Capital Fund Financing Program Summ. & Supp. Pages (ma002m04) Capital Fund Recovery Grant (stimulus) (ma002n04) Supplement to HUD Form 50075: Plan Elements in revision mode (ma002o04) Supplement to HUD Form 50075: Plan Elements with changes accepted (ma002p04) Administrative and Continued Occupancy Policy in revision mode (ma002q04) Administrative and Continued Occupancy Policy with changes accepted (ma002r04) Non-Smoking Policy with Lease Addendum (ma002s04) Limited English Proficiency (LEP) 4 Factor Analysis (ma002t04) LEP Policy, Forms, and LASIPP (ma002u04) Leased Housing Administrative Plan amended Dec 2011 changes accepted and further amended Apr 2012 in response to HUD comments with revisions displayed (ma002w04)

PROGRESS REPORT: BHA FIVE-YEAR PLAN (FY 2010 – 2014)

The Boston Housing Authority created its 5 year plan covering the years 2010-2014 as part of the 2010 Annual Plan. Each year with the submission of the annual plan, the BHA will provide an update in the Progress Report. The goals and key initiatives from 2010 are listed below in the left hand column and those will remain the same for the five-year period. The updates and progress made on achieving those goals and key initiatives are described below in the right hand column and will be updated each year.

Goals and Key Initiatives	Updates and Progress Made
Continue to preserve and enhance housing opportunities with an emphasis on deep affordability and sustainability;	BHA is making unprecedented investments in preservation with its Capital Fund Financing Program (CFFP), Energy Services Contract (ESCO), American Recovery and Reinvestment Act (ARRA) and redevelopment programs.
Maintain High Performer Status (Public and Leased Housing);	The BHA's Leased Housing Division achieved a score of 100% in 2009 and 2010 in HUD's Section Eight Management Assessment Program (SEMAP). HUD has not yet released new PHAS scores for Public Housing due to a transition in the assessment system.
Invest in resident capacity building and self-sufficiency initiatives to the greatest extent possible;	BHA has convened resident leaders and advocate organizations to develop sustainable strategies to enhance resident engagement. The group has been meeting for several months and BHA has indicated its willingness to provide resources to help fund this effort. Current areas of focus are 1) general resident engagement, 2) task force sustainability, 3) Section 8 resident engagement, and 4) multi-lingual and multi-cultural outreach. In 2009-2010, the BHA increased the number of households participating in its Section 8 Family Self-Sufficiency Program from 167 to 369 households. During this same period, 3 households graduated from the program with 2 households receiving a pay out from established escrow accounts. In addition, 1 households became homeowners through the BHA's Section 8 Homeownership Program. In 2010-2011, the BHA will continue outreach to Section 8 households with a particular focus on households receiving TANF or unemployment income.
Enhance systems, training and ongoing support for managers and staff to ensure that they have the tools to effectively carry out the BHA mission;	The BHA will continue to explore and implement improvements to our policies and procedures as well as changing technology, all with the goal of enhancing service to our landlords, applicants, participants and employees. During 2011 (BHA Fiscal year 2012), the BHA will implement technology to create Internet portals for landlords,

	applicants and participants into the BHA's systems that will allow secure access to relevant data, and will allow the BHA's customers to manage details of their own "accounts". In addition, the BHA continues to evaluate staff roles and responsibilities and to train staff on changing technology, new programs and policy changes. In 2009-2010, the BHA provided training to Leased Housing and Occupancy Staff in the following areas Public and Indian Information Center, Earned Income Verification, VMS, Limited English Proficiency Policy, Violence Against Women Act, Reasonable Accommodation, Section 8 Administrative Plan and Admissions and Continued Occupancy Policy, Ethics, Workplace Harassment, HUD National Healthy Homes for Inspectors and Commonwealth of Massachusetts Inspectors' Training and Certification. Property Management staff of the four Regions, Resident Services Coordinators, staff of the Community Service Programs and the Work Order Center, Human Resources personnel, Grievance and Appeals hearing officers, and the sworn officers of the Public Safety Department, have all received training on the Limited English Proficiency Policy. Commenced in June, 2010, the BHA Bilingual Internship Program has provided ongoing training to interns to become advanced Spanish and Chinese translators for the agency, and to help build its multilingual capacity by translating Vital Documents, and by recruiting and training volunteer interpreters from local colleges and universities. Currently referred as the BHA-VIP (Volunteer Interpreters Program), this pilot program has trained 15 volunteer interpreters (Spanish, Chinese, Vietnamese, Somali, Arabic, French,/Haitian Creole, and Portuguese) and will continue with its outreach and training efforts.
Continue to improve customer service in all areas such that the BHA is consistently experienced internally and externally as an efficient, pleasant and responsive organization.	A BHA Training Committee has been established and meets approximately every two months. All BHA staff will be trained on the newly revised Workplace Harassment policy. Other trainings such as

	Diversity (Cultural Competency) training and trainings specific to maintenance staff are ongoing. The Committee also meets to review all trainings that are underway and the need for others. Employee New Hire Orientation takes place twice yearly and reviews all policies and practices of the BHA to include emphasis on Customer Service. In 2009-2010, Section 8 began the implementation of Direct Deposit for all Landlords. This service enables landlords to receive payments in a more efficient manner. BHA staff continue to update the BHA website as much as possible. We continue to publish the Employee Bulletin weekly as well as the BHA Today Newsletter periodically.
Capital Construction:	
Currently $200 million in repairs are underway or planned for the next five years, and the Authority is focused upon completing this renovation on schedule and within budget, in a manner that creates as little disruption for residents as possible. Physical assessments are conducted annually with input from many sources: residents, managers, superintendents, capital staff, etc. Health and safety, security, operating efficiencies, and basic preservation of building stock are the highest concern.	Thanks to a huge cooperative effort amongst many BHA staff, residents and outside contractors, BHA has been successfully meeting the many deadlines and other requirements of these many multiply-funded improvements. BHA staff and residents met again this summer in 2010 to undertake the annual needs assessments of all federal properties.
Capital Fund Program: The CFP provides about $24 million annually, and will continue to help address the physical needs of the portfolio in years to come. The CFP is the critical cornerstone of the overall plan to preserve the BHA's public housing stock, but it is not sufficient to address the comprehensive needs of the federal portfolio, estimated at over $500 million—hence the other strategies highlighted below. The listing of all CFP projects is included in the BHA's Annual Statement and Five-Year Capital Plan, which are reviewed by residents and made available for	Since the exact amount of CFP11 funds to be received will probably not be known until summer 2011, for planning purposes the CFP11 Five-Year Plan is therefore based on the amount received last year for CFP10, which was $25.8M. However, there is talk in Washington that the Capital Fund Grant may be reduced this year due to the large amounts that housing authorities received recently from the American Recovery and Reinvestment Act programs (ARRA; also known as "stimulus funds"). As always, the BHA will continue to prioritize the CFP resources carefully.

public comment each year. A summary of the plans is available in the BHA Planning Library or on the BHA web site at *www.bostonhousing.org.*	
Capital Fund Finance Program: HUD regulations permit housing authorities to issue bond debt to be repaid out of future CFP subsidy allocations. A portion of the annual CFP subsidy to be received from HUD in future years can be pledged to leverage a lump-sum infusion of capital funding from the bond market today. This is called the Capital Fund Financing Program (CFFP). In May 2008, the BHA issued CFFP bonds that brought in $77 million. BHA staff has proceeded to obligate and expend these funds on schedule with major upgrades at Charlestown and Mary Ellen McCormack, and additional repairs at Old Colony and numerous Elderly/Disabled sites. Ninety percent (90%) of funds must be obligated by April, 2010 and spent by April, 2012. More specifically, bathroom plumbing and ventilation contracts are underway at Charlestown, Mary Ellen McCormack and Old Colony, as well as storm and sewer line replacements, building envelope repair and hot water improvements at these sites. By February, 2010, the last phase of building envelope work at Mary Ellen McCormack will be under contract as well as $9.9 million for upgrades at Charlestown in conjunction with the Energy Performance Contract described below. Within the Elderly/Disabled portfolio, elevator modernization began at nine developments in September 2008 and will be completed in late 2010. Improvements to fire alarm systems at 12 elderly sites will also begin construction in February 2010.	BHA met its obligation deadline for the CFFP bond funds this year and is on track for the final expenditure deadline in April 2012. The two largest projects, bathroom and plumbing improvements at Charlestown and Mary Ellen McCormack will modernize 873 and 861 units respectively and will wrap up in fall 2011. The bathroom project at Old Colony was reduced by seven buildings (due to Phase One redevelopment at that site) and will finish up fall 2010. The energy performance contract with AMERESCO has been signed and $9.9M of bond funds will be used at Charlestown in conjunction with that program to further modernize the heating system. Building envelope work at Old Colony is complete, and the final phases at Charlestown and Mary Ellen are in full swing. A $4M project to replace broken and settled underground storm and sewer utilities at Mary Ellen and Old Colony is also drawing to a close by the end of 2010. Fire alarm system upgrades began at eight Elderly/Disabled developments in February 2010 and are expected to reach completion by fall 2011. The elevator modernization which began in 2008 is closing out in fall 2010.
Energy Performance Contract HUD allows public housing authorities to enter into Energy Performance Contracts with companies called ESCOs (Energy Services Companies) that provide heating, ventilation, plumbing, electrical and other energy-related upgrades in exchange for a fee derived from the utility cost	A more detailed listing of projects can be found at www.bostonhousing.org. The Boston Housing Authority received approval from HUD on January 2010 to execute a contract with Ameresco on a $63,407,776, 20 year term, Energy and Water Performance Contract (EPC). In March 2010, BHA and Ameresco executed the contract documents to move forward with that EPC. The

savings resulting from those improvements. The arrangement allows a housing authority to leverage private sector funds to make improvements rather than use scarce federal capital funds. The BHA outlined plans for its third energy performance contract to address improvements at 13 federal sites in the *Approach to Preservation* in September 2007. These upgrades are not only critical in terms of sustaining these buildings, but will reduce operating costs significantly. We are pleased to be moving from planning to reality on this program, with a fully negotiated and financed project awaiting HUD approval. The negotiated program represents over $60 million in critical energy and water efficiency investment. The measures under the program (which vary from site to site) include • High Efficiency Natural Gas Boilers and Domestic Hot Water Systems • High Efficiency Low Flow Toilets • Solar Photovoltaic Panels • Co-Generation Systems • Web Based Energy Management Systems • High Efficiency Lighting and Controls • New "Cool" Roofing Systems • High Efficiency Low-E Window Systems A more complete listing of projects by site can be found at www.bostonhousing.org. The BHA submitted the final contract to HUD for approval in September, 2009 and is anticipating approval in November, 2009. Construction will begin toward the end of 2009, and will be completed in 2012.	construction work has begun with the installation of water conservation measures at all participating developments. The project is scheduled for substantial completion in December 2012.
American Reinvestment and Recovery Act (ARRA) Fund Projects: In March, 2009, the BHA was awarded a one-time formula allocation of $33 million under the American Reinvestment and Recovery Act (ARRA), allowing the BHA to address significant additional repairs over	All BHA ARRA formula funds are now under contract and the work is underway. BHA is using these funds to complete the remaining previously unfunded 365 bathrooms at Charlestown and Mary Ellen McCormack

the next three years. The BHA will use these funds to expand and enhance work funded under the CFFP program as well as to upgrade some additional heating systems at elderly/disabled properties. Specific projects are listed in the Agency Plan Annual Statement and 5-Year Plan, a summary of which is available in the BHA Planning Library or on the BHA web site at *www.bostonhousing.org* In addition, the BHA applied for $57 million in several categories over the summer of 2009 for ARRA funds through HUD's Competitive Recovery Fund Competition program. We were delighted to be awarded over $40 million in September, 2009. $18 million of these funds will go to the following capital construction projects (an additional $22 million was awarded to Old Colony as described in the Mixed Finance Redevelopment section below):	developments; these contracts will be ongoing until the end of 2011. Worn-out and inefficient heating and domestic hot water boilers at three family and two elderly developments have been replaced; this work is already completed in time for the 2010-2011 heating season. Underground oil storage tanks are being removed in conjunction with a conversion to gas heating at Commonwealth development and critical repairs are being made to the exterior masonry at Walnut Park. Systems are being installed at four family and 22 elderly/disabled developments which will use cameras to monitor personal security and vandalism at elevators. Additionally, lead-based paint abatement of units, interior common areas and building exteriors at four family sites is being undertaken.
Green Rehab at Bromley Heath and Cathedral -- BHA received $14 million to create a green public housing renovation demonstration at its Bromley-Heath and Cathedral developments. BHA will seek LEED for Homes certification and establish a cost-effective, replicable model for sustainable public housing rehabilitation at 24 units at Heath and 56 units at Cathedral. Improvements at the buildings and the surrounding site will include: white roofing, a rainwater collection system, new storm and sewer service lines, new energy efficient windows, solar thermal and/or electric panels, designated recycling areas and designated bike rack areas, new kitchens and baths incorporating green sustainable fixtures, finishes and coverings, energy-efficient lighting, enhanced insulation, and energy-efficient heating and utility service improvements.	These projects have been successfully bid, are under contract and will begin construction in the fall of 2010 with completion anticipated for the fall of 2011. The Bromley Heath rehab will require an additional contract to fully complete the interior work. Although the available budgets did require some adjustments of program, both projects are expected to receive at least Silver LEED certification, if not Gold. The U.S. Green Building Council has a green building rating system called the Leadership in Energy Efficient Design (LEED) system. This system has many different categories and levels. LEED Silver and LEED Gold refer to specific system ratings. More information is available on the USGBC web site at www.usgbc.org.
Elder Services Center at Amory Street – BHA received $4 million to build a comprehensive services center for frail elders at its Amory Street Elderly/Disabled development. These funds will enable BHA to renovate a portion of the ground floor at this site into a 10,000 square foot full-service center serving the needs of BHA elders and people with disabilities who are over the age of 55. The programs and services to be offered by this facility are described further in the Resident Services section below.	Although the program remains the same, the primary location for this service program has shifted from the main Amory Street building to the small office building on site as a result of discussions with Amory Street residents. Due to the ambitious program undertaken, like the Bromley Heath ARRA project, this project will also require an additional contract to complete the final interior fit-out. After a year of planning, design, resident process and pre-development activities, BHA has awarded the construction contract for this project and will

	break ground in December 2010. Our services partner Uphams Elder Service Plan (UESP) is actively engaged in planning for the Center.
Operations	
Achieve a twenty day unit turnaround time at all developments: In order to appropriately serve all those eligible the BHA must reduce the amount of time units are off-line between residents. In addition to maintaining 97% or better occupancy, decreased vacancy days will also maximize the affordable housing resource for the community.	With the receipt of nearly $40 million in competitive capital stimulus for redevelopment of a portion of Old Colony and substantial rehabilitation at Cathedral and Bromley, the Authority had to undertake extensive relocation efforts during the past year. These projects required BHA to relocate greater than 300 families. The relocation process requires the BHA to hold substantial numbers of units in reserve to accommodate relocated families. The reservation of units artificially increases the number of vacancy days. The relocation efforts are now complete and in the upcoming year, the BHA expects to make progress on this goal. These efforts also temporarily reduced the occupancy rate to 95%. We expect to return to 97% occupancy by the end of this fiscal year (March 2011).
No more than 10% of the rent roll outstanding in any year: Timely collection of rent is essential to the success of any property, particularly under HUD's project-based funding system.	The BHA has set a goal to reduce tenant account receivables by 25% by the end of this fiscal year (March 2011). A similar reduction in each of the years of this 5 year plan will allow the BHA to attain this goal.
Fully implement preventive and planned maintenance schedules and increase the percentage of staff-initiated work items to 70% of the total: Performing maintenance from a solid maintenance plan is the most cost effective way to provide maintenance services to BHA's residents and therefore makes the most of the scarce resources available for public housing.	Currently near 50% of the work orders are initiated by staff. The Authority continues to perform regularly scheduled inspections and maintenance throughout the properties. We continue to work towards capturing our cyclical and routine maintenance work on the work order system. Doing so will provide a more accurate picture of the work performed at each site and also help us meet this goal.
Fully implement asset management by developing site-based plans that will ensure high occupancy, collection of all potential rent and preservation of the physical asset: The essence of asset management is to understand the circumstances of each development and develop strategies that permit each development to achieve its highest potential to provide affordable housing for the longest possible period.	BHA has implemented site-based asset management which enables BHA to track site-based performance on all key management indicators.
Provide operations staff training required to meet agency goals: It is incumbent upon the BHA to ensure that its staff has the skills,	The BHA continues to provide staff with required training. BHA has sent all necessary staff to EIV training and many to Nan McKay rent

systems and tools required to meet the performance and customer service goals that have been set.	calculation certification training. BHA has provided in-house training to implement the new computer operating system which includes each aspect of the business process.
Establish resident health, energy efficiency and sustainability as priorities in the planning and implementation of all initiatives: By including these principles as priorities in all activities, the BHA can develop a comprehensive approach that recognizes the importance of establishing healthy and energy efficient affordable housing.	The BHA continues to partner with community, governmental, and academic organizations to improve the health of its residents. The BHA is in the midst of implementing an energy performance contract that will improve resident's health and the energy efficiency of the buildings (see update on Energy performance). The BHA sought and won capital funds to improve the energy efficiency of buildings at Old Colony, Bromley, and Cathedral (see update on ARRA awards in Capital Construction). BHA is also proposing a Non-Smoking Policy with this Agency Plan.
Mixed Finance Redevelopment:	
Washington Beech: The BHA received a $20 million HOPE VI grant for Washington Beech in March, 2008, and $10 million from the ARRA formula grant in March, 2009. The project is in construction on a $45 million 100-unit Phase 1, to be completed in the fall of 2010. Phase 2, another 106 units, will be completed late 2012. The project will provide completely new, energy-efficient and healthy homes for the existing residents of the site and people from the public housing or project-based voucher site-based waiting lists, along with significant self-sufficiency programs.	The first 100 units were completed and occupied in the summer/fall 2010. Construction of the final 106 units began in 2010 and will be complete in 2012. Washington Beech will be a smoke-free development.
Orchard Gardens Homeownership: The Orchard Homeownership Initiative is transforming a long-vacant block in the heart of the Dudley Square neighborhood into 20 brand new, affordable, energy-efficient homes for sale to first-time homebuyers. The new homes will feature solar panels and other renewable energy features. The initiative is the final phase of development under the Orchard Park HOPE VI program, and is being developed by the Madison Park Community Development Corporation (MPCDC). Units will come on line in late 2010.	Construction of the units was complete in 2010. Sales of units will take place in 2010-2011.
Project-based Section 8 at Heritage and Lower Mills: The transfer of these two Elderly/Disabled sites from the public housing program to Project-based Section 8 is on track for early 2010. The initiative will preserve these properties as affordable housing and leverage an	The transfer of these sites is now expected to take place in early 2011. The leverage figure has been revised upward to $22 million. The additional loan proceeds are being made available through the Mass Housing Finance Agency based on the capital needs of the property

estimated $10 million for needed repairs.	and the property's ability to carry debt under its new subsidy structure.
Old Colony: The BHA applied for and received $22 million through HUD's Competitive Recovery Fund Competition program—the largest single award to a public housing authority nationwide—in September, 2009. The BHA and Old Colony residents propose to set a new standard for sustainable multi-family design and livability at Old Colony. The overall redevelopment objective at Old Colony is to transform the site into a green/sustainable, vibrant urban village, which provides attractive, quality housing and enhanced programs for residents. Phase 1 will involve the construction of approximately 100 new units, to be completed by September, 2012. At the same time, the BHA will move forward to develop a master plan for the rest of the Old Colony site by December, 2010.	Phase One at Old Colony involves the construction of 116 new units and a community center. The Authority will apply for HOPE VI funds for Old Colony Phase Two. The BHA is in the process of completing its master plan for Old Colony. The plan has received initial approval from the Boston Redevelopment Authority and will be finalized on or around March 1st, 2011.
Orient Heights. The BHA's priority for redevelopment within the state portfolio continues to be Orient Heights. This site is facing significant distress due to its aged infrastructure, deteriorated site and buildings, and challenging topography. The BHA has been working with state officials to consider alternatives for redevelopment given the lack of state resources to assist in redevelopment. As more detailed plans emerge from this effort, the BHA will re-engage residents in a planning process.	No update at this time due to lack of state funding.
Leased Housing and Occupancy:	
Create and Preserve Affordable Housing. The BHA will continue to maximize assistance to existing participants while serving new applicant households as appropriations allow through monitoring of voucher utilization and costs. The BHA will also actively pursue any available voucher funding. The BHA will also continue to utilize its Project Based Voucher (PBV) Program to create and preserve affordable housing. The BHA has committed 600 PBVs to the City's Leading the Way III campaign for the creation of new affordable housing over the next three years. In addition, the BHA has committed up to 500 PBVs for use in the BHA's Heritage and Lower Mills initiative described above.	In 2009-2010, the BHA utilized all of the funds appropriated for its HCVP. In addition, the BHA applied for and received 691 new vouchers(5 Mod Rehab conversion, 50 VASH, 122 Enhanced Vouchers, 92 Replacement Housing vouchers for Old Colony, 264 Replacement Housing Vouchers for Heritage and 159 Replacement Housing Vouchers for Lower Mills) In 2009-2010, the BHA also issued PBV award letters for 173 new construction anticipated to be occupied during FY 2012.

PROGRESS REPORT: BHA FIVE-YEAR PLAN (FY 2010 – 2014)

Decrease Homelessness in the City of Boston. Over the past several years the BHA has partnered with a number of public and private providers to decrease chronic homelessness in the City of Boston. Over the next five years the BHA will build on these partnerships to create scattered site and project -based supportive housing programs targeted towards the specific needs of chronically homeless households. In addition, the BHA will look to mirror the success it has had with individual providers, to create a system of supportive housing programs for homeless families with the goal of significantly reducing the number of Boston households residing in shelters and motels.	As part of the Mayor's Leading the Way II campaign , the BHA has partnered with the City and numerous shelter providers and advocacy agencies to reduce the number of Long Term Individual Shelter Dwellers and Families in Shelter. As of 9/30/2010, Long Term Individual Shelter Dwellers was reduced by 29% from 2008 and Families in Shelter was reduced by 4% from 2008. During this same time period, the BHA housed over 1000 formerly homeless households throughout its public housing and rental assistance portfolios. BHA staff members participate in the City's Interagency Council on Housing and Homelessness and sit on its Leadership Committee. BHA staff members also meet regularly with staff members from over 20 shelter and advocacy agencies to assist homeless households in obtaining permanent housing. In 2010, the BHA amended its Section 8 Administrative Plan to create preference for three new supportive housing programs created by the City of Boston's ICHH namely SAMSHA, Home to Stay and Heading Home. The BHA committed a total of 325 vouchers for the SAMSHA program over the next 5 years, 50 vouchers for Home to Stay and 30 vouchers for Heading home.
Enhance Customer Service. The BHA will continue to explore and implement improvements to our policies and procedures as well as changing technology, all with the goal of enhancing service to our landlords, applicants, participants and employees. The BHA will utilize changing technology to create portals for landlords, applicants and participants into the BHA's systems that will allow secure access to relevant data. The BHA is also in the process of implementing direct deposit for landlords with an anticipated completion date of June 2010. In addition, the BHA will continue to evaluate staff roles and responsibilities and will train staff on changing technology, new programs and policy changes.	The BHA will continue to explore and implement improvements to our policies and procedures as well as changing technology, all with the goal of enhancing service to our landlords, applicants, participants and employees. During 2011 (BHA Fiscal year 2012), the BHA will implement technology to create Internet portals for landlords, applicants and participants into the BHA's systems that will allow secure access to relevant data, and will allow the BHA's customers to manage details of their own "accounts". The BHA is also in the process of implementing direct deposit for landlords, and it has been completed with the exception of the roll-out of email "advices" to the direct deposit recipients. In addition, the BHA continues to evaluate staff roles and responsibilities and to train staff on changing

	technology, new programs and policy changes.
Maintain High Performer Status. In 2008, the BHA received an unprecedented 100% on HUD's Section 8 Management Assessment Program(SEMAP). Over the past five years, the BHA has created and implemented a number of policies, procedures and monitoring tools specific to each of the indicators evaluated by HUD. Over the next five years, the BHA will continue to update and monitor these tools as necessary to ensure that we maintain a high level of program performance.	The BHA, again, achieved scores of 100% on HUD's Section 8 Management Assessment Program (SEMAP) in 2009 and 2010. The BHA continues to monitor each specific indicator and implements policies and procedures that conform to changes in reporting requirements to ensure the BHA maintains the status of High Performer.
Resident Services:	
Expand employment and skills training for BHA residents: o Expand the Public Housing Family Self-Sufficiency (PH FSS) program from 36 to 100 households by 2015; o Strengthen existing partnerships and secure at least $195,000 in funding annually for resident services; o Expand staff capacity to include at least one a social work degree; o Work more closely with the Civil Rights Department's Section 3 program.	• We are currently working to fully enroll the 36 households in our Public Housing Family Self- Sufficiency (PH FSS) program. After that benchmark has been met, we will seek to evaluate the demand for these services. • In FY 2010, the BHA exceeded the $195,000 goal including our Resident Opportunity and Self-Sufficiency (ROSS), PH FSS Program and the Boston Broadband Public Computing Centers. We have made some new partnerships including Big Brothers Big Sisters and have expanded our work with La Alianza Hispana, Boston Centers for Youth & Families, the Boston Public Library and Smart from the Start. • We are hoping to hire a Social Worker to provide Resident Services through the ROSS 2009 grant. • In FY 2010, the BHA's Community Services Department established a list-serve for jobs and skills training opportunities that includes the Civil Rights Office among others. This allows us to ensure that Section 3 opportunities are also distributed electronically to the BHA Family Developments & LTOs and the Section 8 FSS Program.
Respond to the social service needs of residents: o Further integrate the work of elderly resident service coordinators and family services program to better address the needs of elders living in family developments; o Developing more youth services and partnerships including	• The Authority will explore with community based agencies who presently are working with Resident Services to better address the needs of elderly living in family developments. • In FY 2010, the BHA working closely with the Boston Youth Fund provided 100 BHA youth with summer employment; we also ran a

the development of more college pathways for BHA youth. o Strengthening and expanding the BHA's Health and Wellness Initiatives such as those established through the Partners in Health and Housing Prevention Research Center.	second pilot of the Teen Resident Health Advocates and continued the Educating the Minds, Leaving Drugs and Violence Behind Program. With respect to college pathways for BHA youth, BHA publicized the Northeastern University Scholarship Program to all BHA Public Housing Eligible households leading to 7 new residents enrolled in the Fall 2010 term. We also promoted the Housing Authority Insurance Group's Resident Scholarship Program, which is a new scholarship opportunity for public housing and Section 8 residents applying to college. The BHA (CSD) continues to direct residents to other scholarships and grants through the Higher Education Information Center (TERI) and other community partners. • This Fall, the Partners in Health & Housing Prevention Research Center has launched our 9th cycle of the Resident Health Advocate Training Program and we are also developing a new research program that will assist residents to better access health care services. BHA is also proposing a Non-Smoking Policy with this Agency Plan.
Provide support for capacity-building with residents so that resident organizations are active and effective in representing the needs of residents, and more Local Tenant Organizations become recognized and are able to sustain recognition.	BHA has convened resident leaders and advocate organizations to develop sustainable strategies to enhance resident engagement. The group has been meeting for several months and BHA has indicated its willingness to provide resources to help fund this effort. Current areas of focus are 1)general resident engagement, 2) task force sustainability, 3) Section 8 resident engagement, and 4) multi-lingual and multi-cultural outreach.
Elder Services Center at Amory Street – BHA received $4 million to build a comprehensive services center for frail elders at its Amory Street Elderly/Disabled development. The center, which will draw residents from multiple sites, will be operated by Upham's Corner Health Center's Elder Service Plan. The program allows elders to remain living independently in the community, rather than in a nursing home. Services to residents will include primary care, specialty care, dental and eye care, prescription drugs, home health services, rehabilitative services, nutrition, respite care, and transportation assistance. The Center will be constructed by September, 2012.	After a year of planning, design, resident process and pre-development activities, BHA has awarded the construction contract for this project and will break ground in December 2010. Our services partner Uphams Elder Service Plan (UESP) is actively engaged in planning for the Center.

PROGRESS REPORT: BHA FIVE-YEAR PLAN (FY 2010 – 2014)

Early Education Center at Bromley -- BHA, the Tenant Management Corporation at Bromley Heath, and Associated Early Care and Education have partnered to plan for a new state-of-the-art comprehensive Early Education Center at the Bromley-Heath site. An existing long-term vacant building will be demolished to make way for the Center, which will serve more than 80 children and families from Bromley, other BHA sites, and the surrounding neighborhood. The Center will be constructed by March, 2012.	The BHA designated Associated Early Care and Education (AECE) in August 2007 for the project. AECE proposes to demolish the existing building and construct a new 3-story daycare facility at the site, with some office use on the top floor. The project currently calls for a July 2011 groundbreaking. The Associated team will be responsible to secure funding for the project entirely without assistance from BHA. BHA will review and approve designs.
Finance and Administration:	
Move the BHA from cash to encumbrance budgeting to improve short term control over spending data;	The BHA is transitioning to a new software system (Emphasys – Elite) for its financial functions that permits encumbrance budgeting. Core finance functions went live on April 1, 2010. The use of an encumbrance-based system awaits completion of all finance modules. An encumbrance-based system will likely not be fully implemented until FY 2013 or later.
Increase the availability of real-time financial reporting;	The BHA's new enterprise software system includes an executive portal reporting module. This functionality is expected to go live at or around the end of the BHA's current 2011 Fiscal Year. This will allow system-wide reporting across all functional modules.
Use available technology to allow stakeholder access to administrative systems, e.g. vendor portals, application status, etc. from outside the BHA;	The BHA procured third party portal modules for its enterprise software package in June of 2010. Implementation of the Portals that would allow stakeholder access to administrative systems from outside the BHA is planned for Fiscal Years 2012 and 2013.
Utilize document management and automated work flow technology to improve efficiency through effective document routing and concurrent review and approval methods;	The BHA has implemented document management on a limited basis in the Capital Construction Department for electronic access to drawings and plans. A more complete roll out of the BHA's document management software for Leased Housing is in planning with a roll out expected prior to the end of the current fiscal year ending March 31, 2010.
Attract, motivate, retain, manage, and develop qualified and productive employees and provide a safe, non-discriminatory work environment for those employees;	The BHA has had great success in hiring extremely well qualified candidates due in part to the challenging economic climate. BHA jobs are very attractive due to the Authority's relatively secure federal funding stream. Candidates that in the past might have overlooked a

	career at the BHA have applied in large numbers to recent job postings.
Ensure that supervisors/managers have the tools to effectively manage their staff and provide ongoing guidance and training to assist them regarding the policy, regulatory, customer service, and mission aspects of their jobs.	The Human Resources Department and Legal Departments have teamed to conduct trainings on Workplace Harassment and Ethics Law regulations over the recent months. Implementation training for the Authority's LEP Policy has also provided new avenues for improving customer service to clients and applicants. Training will be ongoing.

Comments and Responses to the BHA FY 2011 Annual Plan Amendment #1.

The following document contains the public comments and BHA responses on the BHA's FY 2011 Annual Plan Amendment #1. The Amendment was put out for public comment on September 21, 2011 and the comment period closed on November 5, 2011 with public hearings held October 20, 2011 in the 125 Amory St. community room at 1:00 P.M. and a second hearing held later that same day at 6 P.M.

The BHA took several steps to notify the public of the FY 2011 Annual Plan Amendment #1 and the opportunity to comment. The BHA placed an advertisement in the Boston Globe, SAMPAN, EL MUNDO, The BANNER, and mailed out over 10,000 flyers to public housing residents notifying them of the Public Hearing and the proposed Plan Amendment. The BHA also sent letters to many local officials and advocacy groups. The Plan was made available for review at task force offices, BHA's headquarters at 52 Chauncy St., and on its website at www.bostonhousing.org.

Comments and Reponses on the Admissions and Continued Occupancy Policy (ACOP)

Public Hearing Comments and Responses

COMMENT: Current BHA resident residing in BHA studio apartment is she eligible to transfer to a one (1) bedroom apartment?

RESPONSE: It depends on the individual circumstances of the person requesting the transfer. If the resident does not have any justifiable reason which falls within the BHA's current transfer criteria, the answer is no. If the resident does have a justifiable reason which falls within the BHA's current transfer criteria, the answer is yes.

COMMENT: In the development where he is there are some people who live in a 2 bedroom apt, and require a one bedroom. What would be the effect of these changes?

RESPONSE: The BHA's transfer criteria remain the same. The residents need to complete an over housed transfer and will have the same choice to be placed either on the On-Site transfer list or the Internal Applicant waiting list for their developments of choice or they may elect both options. The change in this Amendment is that On-Site under and over house transfers will be offered to every eighth available appropriately sized unit instead of every fourth unit.

COMMENT: Would this be an issue with 80% policy. I probably didn't express myself. For example a woman lives in her apartment for 20 years with her husband, but he died a few months ago, so how would this affect her? Would she be required to move? And this unit is supposed to be in the same development or wide?

RESPONSE: If the resident is over housed, the resident will need to complete an over housed transfer and may elect to be placed on the On-Site waiting list, or as an Internal Applicant for developments of choices not including her current development and will be considered as a standard applicant; or apply for both options. This is the current policy and BHA is not proposing any changes to this policy.

COMMENT: What if you have a relative and you want to put him or her on your lease? And it has nothing to do with occupancy? So occupancy is not the one who does the approval? And how long does that usually take?

RESPONSE: If the resident wants to add a relative to the household he/she needs to contact his/her housing manager to submit the request and complete the proposed addition to the family composition. The resident needs to be in good standing, abiding to his/her lease

obligations. The manager will submit the complete request and application to the Occupancy Department. The Occupancy Department will complete the screening process and the final eligibility determination. The Occupancy Department will notify the manager, the resident, and the proposed household member in writing if the request is approved or not. This process has not changed.

COMMENT: My question is if you are going to make a change regarding making development choices?

RESPONSE: There is no change to the current choices. The proposed change is to go back to the one housing offer for Applicants and Emergency Transfers. In 2008 the BHA changed to a two housing offers in an effort to increase the acceptance rates. Regrettably, the acceptance rate has not increased. Emergency Transfers and Applicants are rejecting the housing offers many with no justifiable reasons. BHA still reviews and considers mitigating circumstances and reasonable accommodations to determine if the housing offer refusal is justifiable and the BHA will continue to review mitigating circumstances and reasonable accommodations if we are approved to go back to the one housing offer process. With the two housing offers it is actually taking longer to rent apartments because the Residents and Applicants are rejecting the first housing offer and rather wait for a second housing offer. High percentages still reject the housing offer and later are submitting mitigating and reasonable accommodation consideration to establish a need for a third offer.

COMMENT: If the policy changes do I have to go and apply to HUD for a 1BR apartment?

RESPONSE: If the policy to apply for an Emergency Transfer after residing in a studio apartment for at least 2 years is approved by HUD, you would need to go to your site's housing manager and complete the transfer request. You will not need to go to HUD.

COMMENT: Can you explain what you mean by over housed and under housed and 98% occupancy, because I don't understand that?

RESPONSE: Yes, under housed means that your current apartment is too small for the number of household members living with you. For example, the maximum household members for a 1 bedroom apartment is two people. Therefore, if you have 3 household members in a 1 bedroom apartment, you will be under housed. In contrast, if you reside in an apartment that is too big for your household composition, you are over housed. For example, if you are living in a 2-bedroom apartment and it is only you, you are over housed.

98% occupancy means that your current housing development has 98% of its apartments rented. In other words, only 2% of all existing apartments at your development are vacant.

COMMENT: If a disabled person lives in 1 bedroom apartment, or 2 bedroom apartment, will he be guaranteed that he will have a one bedroom and not a studio? Would this be considered? If an applicant applies to public housing and is in a studio, but is disabled or needs medical equipment, will this be considered as good cause? The same if you put the same person already for continuation, will it be the same thing in 2 bedroom apartment? I have a resident currently who is in 2 bedroom apartment, her husband died, but she needs someone to come live with her. Will that be considered a reasonable accommodation?

RESPONSE: If the proposed change is approved, a single individual will have the option to select if he/she wants to be offered a studio apartment or a 1-bedroom apartment. If the person selects to be housed in a studio apartment, after two

years of living in the studio apartment and being a resident in good standing, the resident may apply for an Emergency Transfer to be transferred to a 1-bedroom apartment to a development of his/her choice.

As to your questions on good cause and reasonable accommodation, the BHA always considered both for disabled Applicants and Resident households.

COMMENT: So if a person with cerebral palsy needs a PCA but fails to document if they need 24 hour care or just overnight care, will this make a difference in their Reasonable Accommodation request?

RESPONSE: Yes, if the person needs a Personal Care Attendant (PCA) overnight or 24 hours, the resident needs to complete the reasonable accommodation request and the reasonable accommodation certification as well as the PCA application and submit it to the housing manager. The request is submitted to the Occupancy Department. The Occupancy Department will complete the screening and determine if the request warrants the approval.

The BHA also has a Reasonable Accommodation Coordinator who may assist our residents with reasonable accommodation questions and explaining what are the needed documents. The Reasonable Accommodation Coordinator is located on the 9th Floor, Office of Civil Rights, 52 Chauncy Street, Boston, MA 02111.

COMMENT: Last year I asked for a transfer, I was approved, they gave me a letter, and I never heard from management?

RESPONSE: If you have questions regarding your Transfer, you may contact your housing manager, or our Status Line at (617) 988-3400 and we will be able to determine what is the status for your transfer.

COMMENT: There is a tenant in a situation, similar to one already asked. She is living in a 2 bedroom apartment with her daughter and her daughter went off to college. She wants to transfer to a one bedroom apartment, but it can't be on the third floor because she has problems with her joints. She says she did fill out a transfer application for a one bedroom but did not receive a transfer.

RESPONSE: The resident may contact us at 617-988-3400. That is our Status Line. We will check her status and let her know if a transfer was processed or not and what she needs to do regarding her medical needs. She may also submit a signed authorization of release giving us permission to speak with a person(s) of her choice if she wants specific people to assist her. The resident may qualify for an over housed transfer and a reasonable accommodation transfer if she requires a first floor or elevator equipped building due to her medical needs.

COMMENT: I was just going to ask, where can we get a copy of all this information? I noticed it says go to your management office, because I don't have clue about what changes are being made. What exact changes are being made?

RESPONSE: A letter was sent to all BHA residents in English, Spanish, and Chinese explaining the proposed changes which are listed in the hand-out as well. We will take your name and address and mail a copy of the proposed ACOP to you. In addition your housing manager may provide you with a copy of the Proposed ACOP; you may also obtain the document at 52 Chauncy Street, 8th floor, Boston, MA 02111. The information and documents were also posted on our website at: www.bostonhousing.org under the Planning Department.

COMMENT: One question I had, we didn't receive any chapters prior to this conversation? You said you sent the chapters to the task force. I didn't receive it. The president did not get a copy, we

received this summary of changes. After the meeting I will speak with Mr. Kane.

RESPONSE: Okay. If you did not receive it we will make sure to provide you with a copy.

COMMENT: We have townhouses at our development, Commonwealth. We have elderly whose children have already left and they want to transfer. They are scared with one choice. If this is not internal transfer, but if they apply for smaller apartment, they might be offered a unit they do not want to go, then what happens?

RESPONSE: The under and over housed transfer policy has not changed. It is the same existing policy. The resident has the option to select an On-Site transfer, or apply as an Internal Applicant to other developments of choice, or apply for both options. The under and over housed transfers have always received only one housing offer. If the resident rejects the housing offer without documenting good cause or reasonable accommodation, the housing manager needs to take appropriate lease enforcement action and the resident may not re-apply for the same transfer type for 12 months.

COMMENT: The question was if they apply for different Development. Can I say I want this particular development and wait there? She wants to get a different development, but some development in Brighton; she does not want to change the city or town.

RESPONSE: For under or over housed transfers, yes, the resident may select to reside at a different development provided that the bedroom size required exists at their development of choice. They will be considered as Internal Applicants and will be ranked as Standard Applicants.

COMMENT: The way I read your ACOP change is that you are going from multiple offers to one. So the change in the transfer policy is on Emergency Transfers from 2 offers to 1. So the important thing for this question is that if the party picked three places and then one of the three came up and the person doesn't remember the place they picked, and they don't want to go there what happens? Would the BHA would say that's the only transfer offer the household will receive?

RESPONSE: Yes. We are proposing to go back to only one offer for Emergency Transfers. Without good cause or reasonable accommodation documentation for rejection of a unit, the person will only receive one offer of housing and then be removed from the waiting lists.

COMMENT: Let's assume someone is under-housed, and they happen to be at a site that is not performing up to 98%. Perhaps when they first applied it was. So the person is just waiting, waiting, waiting and nothing is happening. So the person decides I'm in a bad way and so they decide to go city wide, with the idea that maybe I will get in? If it was that the person decided to add the other sites later, then they will only get the new application date not the original date of transfer?

RESPONSE: Correct. We are not proposing any changes to this policy.

COMMENT: We have a question about what constitutes an emergency transfer. Because she has bed bugs and her manager told her that is not an emergency transfer. Is it for health reasons?

RESPONSE: Under the current transfer policy there are specific categories that are considered emergency situations that may create a life-threatening situation for a resident such as safety reasons, domestic violence, medical needs, and civil rights violations. Any resident may apply for an Emergency Transfer. Their reasons for transfer as well as supporting documentation are then reviewed by the BHA to see if they qualify for an Emergency Transfer.

COMMENT: Where would people apply for public housing?

RESPONSE: Clients may apply for public housing by calling our Status Line at (617) 988-3400 and requesting an application package to be mailed; visiting our website at www.bostonhousing.org selecting Housing Services and printing the application package; or visiting us at 56 Chauncy Street, Boston, MA 02111, Monday – Friday from 9:00 a.m. to 5:00 p.m.

COMMENT: This first one here about transfers, do you have to take the first offer? If they are on a waiting list, they have to be on a waiting list for this to apply to them?

RESPONSE: Yes, the resident would need to accept the housing offer of a unit that has been identified to meet the household's documented needs. The housing offer will be made after an Emergency Transfer application has been submitted and approved. The transfer policy has not changed. The resident will be offered the first available unit anywhere in the city. The unit will address the documented emergency needs. All residents are provided with the opportunity when they submit their emergency transfer to document where they must reside or where they may not reside. This documentation is provided prior to the BHA making a housing offer in order to ensure that the appropriate housing offer is made to address the emergency.

COMMENT: The second question is on emergency transfers. If you are in a development that you like and you have to be transferred because of an emergency, can you transfer within the development that you like or do you have to go somewhere else?

RESPONSE: This part of the transfer policy has not changed. The resident will be offered the first available unit anywhere in the city in order to meet the resident's emergency needs as soon as it may be possible. If the resident must reside in a specific area the resident needs to document where and why. The documentation will be taken into consideration when the transfer is reviewed and approved.

COMMENT: How does one know when there are vacancies in their development?

RESPONSE: The housing manager reports all vacancies to the Operations Department.

COMMENT: The occupancy department is located where?

RESPONSE: The Occupancy Department is located at 56 Chancy Street and 52 Chauncy Street, Boston, MA 02111.

COMMENT: It just seems like they are taking away people's choice here, if you don't like what you are offered you have to take it or move out.

RESPONSE: The BHA previously had a one housing offer option. It was the BHA who took the initiative to implement the two housing offers in an effort to reduce the refusal rates. Regrettably, the refusal rates have not improved even when the clients are selecting the developments of their choice. Therefore, units are tied-up unoffered for a longer period as clients are rejecting their first and second housing offer assignments when they have been as Emergency Transfers or Priority One applicants ranking them ahead of thousands of applicants on the waiting lists.

COMMENT: I am talking about households that are over housed. They want to move but the manager is saying that they have no apartment for them. This seems like a Catch 22.

RESPONSE: The under-over house transfer policy remains the same. The change is for the On-Site under/over housed transfer to be offered every 8th unit by bedroom size when the development is at 98% occupancy. Regrettably, the BHA must maintain a 98%

occupancy rate by site to ensure the sites are properly funded. Therefore, there needs to be a balance of how many transfers may be offered and how many new admissions to be able to meet the required occupancy levels.

COMMENT: So when that comes into effect, if you are under private management, will that make those transfers?

RESPONSE: Yes, the changes will be in effect for all BHA public housing developments even if they are privately managed.

COMMENT: So what about the people who are under housed?

RESPONSE: Please refer to prior response. The under and over housed transfer policy has not changed.

COMMENT: To clarify further on this, a person who is I mean the comment that I would have is all of the sudden you guys come up with this letter, and it seems like boom bang, and it seems you have been in an office for years and now you are making all these changes? So has BHA been keeping up with these changes all these years? I really think it's not fair to these tenants, you said some date November 4, 2011. Okay, so you only get a 45 day notice, when this has been in the works for how many years.

RESPONSE: The BHA has always included its residents and resident advocacy when proposing any changes. The 45 days is the required public comments period.

COMMENT: So they want a transfer and they say they want it just at their site, and the site is never at the 98%, so they aren't moving. The individual can then add one or all other developments and be placed on those lists by the date of application., But then the person who decides to add those other places, needs to be careful of that, because the first place that comes up it is a one offer system, unless they can show good cause or reasonable accommodation why they shouldn't take it.

RESPONSE: That is correct. The under and over house transfers have always been a one offer system. BHA is not making any changes to this offer system.

COMMENT: I am confused about the 98% percent? Does it apply to occupiable units or all units on the property, because some units on the property you can't live in them? What if the units are no good? We have units at Commonwealth that have water and mold, it is unlivable.

RESPONSE: The 98% occupancy rate is percentage of occupied units. There are a few units that do not count towards the occupancy rate, for example a unit that has been set aside for the use y the local tenant organization. However, most vacant units will be counted to determine the development's occupancy rate. Therefore, we need to get the units ready as soon as may be possible and re-occupy them in order to increase the occupancy percentages.

COMMENT: So, if you are under housed, is it possible that you could be on a waiting list for 2 years waiting to get into an apartment? So where is the emergency here?

RESPONSE: Yes, under and over housed transfers may wait two years or longer for a housing offer. Under housed by 1 or 2 bedrooms are not considered as Emergency Transfers.

COMMENT: Okay because I am here on behalf of my sister who couldn't be here because she had to take her grandchild to the doctor. She is under housed living with her two grandsons, sleeping in the living room and she thinks she is on some emergency waiting list. Well they are not sharing the bedroom, they are in the living room.

RESPONSE: The resident may contact the Status Line at (617) 988-3400 to inquire as to what the status of her transfer

request. If she is approved as an under housed transfer by 1 or 2 bedrooms, this is not considered as an Emergency Transfer.

COMMENT: A resident, who is also from Commonwealth asked me question, but didn't ask you, because he asked so many questions. He said there are many people who because of their disability get looked at as an emergency request, even though that wasn't the intent and they wanted to stay on the site. He felt they are getting sorted because there is a medical condition, but that's not the intention. There is a medical factor but it's a regular transfer.

RESPONSE: All medical transfers are considered as Emergency Transfers since 2008. The Substantial Cause Medical category was eliminated in 2008 due to residents waiting for too long for an appropriate unit that would meet their medical needs.

COMMENT: Right and I am not trying to undercut that reasonable accommodations. But this resident was saying that some residents where they are asking that because of my medical conditions I need a different unit, but I want to remain on site.

RESPONSE: All medical transfers are considered as Emergency Transfers. If the resident must reside in a specific area of Boston, the BHA does review and consider all needs when determining the appropriate unit size, type, and location**.**

COMMENT: I have a question because of what she said about her sister, with the two children in a one bedroom apartment with the grandchildren. What if the girl was 13 and the boy was 4, would they accommodate them?

RESPONSE: The transfer will still be an under housed transfer. If there are other circumstances such as medical reasons that need to be considered, the resident may submit the documentation to the housing manager who will submit it to the Occupancy Department for the Transfer Review Committee's review and consideration.

COMMENT: It seems like you would have more units available if you took people from an over housed apartment and moved them to smaller units you'd have more apartments available for families off the waiting list?

RESPONSE: That would be the ideal thing to do. However, this means that for a period of time two units will be tied-up at the same time for the same resident, the current occupied unit and the unit to be prepared for the resident to move-in. After the resident moves in the prior occupied unit must be repaired before it may be rented. This means the occupancy rates would remain the same or actually decrease more rapidly. In addition, each time a resident transfers, the BHA incurs additional costs for unit turnover.

COMMENT: But don't you have to fix the empty one too?

RESPONSE: Yes, but when occupied by a new admission, this means only one unit had to be repaired and no additional vacancy had to be created. Therefore, the occupancy rate increases.

COMMENT: But it just sounds like to me through all the construction redevelopment, you had to hold apartments for those redevelopments, its just all of sudden now that we got all this done and stuff your starting to reoccupy people.

RESPONSE: Correct. In order to meet the construction needs we had to make units available. Residents have been relocated and now we need to re-occupy the units that are being placed back-on line. It is a lot of work in order to improve the living conditions for residents of the developments.

COMMENT: Yeah but, you still have to rehab them. It still has to be renovated so what is the difference when you take a person from Franklin Hill and put them at Commonwealth,

you still have to renovate it? I think that people feel slighted because they are sitting on a waiting list and they might have 6 people in a 2 bedroom and there is a 4 bedroom available for them, but another person from another property would go there even if they don't need it.

RESPONSE: The BHA makes housing offers to all clients Applicants and Residents based on their actual family composition and their position on the waiting list. This means clients are not getting housed in larger units if they do not need them.

COMMENT: One comment that cross cuts between Admin Plan and ACOP, is there any reason why you can't allow someone into the Section 8 program with the precondition that the tenant enter into a repayment agreement and if the party doesn't keep it terminate them.

RESPONSE: Under its current policies, a household that owes money to any Assisted Housing Program is not eligible for any of the BHA's housing programs. While the BHA could enter into agreements with persons to pay off these balances, the clients may not be admitted to the subsidized housing program until the balance if paid in full.

COMMENT: Good standing can mean someone who owes a landlord money and is on a repayment plan or owes the BHA money, but they are on target.

RESPONSE: Thank you for your comment.

COMMENT: There are some issues around RA or domestic violence, some of the time its made available around redevelopment, I think the practice has been offer public housing site, and not eligible for section 8. You might want to think that one through.

RESPONSE: The Transfer Review Committee does review and consider every transfer to determine if an emergency transfer needs to be referred for a Section 8 voucher and/or Project-Based properties if that would be the best option based on the documented need. However, the residents need to be in good standing. The BHA reviewed all approved Emergency Transfers and where warranted referred Emergency Transfers for a Section 8 voucher, for whichever housing offer is first available. However, the vast number of BHA residents were not interested in pursuing housing with a Section 8 voucher.

COMMENT: Transfer review committee is located where?

RESPONSE: The Transfer Review Committee is located at 52 Chauncy Street, Boston, MA 02111.

COMMENT: Inaccessibility with a critical element. There is a real problem with whether the landlord is legally required to make a change. It's a conflict of interest, is he going to say that he is not in compliance with the law. Then you say a government agency. That seems like a good idea, but an agency might not get that. The BHA has a whole staff of lawyers. Why not have the landlord and tenant certify facts and have a BHA attorney decide? This is being made a whole lot harder than it needs to be.

RESPONSE: The BHA is not proposing to make any changes to this Priority. The third-party certificate has been in place for many years and it clearly explains who needs to complete what portions.

COMMENT: BHA was taking the position that you don't have to take mitigating circumstances into consideration when considering a past debt. It was a very lawyerly argument. And the DHCD hearing officer, stated that the right to present mitigating circumstances about past debt. Now that that has been made clear, I think an ACOP amendment is in order.

RESPONSE: Applicants have always been given the opportunity to present mitigating circumstances if they have a past debt. BHA will continue to

provide the opportunity for mitigating circumstances and reasonable accommodation consideration.

COMMENT: A general comment, information about the housing stock just isn't out there. People are in constant need of knowing where are the wheelchairs, where are the ramps, where are the grab bars? Last summer within two hours an intern and a volunteer from Holland & Knight called the BHA and the exact quote was "I don't know. If the information is that important to you call every development and find out."

RESPONSE: BHA has detailed development descriptions available with the application package and on its web-site. We have included detailed information by development as to where we have existing wheelchair units and how many of them have roll-in showers. We also indicate the number of existing units at each development by bedroom size as well as information regarding the communities and public transportation.
It is extremely important that you inform the BHA supervisors of the names of the staff member(s) who fail to provide appropriate assistance in order for the BHA to appropriately address the issues and provide additional training where warranted. Be advised that not all unit features are included in the descriptions as there are features such as those for the legally blind, hearing impaired, railings, that are not listed because the accommodations can be adapted to any unit.

COMMENT: There is a section in here somewhere for changing exact deadlines for how late you can be. I would just like to see a whole change of attitude, the leasing officers and occupancy staff they should be given more discretion.They propose termination or eviction cause it's a rule, it's off there desk and not their job.
I just think they should be given a little discretion and not sent immediately into the hearing process.

RESPONSE: Thank you for your comment. The BHA is not proposing changes to these policies/procedures.

COMMENT: We understand that HUD is going to issue an opinion on the Hearth Act, which is a reissuance of the McKinney Act. There are a lot of new definitions, including that of HOMELESS. And I understand that there is a lot of overlap with the BHA and the City's programs. It sounds like this opinion is supposed to be out imminently. I don't know how you want to deal with that because you have an open Annual Plan process.
Right and I understand it's a longer process because it's a BHA conversation with the City on Continuum of Care and I did just want to introduce it because it's coming out. And this one actually includes doubled up. This is separate from HomeBase because it's McKinney driven.

RESPONSE: Thank you. BHA hopes that the final ruling is available prior to the submission of the BHA's Annual Plan. The BHA will update its policies as needed by any statutory change.

COMMENT: These comments are submitted by HomeStart, Inc. on the Public Housing Agency (PHA) Plan for the Boston Housing Authority (BHA) for Fiscal Year 2012, and include comments on the Annual Plan and Section 8 Administrative Plan. HomeStart has enjoyed an optimal working relationship with the Boston Housing Authority; our intent for submitting written comments is to further strengthen our collaboration to benefit our shared clients. We thank you for the opportunity to share our comments.

RESPONSE: The BHA is thankful for the established relationship and for your comments.

COMMENT: Withdrawals from Public Housing/Leased Housing Screening Process Due to Failure to Respond to Mail. Often since homeless

shelters in the greater Boston area are so large, with high numbers of residents, the sheer number of clients shelters work with can affect shelter staff's capacity to ensure all mail is given to the proper client. Once in a while there are situations where the shelter is willing to provide documentation to prove the client had no fault in failure to receive/respond to Boston Housing Authority mail. When this type of documentation has been brought to the Boston Housing Authority, often the denial is upheld and the homeless client has to reapply entirely to the program. Since homeless applicants are living in tumultuous living situations where they typically do not have complete, secure control over their incoming mail, HomeStart is asking for an exception to be made for these applicants if they have not responded to a letter from BHA. The following are potential guidelines that could be used:
Applicant has diligent history of responding to other mailings from the BHA.
Shelter/Facility/Social Service Provider is willing to document that it is the oversight of the agency which caused the applicant to miss the correspondence. Where possible HomeStart encourages our clients to acquire secure mailing addresses in order to successfully complete their housing searches; however limited income and/or support networks can prevent the applicants from pursuing adequate mailing addresses.

RESPONSE: The BHA has allowed and continues to provide all clients with the opportunity to document any extenuating circumstances and cases are re-opened on a regular basis without a need to appeal. When the documentation at hand does not support any extenuating circumstance the clients and advocates are encouraged to appeal. We have been working very closely with our homeless population for years and we have made appropriate arrangements to assist our clients as much as possible. We have also discussed with the Shelters and the advocates assisting the clients of perhaps creating a centralized mailing location to ensure clients do receive their mail and minimize the number of times they need to update their mailing addresses as the clients move from one location to another.

COMMENT: Back Rental Arrearage Debts Owed to Boston Housing Authority: The following is the BHA policy addressing debts owed to the BHA and the implications it has for screening for housing at BHA: 5.1.5 Applicant Owing a Balance to the BHA or Other Publicly Assisted Housing Program. The BHA will check for past balances upon receipt of the Preliminary Application. An Applicant who applies owing a balance consisting of uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program) will be entered into the BHA database as an ineligible Applicant and will not be placed on the waiting list until that balance is paid or a determination is made by BHA that no balance is due. HomeStart would like to suggest changing this policy to reflect the hardships low income applicants face. HomeStart does not deny the purpose of the policy, or the importance for the Boston Housing Authority to recoup the rent that is due. Often applicants are willing to do a payment plan with Boston Housing Authority for past rent owed. An alternative to this policy is if an applicant owes prior rent to a publicly assisted housing program they are required to enter into a formal payment agreement. If the applicant fulfills this duty the applicant's application may be considered active. Once the applicant enters the screening process for a BHA program the progress of the payment plan may be assessed. If the payment plan has not been adhered to a denial would occur. The alternative policy will assist low income clients to simultaneously pay off their debts to Boston Housing Authority, while at the same time move forward on the BHA housing programs' lists. In

HomeStart's experience we have seen applicants more apt to adhere to a payment plan when there are direct benefits related to payment, such as the progression on a housing list.

RESPONSE: Thank you for your comment. The BHA will take this suggestion into consideration.

COMMENT: HomeStart fears that many disabled applicants have not requested this preference due to the current language on the application. Ideally HomeStart is asking if BHA can run data queries to automatically assign the preference to qualified applicants.

RESPONSE: The current BHA application has several areas in which a client may provide information related to a disability. If there is any indication on any of the various areas that the client is disabled these points are automatically given to the client. BHA already has query reports to monitor this data and when warranted applies the preferences. Clients may also update their information and request the preference at anytime if they become disabled after their application has been submitted. Clients and advocates have been provided with on-going support and training to ensure they do follow-up with the BHA to update any changes that may affect their waiting list rankings.

COMMENT: Changing Number of Housing Offers in the Public Housing Programs. HomeStart understands the rationale behind this policy change from the BHA. HomeStart does see instances where a second offer is useful for the homeless population we work with (a recent conflict at a building/area that cannot be documented, fear of violence that cannot be documented, etc). While we understand the change, we would ask for the BHA to accept self-statements or other flexible documentation for good cause in particularly compelling cases if someone needs to deny a unit. Additionally, if an applicant did not receive the letter offering a unit, HomeStart would ask that this type of situation be treated differently than a refusal of a unit (instances might include the shelter lost the mail, the change of address hadn't been input into BHA's system, etc). With that said, if BHA does implement this new plan, HomeStart would like to ask that current and new applicants are informed of this policy. Ideas would include writing this policy on the housing choice sheets of the application to inform new applicants, and sending out a mailing to current applicants stating the new policy with add/change development forms included.

RESPONSE: The BHA will continue to review and consider any special situation, mitigating circumstances, and reasonable accommodations to determine if the client is to be reinstated for another housing offer that will address any new special circumstances. Applicants are made housing offers to developments of their choice and during the final screening process all applicants are provided with the opportunity to document any special need that must be addressed prior to a housing offer is made in order for the BHA to make the appropriate assessment of the client's housing needs. The advocates are also working closely with the BHA and attending monthly meetings in order to better assist our clients and determine if there are any undisclosed barriers that need to be addressed while the clients are on the waiting list, in the final screening process, before a housing offers is made and after the acceptance or refusal of a housing offer assignment.

COMMENT: Identification of Timelines Applicants Can Use to Reapply. BHA has proposed to identify timelines where applicants who have been withdrawn can reapply. Categories of denials that have no wait-time include being over-income, failure to pay balances owed to BHA or other housing assistance, for lacking eligible immigration status or being required to pay a pro-rated rent of over 50% of income for the

BHA's federal public housing programs, or for not being elderly/disabled and therefore not qualifying for elderly/disabled public housing. HomeStart appreciates these distinctions a great deal. HomeStart asks that people withdrawn for failure to respond to a notice are added to the categories of people who may reapply at anytime since lost mail may often be of no fault to the applicant.

RESPONSE: Thank you for your comment. The distinction was made only for the ineligibility categories as there are certain ineligibility categories for which the applicant may not re-apply for a period of 18 months or 3 years from the final decision.

Applicants who are withdrawn for any reason may re-apply at anytime. There is no restriction.

COMMENT: At the October meetings, BHA's Director of Occupancy indicated that the changes were driven by financial concerns, and in particular the need to achieve levels of full occupancy so as to avoid adverse funding and PHAS impacts. This was the justification provided for reducing the number of offers and for reducing the rate of set-aside of units for emergency and under- and over-housed transfers.

RESPONSE: That is correct. The BHA must maintain a 98% occupancy rate by site for all of its federally-assisted properties. Funding levels for each site is dependent on its occupancy level.

COMMENT: *Waiting Lists for 1-BR and Studio Units*: BHA has proposed to revise Chapter 3 of the ACOP, Preliminary Applications and Processing, at pp. 21-22, § 3.2. Under the change, single individuals would be required to elect to be placed either on studio or 1-bedroom waiting lists. (The ACOP would also clarify that where the applicant is a single pregnant woman, since an unborn child counts as a person, the applicant would not qualify to elect a studio or 1-bedroom unit, but only a 2-bedroom unit.) This change is probably on balance preferable to the existing policy, where applicants cannot be sure of the unit size to which they would be assigned, and is consistent with maximizing "choice".

While studio units may be less desirable, their waiting lists may move more quickly. In order to encourage single applicants to pursue studio units, BHA's proposal provides that those who elect these units shall have the option to apply for emergency transfer to 1-bedroom units at developments of choice if they have resided in the studio units for at least 2 years and are in good standing. Approved emergency transfers shall be offered every other 4th available unit by waiting list by bedroom size and appropriate unit type. See also Chapter 6, p. 107, § 6.1.3. BHA also made clear, at the October meetings, that the option to transfer to a 1-bedroom unit will also be made available to existing residents of studio units who are in good standing and have been in residency for two years or longer.

There is nothing inherently wrong with these changes, but applicants must be well counseled to be sure that they know what they are selecting, the pro's and con's of those options, and the consequences that may flow from those choices. Once an applicant has elected the studio option, for example, it will probably be extremely difficult to switch to the one-bedroom option unless changed circumstances can be demonstrated. Moreover, BHA has had a notoriously difficult time delivering transfers based on need for additional space within any reasonable time frame; while the set aside of a certain number of offers for these transfers may help, experience will have to show whether BHA can live up to the promise that those who elect studio units will in fact eventually be able to get larger apartments if they remain lease compliant.

RESPONSE: Thank you for your comment. You are correct, the transfer to a 1-bedroom

may not be immediate. However, at this time, there are no alternatives for residents living in a studio unit for many years unless they have an emergency that warrants a transfer or they become under housed due to a change in the family composition. Current applicants also do not have on option to elect a studio or 1-bedroom when they select developments that have studio and 1-bedroom apartments. They are offered whichever unit size becomes first available. Some clients accept the units and there are also many who reject the units.

COMMENT: *Rate of Transfer for Different Transfer Types*: It appears, in the revised ACOP, that BHA is recognizing four rates of transfer: (a) Administrative Transfers, which always take precedence; (b) Emergency Transfers, which will be offered out of every 4 unit offers at a development (c) over- and under-housed on-site transfers, who will be offered 1 site out of every 8 unit offers at developments with at least 98% occupancy; and (d) internal applicants (including over- and under-housed transfer applicants seeking assignment to other sites), for whom there are no preferences or set-asides. See Chapter 4. pp. 35-36, § 4..2.4; Chapter 4, p. 38, § 4.4.3.1; Chapter 4, pp. 49-51, § 4.4.5; Chapter 6, pp. 108-109, § 6.2.1: Chapter 7, p. 124, § 7.2.2; Chapter 7, pp. 125-126, § 7.2.3; Chapter 7, pp. 127-128, § 7.6; Chapter 7, p. 128, § 7.7. It used to be that the transfer rate for on-site over-housed and under-housed tenants was 1-out-of-4 (where the occupancy rate was 98%). Aside from the question of whether the particular rates/set-asides are reasonable (will result in inordinate delays in families being moved to appropriately sized units or out of emergency housing situations), there are some other questions:

It is not clear from the ACOP how BHA is treating over- or under housed transfer applicants who don't choose to transfer on-site. The Director of Occupancy indicated, at the October meetings, that: (a) tenants who elected on-site transfers could also elect off-site transfer (there was no "either/or" choice); and (b) it was likely that tenants would always be reached first on the on-site transfer options (because of how the "internal applicant" process works); (c) families who weren't moving on the on-site list, because their development could never get up to 98%, could add other development choices, but the date of application for those sites would be as of the addition of other developments; and (d) as with all other choices, transfer applicants would need to be careful to only select developments where they were willing to go, since it's a one offer arrangement at whichever site came up first. It would be helpful to spell this out either in the ACOP or other guidance.

It may not make sense to treat an over-housed transferee who is at a site with a less than 98% occupancy rate in the same way as an under-housed transferee. This tenant may have no incentive to move and may care less that the occupancy rate is low, whereas the under-housed transferee desperately would like to move. It may make sense to always move the over-housed transferee regardless of the occupancy rate so that there is more effective utilization of the right-sized units.

What happens where there is a change in size requirements while an under- or over-housed transfer is pending? BHA has proposed in Chapter 7, pp. 125-126, § 7.2.3, to add language added so that if residents who are under-housed at sites where the unit size required does not exist, they will be allowed to select other developments of choice, and are considered as an on-site under-housed transfer. Let's assume that a family has put in for an under-housed transfer, and while the transfer is pending, another child is born, meaning that an additional bedroom is required and this cannot be accommodated at the site. Will this be identified at annual recertification in terms of

existing transfer requests? Will the date of any application to a new site be when there was the change in the household, or only the date when the tenant and/or BHA identify that there is a need to switch the original designation?

RESPONSE: Thank you for your comments. The BHA is only proposing the change to add the transfer criteria for clients who are under-housed at sites where their unit size do not exist for the residents to be able to have the On-Site option at any development of choice were the bedroom size exists. As with any current transfer category, if the household composition changes the under housed transfer application date will remain the same. We will add more clarifying language to the existing transfer guide.

COMMENT: *Reducing the Number of Offers for Transfer Applicants, and Consequences of Not Responding Quickly to Transfer Offer*: In the revised ACOP, BHA has proposed to reduce the number of offers transfer applicants receive from 2 to 1—the same framework that is used for emergency applicants. See Chapter 6, pp. 108-109, § 6.2.1, and pp. 111-112, § 6.2.4; Chapter 7, p. 124, § 7.2.2. BHA should explain whether this means that all applicants and all transfers will only get one offer, or whether there are cases where more than one offer will be made to either existing tenants or applicants. It also may not make sense to simply bar re-application for transfer for one year for not accepting an offer in all cases. For example, it may make sense to treat over-housed transferees differently, since they may otherwise be glad to not have to transfer. Moreover, there may be cases where the tenant did not sufficiently understand that the alternative to not accepting a transfer would be eviction, or where BHA did not sufficiently understand the transfer applicant's circumstances.

RESPONSE: The BHA is not proposing changes to existing transfer categories. Under and Over housed transfers have always been one offer systems. BHA is proposing to change back to the one offer system for the Emergency Transfers and Priority One Applicants.

COMMENT: The proposed ACOP also provides, in Chapter 6, pp. 111-112, § 6.2.4, that when offers are accepted, applicants or residents must move into the assigned unit within 30 days of the offer unless otherwise agreed to by BHA in writing, and that failure to move into the unit within that time period shall be considered an unacceptable housing offer refusal. Where a transfer is involved, the resident must also vacate his/her existing unit within that period. If a resident fails to completely move to the offered unit within the 30 days, this will result in rent charges as approved by HUD and DHCD. See also Chapter 7, p. 129, § 7.8 (also clarifying that those who don't timely move will have pro-rated rent for unit being vacated as well a regular monthly rent for the new transferred unit.) BHA must be careful to avoid hardship here. There may be understandable circumstances where it would take the tenant longer to move due to medical circumstances or need to arrange relocation assistance. Moreover, there should never be a situation where the tenant is caught with no unit—i.e., where she is out of one unit, but because of delay in relocation, the transfer offer is revoked as an unacceptable offer.

RESPONSE: BHA will always continue to review any extenuating situation, mitigating circumstances, and reasonable accommodation needs. The intent is for residents and applicants to move to vacant units as quickly as it may be possibly and for two units that to be held vacant longer than necessary as this directly affects the sites and the agencies overall occupancy levels.

COMMENT : Identifying Cases Where Quick Reapplication Is Permissible Due to Changed Circumstances*:* BHA proposes to revise Chapter 4 of the ACOP, Establishing and

Maintaining Waiting Lists for the Public Housing Program, at p. 33, § 4.1.4.7. This would add a new subsection b. (and re-designated later subsections) that applicants found ineligible for certain reasons -- for being over-income, for failure to pay balances owed to BHA or other housing assistance, for lacking eligible immigration status or being required to pay a pro-rated rent of over 50% of income for BHA's federal public housing programs, or for not being elderly/disabled and therefore not qualifying for elderly/disabled public housing -- may reapply at any time they meet the requirements and will be given a new application date as of the date the application is received. This provision makes a lot of sense.

RESPONSE: Thank you for your comment.

COMMENT: Simplification of Displaced Boston Tenant Preference: BHA has proposed, in Chapter 4 of the ACOP, pp. 47-48, § 4.4.4.5, to delete from the Displaced Boston Tenant Preference the requirement that the applicant be the tenant of record and that displacement was not due to the fault of applicant; instead, this is replaced with proof of Boston residency. The provision also deletes references to getting verification from the School Department or from Social Security as proof of residence. These simplifications are needed and BHA should be commended for these changes.

RESPONSE: Thank you for your comment.

COMMENT: Deleting Reference to City-Wide List and Adding AMPs: The revised ACOP, at Chapter 4, pp. 49-51, § 4.4.5, deletes any reference to a city-wide list, and refers instead to all waiting lists for Family and Elderly/Disabled Developments/AMPs (i.e., Asset Management Projects). This is just "clean-up" language and is non-controversial, since: (a) there is no longer any "city-wide list" per se; and (b) HUD requires BHA to use the term "AMP" where developments may have been clustered into a common administrative grouping.

RESPONSE: Thank you for your comment.

COMMENT: Adding Language About Units Being Ready in Database: The proposed change to Chapter 6, p. 109, § 6.2.2, adding provision about more than one apartment being available, that it is based on being entered in the database as "ready" and "available" for a housing offer, is non-controversial.

RESPONSE: Thank you for your comment.

COMMENT: Charge for State Over-housed Tenants Who Fail to Transfer: The proposed change to Chapter 7, p. 130, § 7.11, which states that the charge for over-housed state public housing tenants who refuse to transfer to appropriately sized units is 150% "of their monthly" rent, just makes clear what is required by state law.

RESPONSE: Thank you for your comment.

COMMENT: Maintaining Two Units Offers for Emergency and Priority One Transfers Emergency Transfer and Priority One Applicants should continue to be given two housing offers. While it would obviously be easier for BHA to make only one offer, the degree of freedom of choice that takes away from residents is just too overwhelming.

RESPONSE: BHA is proposing to go back to the one housing offer system not because it will be easier for the BHA. It is because the two offer system is negatively impacting the BHA's site and agency overall occupancy rates due to Emergency Transfers and Priority One Applicants high refusal rates even with the two housing offer assignments. Applicants are selecting the developments of choice and rejecting the first and second housing offers at developments they have selected without any good reason.

COMMENT: Consideration of Mitigating Circumstances for Debts to Past Landlords. The ACOP should be amended to state clearly that an applicant may always show mitigating circumstances regarding past rental debts, as required by DHCD regulations, 760 CMR 5.08(2) and by statue, G.L. c. 121B § 32. BHA makes clear in Chapter 5, p. 99, § 5.3.6 that mitigating circumstances must be considered relative to rent delinquency, Chapter 5, pp. 76-77, § 5.3.5.1(A). However, due to the arrangement of the chapters, the ACOP does not clearly provide that an applicant may show mitigating circumstances if deemed ineligible under Chapter 4, p. 27, § 4.1.3.2 ("The Applicant failed to pay an outstanding balance owed to the BHA or other Federal or State housing assistance program"). Chapter 5 of the ACOP states:
"In the event of the receipt of unfavorable information with respect to an Applicant the BHA will notify the Applicant in writing, and the BHA shall permit the Applicant to show whether there are Mitigating Circumstances, which may include a showing of rehabilitation or rehabilitating efforts, sufficient so that when the potentially disqualifying conduct is weighed against the Mitigating Circumstances, the BHA is reasonably certain that the Applicant will not engage in any similar conduct in the future. " Chapter 5, p. 99, § 5.3.6.

Chapter 4, which addresses eligibility for purposes of waitlist management, should be amended to include or reference this provision. Consideration of mitigating circumstances in the eligibility determination process is a statutory duty that cannot be waived through the arrangement of the ACOP chapters. This point was recently stressed in a decision obtained upon appeal to DHCD by the Tenant Advocacy Project at Harvard Law School.

RESPONSE: Thank you for your comment. The BHA will review and make any appropriate changes where it may be warranted.

Written Comments on Proposed Changes to Administrative Plan

Comment: Withdrawal of PBV/MR Applicants for Not Accepting Offers: BHA has proposed, in Chapter 3, p. 14, § 3.2.5(a)(5), that if an applicant for a Project-Based Voucher (PBV) or Moderate Rehabilitation (MR) unit fails to accept an offer, this will result in the withdrawal of the applicant's name from all PBV and MR developments on which the applicant was listed, a loss of any priority/preference points, and a one-year bar on reapplication. While I understand BHA is merely wanting to bring to these programs principles that it uses for the regular HCVP voucher program, as well as for public housing, it would be helpful to get clear on a few things:

It may be that an applicant failed to realize that there were certain criteria for a PBV/MR site that the applicant didn't meet (for example, being a client of DMH), or that the units at the development are not appropriate for the applicant's need (the applicant, for example, needs a unit where she doesn't have to climb stairs, and there are no such units at the site). Such applicants should not be penalized for deciding not to pursue units which are not appropriate, particularly where such criteria may not exist on the development descriptions and/or were not brought to the applicant's attention at the time of application.

BHA Response: The BHA will continue to review any good cause or reasonable accommodation that an applicant may have that would cause them to reject an offer of housing. In addition, if an applicant is rejected by an owner but otherwise eligible for Section 8, they will only be removed from that specific owner's waiting list.

Comment: Last year Homestart had recommended, and BHA had agreed, that when an applicant is about to be referred to an owner of a PBV/MR site, there should be a written notice to the applicant of this from BHA. Otherwise, the applicant might not respond to the owner's inquiry, or realize that this was related to the PBV/MR listing. We don't know if this has happened yet; obviously such a system should be in place before adverse action is taken due to non-response. This is particularly important because there have been long waiting periods on many of these waiting lists and applicants might have forgotten about the listing.

BHA Response: The BHA is currently sending out these notifications to applicants.

Comment: If an applicant is rejected by an owner because of its tenant selection criteria, this should not be considered a failure to accept an offer. While the applicant's name may be removed from that owner's list (subject to such rights as the applicant may have to dispute the owner's action), she should remain on other lists. In addition, there is a specific issue here for BHA-related sites, such as the PBVs at Lower Mills or Heritage. It is of course proper for BHA or its private manager to do such suitability screening, but if the applicant is rejected based on the suitability review, s/he should NOT be purged from other PBV lists. There may be some confusion in the withdrawal system here which needs to be cleared up.

BHA Response: If an applicant is rejected by an owner but otherwise eligible for Section 8, they will only be removed from that specific owner's waiting list.

Comment: As with public housing, there are times where there was no refusal by the applicant of an offer, or where refusal is justified. The applicant may not have received the notice (it was sent to an incorrect address, or BHA failed to note an address update). There may be reasonable accommodation related reasons for failure to respond (hospitalization, cognitive barriers). New information may mean that the placement is no longer appropriate (for example, an applicant who recently was the victim of a sexual assault in a particular neighborhood, where placement in that area might put her at risk, or reunification with family members which means that the unit is no longer the appropriate size). While applicants should be notifying BHA promptly of such changes, things can happen on both ends of communications, and BHA should be lenient in finding good cause for a refusal or a late response.

BHA Response: The BHA will continue to review any good cause or reasonable accommodation that an applicant may have that would cause them to reject an offer of housing.

Comment: It is not clear if this is a "one offer and you're out" system, since there is language (which is proposed for some revision) in Chapter 15 of the Administrative Plan for the PBV program which makes it appear that an applicant is not removed from the list until there is a rejection of a 2nd offer without good cause. Thus, on p. 181, § 15.5.(a)(3-4), there's an added reference to BHA maintaining the site-based PBV lists, that applicants will receive up to 2 offers, and failure to accept the first offer will result in withdrawal from the particular site, and failure to accept the 2nd offer will result in withdrawal from all PBV waiting lists, loss of approved priority and/or preference, and a one-year bar on reapplication. It could be that BHA didn't pick up on the inconsistency between the proposed language in Chapters 3 and 15, or on the other hand, it may be that there are intentional distinctions between PBV and MR. BHA should clarify this.

BHA Response: The BHA will revise Chapter 15.5(a)(3-4) to mirror the new language in Chapter 3.

Comment: New Leading the Way Home Set-Aside: As was done in the 2009 amendment to the Administrative Plan, BHA has set aside a significant number of vouchers as a means of complementing City or State homeless policy. HomeBASE is a new State program and it remains untested and in need of refinement in a number of respects. As proposed as a revision to Chapter 3 of the Administrative Plan, pp. 24-25, § 3.3.5(b), 500 vouchers would be offered for those willing to participate in stabilization and economic self-sufficiency activities (with 18 months of services)with eligibility and referral to be determined by DHCD or its subcontractor. It's not clear exactly what the admissions criteria will be, how disputes over qualification and eligibility would be resolved, or how this will be administered as a waiting list system—i.e., whether there will be rolling admissions. It may be that some disputes are with BHA's determinations (for example, CORI or non-citizen qualification) and some may be with DHCD's determination. Getting clear on the eligibility criteria, who makes what decisions, and review rights for each, would be helpful. It's not clear if the model here is similar to that used for the Family Unification Program (FUP), where certain review rights exist at DCF, and others with BHA.

BHA Response: The BHA has executed a Memorandum of Agreement with DHCD which outlines the new Leading the Way Home Program. Under this program, the BHA will provide Section 8 vouchers to 500 Boston families currently residing in DHCD sponsored shelters and motels. DHCD will provide these families with relocation assistance as well as 18 months of case management services in an effort to both stabilize these households and to lead them on a path to self-sufficiency.

DHCD will refer homeless households, whose last permanent residence was Boston, by those households with the earliest date of shelter entry. To qualify for DHCD referral, households will have to be in compliance with current shelter rules, have at least one family member with eligible immigration status and be willing to enter into an Individualized Service Plan.

BHA will screen referred households for Section 8 eligibility in accordance with its current Administrative Plan. Households found ineligible for the program by the BHA will be subject to the same appeal rights as all other applicants to the BHA's HCVP.

Comment: Temporary Absence of Children in Foster Care: In Chapter 5 of the Administrative Plan, at p. 48, § 5.4.2(f), BHA has proposed to limit to 12 months the time period for which an applicant or participant may have children who are temporarily absent due to placement in foster care considered to still be part of the household. The period would begin on the date of removal of the child from the household and would run until the family's second regular annual recertification following that date: if the child was not returned by that date, the child would no longer be considered to be a member of the family in determining the family's unit size (subsidy standard).

This is an area where BHA needs to be careful, since the language here on special treatment of children who are in foster care is statutory. See 42 U.S.C. § 1437a(b)(3)(C), as added by Pub. L. 101-625, Title V, § 574, 104 Stat. 4238 (Nov. 28, 1990) (Cranston – Gonzalez). The statute reads: "The temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size." The House Conference Report on the bill stated the following:

"Effect of Foster Care Children in Determining Family Size: The Senate bill contained a provision not included in the House amendment providing that under both the 1937 Housing Act and the 1949

Housing Act true temporary absence of a child from home due to placement in foster care shall not be considered in determining family size. The conference report contains the Senate provision."

1990 U.S. Code Congressional & Administrative News (USCCAN), at p. 6156 (House Conf. Report 101-943, at p. 451). The bill also included provisions for the Section 8 Family Unification Program (FUP) and permitted local preferences for reunification. A major concern of Congress was that the housing and child welfare systems be better integrated to foster family reintegration and to avoid children languishing in foster care because of lack of adequate housing. See Senate Report No. 101-316, at pp. 125-126; Hous. Conf. Rep. 101-194, at pp. 418-419, 440-441, and 452-453, found at 1990 USCCAN at pp. 5887-5888, 6123-6124, 6145-6146, and 6157-6158.

In 1994, as part of revised admissions regulations for the Section 8 tenant-based programs, HUD revised its regulations to encompass the 1990 statutory amendment.1 See 59 Fed. Reg. 36662 et seq. (July 18, 1994), adding 24 C.F.R. § 982.201(c)(5). Comment asked HUD to address the statutory change. HUD did not chose to define or limit the term "temporary", but stated:

"The statutory provision is intended to promote family re-unification by permitting the family to rent a subsidized unit that will be big enough for the whole family when the absent child returns from foster care."

Id., 59 Fed. Reg. at 36664.2 As subsequently noted by HUD in PIH Notice 95-63 (Oct. 11, 1995), p. 7, this was a change in PHA policy. Under prior law, PHAs had discretion on whether to count temporarily absent children who were in foster care as an assisted family member. As of October 18, 1994 (the effective date of the regulatory revision), PHAs had to count temporarily absent children in foster care as an assisted family member for the purposes of any admission criteria and unit size, and this would apply to both subsidy standards and HQS overcrowding determinations. HUD indicated this applied to certificates/vouchers issued after October 18, 1994 for applicants, and the new subsidy standard was to be applied at the next re-examination period after October 18, 1994 for participants. See also what is now at 24 C.F.R. § 5.403, definition of "family", which is identical to the statutory language. HUD also included similar language in its Section 8 Voucher Guidebook 7420.10G (April 2001), ¶¶ 5.2 and 5.9, and in its Multifamily Occupancy Handbook 4350.3, REV-1, CHG-3 (2009), ¶ 3-23.E.6.b.(5).

Neither Congress nor HUD chose to define the word "temporary".3 Likely as not this is because family reunification determinations are very case-specific and court-driven, and depend on the circumstances of each family as to whether and when children can return and what support services must be put in place and what benchmarks achieved. Often it is critical for families to have sufficient space for visitation and increased contact over time to demonstrate to a court that family reintegration is likely to work.

The Commonwealth has a paramount policy of family re-integration, as enunciated at G.L. c. 119, § 1, and its agencies must foster such goals in their policies. See In re Adoption of Ilona, 459 Mass. 53 (2011).4 Therefore local housing authorities, like the BHA, must guard against policies that would place unnecessarily barriers in the path of family reintegration.

We would recommend that BHA take the approach which is utilized by the Commonwealth's Department of Housing and

Community Development (DHCD) in its Section 8 Administrative Plan (as most recently revised in 2009). DHCD's policy, at Section 3.I.L of the Section 8 Administrative Plan, states the following:

"If a child has been placed in foster care, the PHA will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member."5

Marcia Peters had suggested at the public hearing on October 20th having a simple form in which DCF staff could be asked to verify expected reunification, and this makes a lot of sense.

The disadvantage of a one-year temporary absence rule is that it may not always reflect reality. It amounts to an irrebuttable presumption that a child is no longer "temporarily absent" after a year, and that the family no longer needs a larger unit size for reunification. But as with many irrebuttable presumptions established by local agencies without regulatory or statutory authority, it can create a serious due process problem, and it does not allow the fine-tuning necessary for individualized consideration of a family's eligibility. See James v. New York City Hous. Auth., 622 F. Supp. 1356 (S.D.N.Y. 1985) (invalidating PHA's durational family composition requirement). There are better ways to craft this to serve the BHA's legitimate interests in avoiding over-subsidization while at the same time not denying assistance to those whom Congress intended to safeguard. See Mathews v. Eldridge, 424 U.S. 319 (1976).

In Massachusetts, within 12 months of a child's placement in temporary foster care, and not less than every 12 months thereafter, the committing court must conduct a permanency hearing to determine the permanency plan for the child. The plan is to address whether and when the child is to be returned to the parent, if the child will be placed for adoption, if the child will be referred for legal guardianship, if the child will be placed in permanent care with relatives, or if the child will be placed in another permanent planned living arrangement. See M.G.L. c. 119, § 29B(a); see also 110 C.M.R. § 6.11.6 In a number of cases, it may be necessary for the family to obtain services, and delays may be inherent due to difficulty in securing and implementing those services. According to information we've received from the Committee for Public Counsel Services (CPCS), the rate of return of children placed in foster care to parents exceeds 50%. While the average length of stay in foster care may be under 12 months, it is certainly not unusual for reunification to take longer than 12 months.

It is appropriate for the BHA to review the status of this at the time of final verification of eligibility (for applicants), at every annual recertification, or when a family wishes to relocate in between annual reviews, since reunification status is something that can change. A court may have determined that parental rights have been terminated, or a parent may have decided, rather than to have a child be placed in limbo, to give guardianship of the child to another relative as an alternative to continued DCF foster placement.

BHA Response In response to comments, the BHA is removing this change and keeping the already approved language.

Comment: Voucher Search Period: In Chapter 7, at pp. 74-75, § 7.2.1, BHA proposes to alter its existing practice on Section 8 voucher search periods, and to create two different search periods—one for applicants and one for participants (those under HAP contracts). While this may generally make sense, there

are some exceptions which should be reviewed by BHA.

The proposal keeps the existing practice for applicants—the search period is 120 days unless the period is suspended or extended on a case-by-case basis. For participants, however, the voucher period is limited to 90 days (this period, too, can be suspended or extended on a case by case basis). After the 90-day period, if the participant fails to find an acceptable unit, s/he may continue to receive assistance in the current unit, provided that the unit continues to meet program requirements and the owner agrees to this.

In most instances, the 90-day voucher period makes sense, since if the participant is unsuccessful with housing search, s/he can request at any time to have another voucher issue to relocate, and time may not be of the essence. There are a few scenarios, though, where the 90-day period for a participant may not work:

The unit has not passed HQS due to the owner's failure to make repairs, and the unit is on stop payment, or the HAP Contract has terminated. In such instances, the right to continued participation may end if alternative housing is not secured7, and it may well take the tenant more than 90 days to find a unit—particularly if certain features are required.

The participant may no longer be in the apartment because of domestic violence or other good cause, and there are legitimate reasons why securing a new unit will take more than 90 days.

There is a pending eviction for "no cause" at the end of an initial or subsequent fixed lease term, or for "other good cause" (not for serious or repeated lease violation—regarding these, see further comments below), and the court process is still being drawn out (including any rights to remain in the premises pending appeal and/or rights to a stay of execution under G.L. c. 239, § 9). There, the tenant may have pursued relocation but have been unsuccessful at relocation, and the owner is unlikely to want to rescind its notice of lease termination. HUD regulations provide that continued assistance should be paid until the eviction process is finalized and the tenant is finally out. See 24 C.F.R. § 982.311(b).8 BHA's past practice has been to permit the tenant to relocate with a voucher at any time after such a notice has been given, and this practice should continue.9

There may be circumstances—hopefully rare—where a tenant and an owner have entered into a "mutual termination" of the lease, or the tenant has given his/her own notice, but the tenant wasn't able to secure a new unit—and the owner is unwilling to enter into an agreement to extend the lease or HAP contract. In such instances, BHA should at least treat the participant as favorably as an applicant in terms of maximum search period.

There may also be cases where the right to continued participation needs to be "frozen"—for example, the tenant has been hospitalized or institutionalized or is in recovery, there are no remaining household members in occupancy, and the period of temporary absence from the apartment would exceed the maximum permitted by HUD and/or BHA policy, such that it makes sense to terminate the lease and the HAP contract. (see 24 C.F.R. § 982.312). However, if/when the family is again able to engage in housing search, it should be eligible for the normal applicant search period, rather than the reduced search period applicable to participants.

BHA Response: In response to comments, the BHA is removing this change and keeping the already approved language.

assistance in such circumstances. This need not be addressed here.

Comment: Changes in Inspection Provisions: At Chapter 9, pp. 96-97, § 9.3.1, BHA has proposed to eliminate language that the Inspection Department will ask participants to contact it to make other arrangements if an apartment cannot be inspected at the assigned time for an annual inspection. It's not clear why this change is needed or desired. Families should be informed of the right to contact BHA in advance of the inspection date if a proposed date/time will not work.

BHA Response: In response to comments, the BHA is removing this change and keeping the already approved language.

Comment: Moreover, in the same section, BHA has deleted the provision that the tenant will get a copy of the inspection report (either at the inspection or by mail), and has limited it to those cases where the tenant requests it or where it is claimed that there is a Housing Quality Standards (HQS) breach due to tenant-caused violations. It is not clear why this is proposed for elimination—it is unlikely that there is a significant cost to this, and the inspection report can help the tenant verify that the owner was placed on notice of a condition and did not repair it, as may be necessary for the tenant's assertion of rights under G.L. c. 239, § 8A, of protections against retaliation under G.L. c. 239, § 2A, and for damages under the implied warranty of habitability.

BHA Response: In response to comments, the BHA is removing this change and keeping the already approved language.

Comment: BHA has also added language to Chapter 9, at p. 100, § 9.5.4(f), that the HAP Contract will be terminated where the owner has, after notification that a child under the age of six is now residing in the unit, fails to provide a lead certificate of compliance or letter of interim control by the deadline date spelled out in the notification letter. This should be revised slightly to only apply where a building was constructed before 1978, and BHA should check the file records on construction dates before it automatically takes adverse action due to lack of such documentation.

BHA Response: Thank you. The BHA is adding this clarification to the existing language.

Comment: Owner and Tenant Debts and Repayment: Chapter 11, Continued Participation, has new language at pp. 112-113, § 11.2.3 regarding owner debts to the BHA, and states that they must be paid within 30 days, and that BHA may reduce other future HAP payments to owners who don't pay such debts within required time frame. In addition to seeking repayment within 30 days, BHA may enter into repayment agreement or seek to collect through a third party debt collector or legal action. It further provides that owners who refuse to repay or breach repayment agreements may be barred from future participation, and states that BHA will not enter into a repayment agreement if there is already a repayment agreement in place with the owner or if the amount of debt owed exceeds the Federal or State threshold for criminal prosecution. There are a couple of issues here:

It may not be in BHA's interest to not enter into a revised repayment agreement. There may be understandable circumstances where an owner has not complied with an initial repayment agreement but would be likely to follow through on a new one. Rather than cast an iron-clad rule, BHA should have the discretion on a case-by-case basis to enter into revised agreements where it appears appropriate. At the same time, there certainly should be no expectation that this is subject to endless re-negotiation: BHA could in any particular case say that it was not willing to consider a new arrangement.

The threshold for prosecution should be included so that it is clear to all parties. However, distinction should be drawn between cases where there is fraud and where there may have been a misunderstanding between the parties regarding obligations (particularly where there may be contributing factors of limited English proficiency or disability); the dollar threshold should only apply in the cases where the criminal elements of intent can be clearly shown.

BHA Response: The BHA feels that our drafted language provides us with the necessary flexibility to take appropriate action against owners that owe us money.

Comment: Chapter 13 also contains somewhat similar language regarding tenant debts and repayment to the BHA, but has some additional provisions. See pp. 131-133, § 13.3.5. The matters discussed above regarding Chapter 11 should also be applied to Chapter 13. However, there is also a critical distinction that should be made between cases where there is probable cause to believe there was fraud and those cases where there was an unintentional program violation and the repayment provisions offered where fraud cannot be established. This is necessary to follow HUD's Section 8 Guidebook and PIH Notice 2010-19 (as extended).

HUD and the courts have always made a distinction between fraudulent and unintentional breach of program obligations. The elements of fraud are discussed in 24 C.F.R. § 792.103 and in court cases such as Holly v. Hous. Auth. of New Orleans, 684 F.Supp. 1363 (E.D.La. 1988) and Ellis v. Ritchie, 803 F.Supp. 1097 (E.D.Va. 1992). It is true that, in 1995, HUD revised the Section 8 family obligations to make clear that the duty to completely and accurately report on income or household composition is a Section 8 family obligation, independent of the obligation not to engage in fraudulent misconduct. However, the existence of the family obligation is independent of the question of what the remedy should be if there has been under-reporting which was not fraudulent. HUD has addressed this issue in both Chapter 22 of the Section 8 Housing Choice Voucher Program Guidebook for the Section 8 voucher program, and Chapter 8 of the Multifamily Occupancy Handbook 4350.3 for the Section 8 project-based programs. In both HUD directives, families who misreported income or other factors used in calculating rent are required to repay the PHA/owner for the amount of excess subsidy that derived from the discrepancy, but they are not subject to eviction or termination as long as they honor such repayment terms. See McGlarty v. Greene Metro Hous. Auth., 2011 WL 3890295 (Ohio App. 2 Dist. 2011) (referencing both Ellis and Guidebook about procedures to be used for non-fraudulent mis-reporting).

Over the past few years, HUD has devised tools to help PHAs and owners identify income discrepancy through the Enterprise Income Verification (EIV) system, and owners and PHAs are required to use EIV regularly to cross-check reported information. See 24 C.F.R. §§ 5.233, 5.236, and 908.101. In conjunction with the use of EIV and an Executive Order issued by President Obama in November, 2009 to ensure against improper payments, HUD issued a series of Notices for both its Public & Indian Housing (for the Public Housing and PHA-administered Section 8 programs) and Multifamily Divisions. See PIH Notice 2010-19, as extended by PIH Notice 2011-25, and Housing Notice 2008-3, as revised by Housing Notices 2009-20, 2010-10, and 2011-21. All of these procedures draw the distinction between fraudulent and non-fraudulent conduct, and where the conduct is non-fraudulent, give the tenant or participant the opportunity to remain on the assisted housing program so long as the overpaid subsidy is reimbursed. Moreover, while all of the provisions provide for an

initial request for payment to be made within 30 days, they provide for entry into repayment arrangements which are designed to be affordable to the participant. The Notices further provide that the length of the repayment term is NOT capped in the manner proposed in BHA's draft, with the repayment needing to be made within 36 months of execution of the agreement. Instead, the time period is dictated by the amount to be repaid and the tenant's circumstances, such that the tenant does not pay more than 40% of adjusted income for the combination of ongoing rent for the current unit and the repayment amount.

BHA Response: The BHA believes that its proposed language complies with HUD issued guidance. The BHA always provides participants and applicants the right to request Reasonable Accommodation or assistance through its Limited English Proficiency Policy (LEPP).

Comment: Denial of Voucher to Relocate: The proposed amendment includes language in Chapter 11, at p. 113, § 11.3.2, adding a prohibition on moves by assisted families during the pendency of any adverse action by the Housing Authority. The next section of the Plan includes exceptions to this prohibition which appear to be the same as those previously used by BHA. Similarly, on pp. 119-121, § 11.10, where provisions were added on family moves within BHA's jurisdiction, there is reference to both 90-day relocation vouchers (see discussion above) and the denial of a move with continued assistance if there are grounds for denial or termination. See also pp. 141-142, § 13.7.4 (adding provision that family will not be permitted to move during the pendency of any adverse action). I am not sure what BHA's intent was through these revisions—i.e., to somehow make the terms more stringent, or to just have clearer language. Some clarification as to BHA's intent would help.

Regardless of BHA's intent, I would recommend using some language OTHER than "adverse action", since this may cover many things. A household, for example, may think that the PHA action is "adverse" because it is questioning whether its rent was properly calculated under the rules, or whether it should qualify for a different subsidy standard in the proposed relocation apartment. It is also probably worth some further discussion with participants whether they find BHA's existing restrictions on moves, and the exceptions listed here, to be unduly onerous or burdensome, and whether there may be additional categories that should be added. For example, there may be an undesirable situation between a landlord and a tenant, or between neighbors, or criminal activity or safety issues in the area, which would make it unwise to continue the existing housing arrangement, and denying a request to relocate may result in hardship. There may be an eviction where the owner has asserted "fault", but the parties are willing to work out "no fault" terms for resolution if the tenant will relocate (possibly with repayment terms under which the tenant would be regarded in "good standing"). The tenant may be in an untenable position because of a reduced subsidy standard, and relocation would make sense, but the tenant owes rent pending relocation. BHA should be flexible in problem-solving these situations with the parties and should seek to avoid exacerbate relations through a refusal to consider relocation.

BHA Response: The BHA is revising its language to delete "adverse action' and replace it with "where there are grounds for denial or termination of assistance."

Comment: The proposed revision to Chapter 11 also states, at pp. 119-121, § 11.10, that a move may be denied where annual recertification will be within the next 120 days, and family may be required to complete the reexamination process before the request to

move is approved. It would be helpful to discuss this further. Families should not arbitrarily be denied moves just because of where they are in the annual recertification cycle, provided they otherwise have followed proper procedures. It is understandable that the BHA staff wouldn't have to repeat recertifications twice, and having a recertification be completed in conjunction with the move is fine. Moreover, BHA staff can certainly examine whether the family's subsidy standard should change to avoid over-subsidization.

BHA Response: The BHA has revised its proposed language to make it clear that households whose annual recertification process is within 120 days must complete this process prior to moving to a new unit. The effect of this change will require a family to complete an already ongoing annual recertification process prior to being issued a voucher to relocate. The BHA does not anticipate that this will slow the ability to relocate as the income collected in the annual re-examination process will likely be timely enough for the voucher issuance certification and the other change of unit certification, reducing the data collection that is sometimes required during the last days before a relocation.

Comment: Problems with Receipt of BHA Notices, Late Appeals and/or Hearing Default, and Compelling Circumstances: BHA agreed, in the 2006 Administrative Plan, to include language similar to that in its Public Housing Grievance Procedure for allowing late appeals or removal of a hearing default in appropriate circumstances. Reasonable accommodation certainly would provide for this relief where the participant's failure to timely appeal or to appear was related to a disability (such as hospitalization, institutionalization, or cognitive barriers). BHA has proposed revisions in this section in a number of ways:

(A) Notices: BHA's practice is to send notices of proposed termination by both first class and certified mail, and to do the same for notices of hearings. BHA has proposed, in Chapter 13, pp. 139, § 13.6.2, to add language that if a certified mail notice is returned to BHA with a receipt indicating that delivery was attempted but the addressee failed to pick up the certified mail and the first class mail is not returned, notice will be considered received. BHA has also proposed, at pp. 143-144, § 13.7.5, to add a provision that a scheduling notice will be considered to be received if sent by both certified and first class mail and the return receipt shows that the addressee failed to pick up the certified mail and the first class mail was not returned as undeliverable. While it is fine to have a rule presuming receipt in these circumstances, this cannot be an irrebuttable rule, as the question is, did the family receive the notice? If the participant has enough to raise a serious question whether she did in fact receive notice of the proceeding, or other mitigating factors are present, BHA should err in favor of giving the participant a hearing on the merits.

(B) Not Attending Hearing Without Sufficient Advance Notice, or Showing Up Late: In Chapter 13, at pp. 143-144, § 13.7.5, BHA has added to (k) that termination may proceed not only if the family failed to attend the hearing without attempting to reschedule at least 24 hours in advance, but also if the family appeared for the hearing 30 minutes or more late. As is discussed further below, while it is fine to include a provision that default can proceed where there is lack of a timely advance rescheduling request, and/or late arrival at the hearing, BHA should recognize good cause exceptions and should be liberal in allowing for removal of default so that cases are disposed of on their merits.

(C) Compelling Circumstances Warranting Late Appeal or New Hearing: I know there has been concern both by BHA staff and the courts about

how the "compelling circumstances" language should be interpreted. In the proposed revision to Chapter 13 at pp. 139-140, § 13.6.3, BHA would add that a late request for a hearing (and also, presumably, a request to vacate a hearing default) must be submitted together with evidence of compelling circumstances, and it describes what would be considered to be compelling circumstances.

The specific compelling circumstances proposed by BHA would appear to be difficult to administer. In particular:

It is not clear what would be meant by "proof that the participant is not willful or culpable in making the late request which would required more than mere action or inaction", and what, on a practical level, would suffice as proof. It may be better to ask the participant to identify the reasons why s/he did not make a timely request or appear at the hearing (or arrived late), as well as to request corroboration where the same may exist. In some cases (such as a breakdown in public transportation in a particular area of the city, or a storm delay), it may be difficult to obtain verification, but BHA staff should apply common sense and knowledge as to what was occurring at the time. Public logs and the security check-in may also help identify whether and when an individual was at the BHA but may have appeared in the wrong location. However this is done, it should be written in plain English which would be understandable by the ordinary Section 8 participant, and not in legalese.

While diligence in seeking relief from default is an appropriate consideration, there may be circumstances where a prolonged delay is understandable (particularly where there is a link between the delay and hospitalization and/or a disability or medical circumstance, or where an individual with a limitation could not effectively seek help until another family member, agency, or helper was involved).

The existence of a meritorious defense can certainly have some bearing on whether to remove a default or allow a late appeal. Rule 60(b) of the Mass. Rules of Civil Procedure ordinarily would require a showing both of a good reason why the defaulting party did not appear (or file a timely request for review) and, that if a party had been present at the original court date, s/he would have something to present worth the court's consideration. The showing on a removal of default is not the same as establishing that the party was entitled to relief, and it is usually just a threshold showing. Moreover, the showing would not always be, "the ground for termination is wrong", but it may go more to the mitigating/extenuating circumstances which are always a factor in determining whether the sanction of termination is appropriate. There may be a question who is making these determinations, and whether they are always "paper reviews" or might include a brief private conference with someone in the Division of Grievances and Appeals.10 As is the case with the Courts, BHA should usually err in favor of granting relief.

I am not sure what is meant by "whether the default resulted from a good faith mistake in following a rule or procedure". Having some concrete examples in the BHA Section 8 context (where it would be appropriate to grant relief, and where it would not) would be helpful.

While the "availability of other alternative sanctions" may be an appropriate consideration, I'm not sure what exactly would be meant here.11 For example, does this mean that BHA would grant a new hearing if the participant said, "I'll enter into a repayment plan, but I don't think I should be terminated" or "I am willing to exclude my wrongdoing household member"? While it is certainly appropriate for BHA and

participants to explore alternative sanctions short of termination in appropriate cases, granting or denying a new hearing based on what a participant would be willing to give up may not be appropriate.

In the court setting, often the granting of late relief could upset settled expectations of the parties. In most cases, though, late relief will not produce a harsh or unfair result, since the issue will be, does the participant have a right to continued participation in the program?. I am assuming, instead, that BHA's main concerns would be about abuse or "gaming" of the system—i.e., participants who repeatedly miss hearings or appeal deadlines and provide flimsy excuses for their actions.

One problem with BHA's current practice is that when BHA receives requests from participants for a late appeal, or when defaulted participants seek to get another hearing, they do not get formal notice from BHA of what is needed to support their request, and then their requests are summarily denied for not having the appropriate documentation or information. There should be a standard notice or set of materials provided to such participants and a time frame for them to get the information in. Moreover, since a number of participants are of limited English proficiency or are persons with disabilities who may have difficulty compiling information or documents, BHA should either provide appropriate assistance or referrals for those individuals.

BHA Response: The BHA has revised its proposed language on compelling circumstances to make it clearer to interested parties. The BHA has also clarified that this process will be a written review.

Comment: Time Frames for Hearing and Deciding Contested Denials and Terminations: BHA has proposed eliminating language in Chapter 13 of the Administrative Plan, at pp. 141-142, § 13.7.4 and pp. 143-144, § 13.7.5, which sets time frames for holding hearings and issuing decisions on contested denials and terminations. This should be reconsidered, and time frames for performance should be retained, as they are part of the performance goals in the BHA's 5-Year Public Housing Agency (PHA) Plan. They are designed to assess delivery of services and identify organizational weaknesses that need to be addressed. Moreover, the failure to hear or issue decisions within a meaningful time can cause hardship to both applicants and participants, and can also constitute a violation of constitutional due process protections. See Cleveland Board of Education v. Loudermill, 470 U.S. 532, 547 (1985) (in some cases, delay can lead to violation of constitutional requirement to have review within a meaningful time). BHA has not had a glorious history in this area, and it should avoid the mistakes of the past.

In the mid-1990's, BHA had an immense backlog of undecided public housing tenant selection appeals and Priority 1 denials for its Section 8 program, and it was taking over a year for cases to be heard and decided. GBLS filed a class action lawsuit in the Suffolk Superior Court, Dessources v. Cortiella, and the Superior Court (Volterra, J.)12 granted an injunction requiring the BHA to hear and decide appeals in a timely manner. Eventually a consent decree was negotiated both addressing the backlog and to ensure future cases were handled expeditiously. It took the BHA many years to achieve "substantial compliance" under the decree (defined as at least 90% of cases being heard and decided within time frames). During this period, a group of hearing officers were hired and trained, and this become the core of what is now the staffed portion of the Division of Grievances and Appeals (outside of the Grievance Panel Coordinator position, which long predates this).

Dessources did not cover all Section 8 matters and did not impose time standards on Section 8 termination decisions—BHA chose to establish such time lines itself in the 5-year Plan to assess performance. However, the due process principles of timely and meaningful review apply to terminations as well as to denials. BHA may say that delays in termination in most cases do not adversely affect participants since BHA must continue "aid pending" to the participants' landlords. See 24 C.F.R. § 982.555(a)(2); Goldberg v. Kelly, 397 U.S. 254 (1970). However, some participants are already out of their apartments, and cannot secure other housing pending the outcome of a hearing. In addition, BHA's policy (as discussed above) is to deny most requests for participants to relocate while a termination is pending, and this can mean that negative situations with an owner, neighbor, or an unaffordable rent may just fester and get worse. HUD regulations themselves provide that the PHA must proceed with hearings in a reasonably expeditious manner upon the request of the family. See 24 C.F.R. § 982.555(d). The courts have recognized that timely review is critical in these cases. See Lowery v. District of Columbia Hous. Auth., 2006 WL 666840, 2006 U.S. Dist. LEXIS 13319 (D.D.C. 2006).

BHA Response: The BHA agrees that the Dessources agreement does not apply to Section 8 Terminations. The BHA also agrees that it has made significant progress in addressing applicant, resident and participant grievances and appeals. It is the BHA's intention to comply with HUD regulations that require that the BHA must proceed with hearings in a reasonably expeditious manner upon the request of the family.

Comment: Change in Guest Policy: BHA has proposed, in the Glossary in Chapter 18, to remove the definition of "guest" found at p. 235, and to substitute a guest/visitor policy at p. 244. While it is fine to replace the term "guest" with a reference to a guest/visitor policy, BHA is also proposing to make the visitor limitation more restrictive than that in its present plan, and there is no good reason for this. The existing policy (allowing visitors/guests for up to 30 days) should be preserved, as well as language recognizing that from time to time there may be good cause to extend that period.

Since 2006, BHA's policy has been that a Section 8 participant may have a guest or visitor for up to 30 days, but that anyone staying beyond that period is an unauthorized occupant and the participant is at risk of termination for having such occupants absent a request to add such persons as household members. BHA has proposed to shorten the guest/visitor provision to allowing occupancy for no more than 14 cumulative days by any one visitor or guest in a calendar year. Nothing in HUD regulations requires the BHA to have such a restrictive guest/visitor policy, and this is far more restrictive than what exists in BHA's public housing program.

BHA's current public housing lease, at Paragraph 4, permits residents to have visitors/guests for up to 45 days during the course of a year. DHCD's state public housing regulation provides for a 21-day guest/visitor period. See 760 C.M.R. § 6.06(3)(c). Moreover, both BHA's public housing lease and DHCD state public housing regulations recognize that there are circumstances in which a guest/visitor may remain for more than the original period but the resident should have the ability to request a written extension for "good cause" without being regarded in breach of family obligations. For example, an out-of-town visitor may become ill and not be able to travel home by the original planned date, or a family emergency that necessitated a temporary stay by guests may become prolonged. BHA's Section 8 guest/visitor policy should provide this range of flexibility

as is the case for other assisted housing programs. RAB members have been concerned when BHA has harsher or different policies for Section 8 participants than for public housing residents where not otherwise required by HUD regulation, and this is one example where the policies should be as similar as possible.

BHA Response: The BHA is revising the proposed language to read "the leased premises may not be occupied for more than fourteen (14) cumulative days, or as prescribed in the lease agreement, by any one visitor/guest in a calendar year without prior permission from both the BHA and the Owner."

Comment: Other Thoughts Not Raised by BHA

1. New Applicants for Section 8 Tenant-Based Assistance as Lottery Pool is Exhausted: We understand that BHA has pretty much worked its way through the last Section 8 lottery pool. Before BHA contemplates doing another lottery, it would make sense to think through where it would make sense for BHA to take "rolling" applications for its Section 8 tenant-based program (similar to what it does for its PBV and MR program) versus which applications would be taken through a future lottery. I assume BHA will continue to draw applicants who meet the special characteristics for the categories that were added to the Admin Plan in 2009, matched with City or HUD homeless programs, and the same would be true for the new Leading the Way Home category. It would make sense for BHA to do the same for PBV participants who've been in occupancy for more than 12 months and are in good standing, for BHA public housing or MR participants whose domestic violence, safety, or reasonable accommodation needs cannot be adequately met within the project-based portfolio, and for the "graduates" category (those who have been in a project-based program with supportive services for 12 months or longer, are no longer in need of those services, but who cannot move out (freeing up the service-rich environment for others in need of it) because they don't have alternative housing).

BHA Response: Information in this comment is not accurate. The BHA has not exhausted its Section 8 waiting list. We have approximately 3500 applicants on the current Section 8 tenant based waiting list. In addition, the BHA continues to receive new applications from PBV participants that are in good standing and have been in residence for at least one year as well as from those households that qualify for Super Priority as outlined in the BHA's Administrative Plan.

Comment: 2. PHA Debt and Applicants: This suggestion comes from Homestart, and applies to both the Section 8 and the public housing program (and therefore, if BHA were willing to adopt it, language should also be added to the ACOP). At present, BHA identifies soon after an application is inputted into its computer system (roughly 6-8 weeks after the application is physically taken at BHA) whether there is an outstanding debt owed.13 The applicant is then given 30 days to pay the debt in full (the applicant can also dispute the debt if she believes it is inaccurate). If the debt is paid during that 30 day period, the application (and the original date of application) is retained; otherwise, the application is withdrawn.

In many cases, there are significant delays between when the application is taken and when the applicant will be reached on the waiting list. Many applicants may not have sufficient funds to pay the full debt within 30 days of the BHA notice, but they would have the ability to pay installments between the time the

13 It is likely that HUD's EIV system will soon permit PHAs like BHA to identify if there are debts owed to other PHAs, as this is information that is now centrally collected by HUD and shared through EIV.

application is taken and final screening is conducted. Allowing continued processing while an applicant is honoring a repayment plan would give applicants with larger debts an incentive to adhere to payment plans, and would gain more funds for the BHA.

BHA Response: The BHA will take this comment under consideration.

Comment: Non-Controversial Changes: There are a few of these:

1. We agree that BHA should, in Chapter 3 of the Administrative Plan, at p. 26, § 3.3.5(d)(2), add "Dating Violence or Stalking" to the certification form—we assume this was just an oversight (or a change in the HUD title of the form).

2. Similarly, we commend BHA on the simplification of the displaced Boston resident preference, at Chapter 3, pp. 33-34, § 3.3.6(d), to remove the "tenant of record" and "displacement not due to fault" language, but to make clear there must be verification of Boston residency. The language in the prior preference category meant that there were a number of legitimate Boston residents who were not getting the benefit of the preference.

3. The proposed change to Chapter 8, Rent, at p. 90, § 8.7.1(b), where a rent increase due to relocation to a new unit will be effective on the initial date of the lease term, is also non-controversial.

4. In Chapter 9, Inspections, the proposed change on p. 98, § 9.53(a) to replace the provision for a second repair period of up to 30 days with a provision that BHA may grant the owner additional time makes sense, and gives appropriate case-by-case flexibility.

5. Also in Chapter 9, the use of the new termination of "elevated intervention level", or EIBL, as opposed to EBL, at p. 100, § 9.5.4.(e), p. 101, § 9.6, and p. 102, § 9.6.1(b), as well as the change of the threshold from 25 micrograms to 20 micrograms, makes sense, as does the addition of the word "apartment" before "interior" at p. 101, § 9.6.1(a)(3).14 It also makes sense that after an owner has brought a unit into compliance with lead paint law, he or she should supply the addendum to the original lead paint certificate and compliance test results, as proposed at p. 102, § 9.6.1(b), and to add the phrase "Letter of Interim Control" under the first Note (for buildings constructed before 1978). It is also appropriate to add the language at pp. 103-104, § 9.6.2(a), that the head of household will be requested to provide medical documentation regarding lead poisoning, and that the Leasing Officer will forward such documentation to the Director of Inspections once it is received. The new broken-out subsection (3), that an Owner's failure to take steps will result in BHA's termination of HAP, seems appropriate. I have no comments on the new provision added on how to handle children under age 6 with no EIBL history, but it would be helpful to know why BHA added this language.

6. In Chapter 11, Continued Participation, at pp. 111-112, § 11.1.3. the additional provision for full verification where an interim certification is required due to a change in family composition or income makes sense, as long as the "full verification" is for information that can change (such as establishing that a family member is no longer in residence, or verifying wages, hours, and deductions); re-verification should not be necessary, however, for information that is unlikely to change.

BHA Response: Thank you for your comments.

Comment: Project Based Section 8 Voucher Program-Sending Approval Notices to Applicants: HomeStart

commends the BHA for agreeing with this suggestion last year and we look forward to seeing these notices implemented. Thank you for incorporating this.

BHA Response: The BHA is currently sending out these notifications to applicants.

Comment: Revamping the Mod. Rehab Graduate Priority. Currently the BHA has a Graduate Priority for households in supported housing programs for the elderly/disabled to reapply to the BHA's Section 8 lists after a successful year in the supported housing, along with verification the household has grown out of the supportive services. HomeStart applauds this priority as it has great use to create a continuum of housing with heavy support systems to less support as residents establish healthy tenancies. A glitch in the priority system seems to be that since the tenant-based Section 8 subsidies are only open through a lottery system now, many people who have graduated from services have to stay in their current unit until the lottery re-opens, or apply for a PBV property without services attached.

In order to re-open these supportive housing units for applicants who may need them, HomeStart would like to inquire if it's possible to change the Graduate Priority to a Super Priority for tenant-based Section 8's, to mirror the PBV program. HomeStart realizes that this change may mean that the demand for Section 8's becomes significant among this clientele. It may make sense to limit this priority to the Supported Mod Rehabs only in the BHA portfolio and monitor the demand, before thinking about expanding it to other supported housing programs. Other supported housing programs could continue to access the Graduate Priority.

BHA Response: The BHA will take this comment under consideration.

Comment: Pine Street Inn looks forward to a continued partnership with the Boston Housing Authority as we work together to house the most vulnerable citizens of Boston.

BHA Response: Thank you. The BHA highly values its partnerships with the dedicated staff of Pine Street Inn.

Comment: Temporary Absence of Children in Foster Care. There should be no time limit in determining whether a child temporarily out of the home in foster care should be considered a member of the family for purposes of determining Family Unit Size. BHA proposes that it will count a child who is away from the home due to foster care placement only for a period of 12 months. Chapter 5 p. 48 Section 5.4.2 (f). Because DCF will not reunify a child with a family that is inadequately housed, the proposed time limit would effectively block reunification for families who are working toward reunification but cannot meet the 12 month deadline. Instead of imposing an arbitrary time limit on a child's absence from the home, the BHA should look to whether the Department of Children and Families(DCF) is considering reunification of the child with the parent. If DCF is working with the family member on a reunification plan, it makes sense for that child to be counted as a family member.

If a child is removed from the home, and reunification is not likely in the next year, BHA may consider transferring the family into a smaller unit for the first year, and then moving the family into a larger unit the following year if reunification is being actively considered.

A form should be developed for DCF to fill out for BHA. There is usually a disconnect because of language; "temporary" means something very different in probate court than in the dictionary. It is hard to get DCF staff to speak in terms that make sense to the BHA. A form that asks the basic question of what the plan is and how long it might take would go a long way toward bridging this communication gap.

BHA Response: In response to comments, the BHA is removing this change and keeping the already approved language.

Comment: Voucher Search Period: Participants who must relocate with their voucher through no fault of their own should not face termination for failing to find a place within a given time frame. BHA proposes to change its search periods for such that current participants would only have 90 days to find acceptable housing. Chapter 7 pp. 74-75 Section 7.2.1. There are many legitimate reasons why a participant may not be able to secure an acceptable unit within 90 days. Imposing such a deadline would force the termination of participants who have not violated any program rules. A legal challenge would likely have to be brought over this practice.

BHA Response: In response to comments, the BHA is removing this change and keeping the already approved language.

Comment: Terminating the HAP Contract with Owners Who Failed to Delead. BHA should take steps to ensure its contracted owners comply with Massachusetts Lead Law, rather than respond to noncompliance by terminating the HAP contract. BHA has proposed that it will terminate the HAP contract with an owner who is legally required to delead and fails to do so within a given time frame. Chapter 9, p.100 Section 9.5.4(f) the effect of this proposed change will be to allow landlords to violate Massachusetts law, and will subject tenants who have done nothing wrong to relocation. Instead of terminating the HAP contract for owners who have not complied with the Lead Law, BHA should obtain an injunction or initiate a referral to the Department of Public Health Childhood Lead Poisoning Prevention Program.

BHA Response: The BHA educates owners on their requirements under the Lead Law and provides them with an appropriate time to comply. If they fail to do so within the prescribed time frame, the BHA must terminate the contract for the unit as it is in violation of HQS, the Massachusetts State Sanitary Code and the Lead Law.

The circumstances pointed out by the commenter usually arise due to a birth, adoption, or court awarded custody and the result is that a child under 6 comes into the family sometime after the family has resided in an approved unit. Although the BHA understands the burden of a family to relocate when a landlord is unwilling or unable to comply with the lead laws, the health concerns and potential liability against BHA trump that burden. The BHA shall continue to strictly adhere to the guidelines set forth in the HAP contract and the lead compliance requirements in the State of Massachusetts.

Comment: Discretion of Managers and Leasing Officers Not to Propose Termination or Terminate Lease for Minor Infractions. BHA leasing officers and managers should be given discretion not to propose Section 8 termination or lease termination for minor infractions. Currently, managers and leasing officers adhere to rigid procedures that require them to propose termination for minor infractions such as missing a recertification by a couple of days, slightly inadequate filings or missing a hearing.

We are not in a position to say how this change should be implemented, but BHA should somehow clarify instances in which it is appropriate for managers and leasing officers to exercise discretion in before proposing termination. Limiting terminations to instances of substantive rule violations and clear failures to cooperate with the recertification process will ensure that BHA staff time is spent on more important matters. Moreover, BHA tenants who make good faith efforts to comply with a complex set of rules and verification requirements will not

experience the unnecessary and burdensome disruption associated with termination proceedings.

BHA Response: The BHA strongly disagrees with this comment. While it is true that the BHA will seek termination of participants from the Section 8 Program, it does so only when a participant has violated their lease or the Family Obligations of the program. To say that the BHA terminates households for one missed appointment is also inaccurate as participants are provided with the opportunity to reschedule appointments with the BHA on a daily basis.

Typically when the BHA proceeds with termination for reasons related to failure to provide information to BHA the file will reflect a history of non-compliance and repeated opportunities for the participant to correct the failure to comply. Contrary to the comment, BHA Managers and Leasing Officers use their discretion to not terminate on a regular basis. However, when there are numerous so called "minor infractions", those minor infractions can ultimately add up to a terminable offense. As has been done in the past, the BHA shall continue to evaluate each case for termination on an individual basis and use discretion where appropriate.

Comments from the Public Hearings:

COMMENT: What does that mean when you say limits the number of offers in project based from numerous to one? For example Camelot Court?

BHA Response: The BHA is proposing to change the language in its Administrative Plan so that applicants will only receive one offer of housing in the Section 8 PBV Program. If the applicant refuses this offer without good cause, they will be removed from all waiting lists.

COMMENT: If you live in public housing and you want to apply for section 8 is that possible?

BHA Response: Yes, provided that the Section 8 waiting list that you are interested in applying to is open.

COMMENT: Quick question with Section 8. Can you use it outside of Boston? Do you have to stay in Massachusetts?

BHA Response: Section 8 vouchers may be used anywhere in the United States that operates a voucher program.

Comment: How would us tenants know when the Section 8 waiting list will be open?

BHA Response: The BHA takes a number of steps to notify interested parties that we are opening or closing a waiting list. We take out ads in local minority newspapers as well as the Boston Globe. We send a mailing to resident groups, advocates, elected officials and other interested parties. We also publicize our activity in our offices and on our website. Most of these steps are listed in the current BHA Administrative Plan.

COMMENT: So I know one of the things that Section 8 has talked about doing is going to a one offer system for PBV and Moderate Rehabilitation units. The BHA has said in the past that it is difficult to give a lot of information about a particular unit, because the unit info would be with the private owner. So a lot of time the clients apply for a unit and then they go out and it's not accessible. The person shouldn't be dinged for that and it should be a good cause reason that they can't take the unit. So that might be something you want to consider on that and update the information.

BHA Response: The BHA will continue to review good cause refusals of units. If a good cause reason for refusal is documented, the person will not be removed from the waiting lists.

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

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 4/1/11, 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.

Boston Housing Authority
PHA Name

MA002
PHA Number/HA Code

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

X Annual PHA Plan for Fiscal Years 20 11 - 20 12 Amendment #1

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	Title
William F. McGonagle	Administrator
Signature	Date
	12/7/11

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Boston Housing Authority

Program/Activity Receiving Federal Grant Funding

Annual Plan Amendment #1 and Capital 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 Federalagency 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.)

52 Chauncy Street, Boston, MA 02111 and BHA federal public housing developments

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	Title
William E. McGonagle	Administrator

Signature	Date
X	12/7/11

form **HUD-50070** (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
[b] a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	[a] a. bid/offer/application b. initial award c. post-award	[a] a. initial filing b. material change **For Material Change Only:** year _____ quarter _____ date of last report _____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
[x] Prime [ ] Subawardee Tier _____, *if known*: Boston Housing Authority 52 Chauncy Street Boston, MA 02111 **Congressional District**, *if known*: MA 8&9	**Congressional District**, *if known*:
6. Federal Department/Agency: US. Dept. of Housing and Urban Development	**7. Federal Program Name/Description:** Annual Plan Amendment #1 and Capital Fund Program 2011 CFDA Number, *if applicable*: _____
8. Federal Action Number, *if known*:	**9. Award Amount**, *if known*: $
10. a. Name and Address of Lobbying Registrant (*if individual, last name, first name, MI*): N/A	**b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*): N/A

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: [signature]
Print Name: William E. McGonagle
Title: Administrator
Telephone No.: 617-988-4124 Date: 12/7/11

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

OMB Approval No. 2577-0157 (Exp. 3/31/2010)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Boston Housing Authority

Program/Activity Receiving Federal Grant Funding

Annual Plan Amendment #1 and Capital Fund Program

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	Title
William E. McGonagle	Administrator
Signature	**Date (mm/dd/yyyy)**
	12/7/11

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

Civil Rights Certification

Annual Certification and Board Resolution

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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing.

Boston Housing Authority	MA002
PHA Name	PHA Number/HA Code

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 E. McGonagle	Title: Administrator
Signature:	Date: 12/07/2011

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, Mayor Thomas M. Menino the Mayor of the City of Boston certify that the Five Year and Annual PHA Plan of the Boston Housing Authority is consistent with the Consolidated Plan of City of Boston prepared pursuant to 24 CFR Part 91.

Signed / Dated by Appropriate State or Local Official

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:	Grant Type and Number:	Federal FY of Grant: FFY11
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11	Federal FY of Grant
	Replacement Housing Factor Grant No:	Approval: FFY11

Type of Grant

_X_ Original Annual Statement
___Reserve for Disasters/Emergencies
__Revised Annual Statement (revision no:)
___Performance and Evaluation Report for Program Year Ending
___Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)	5,155,807			
3	1408 Management Improvements	2,465,289			
4	1410 Administration	2,577,903			
5	1411 Audit	25,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,568,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	250,000			
10	1460 Dwelling Structures	6,120,000			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	515,000			
13	1475 Nondwelling Equipment	173,317			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	110,000			
17	1499 Development Activities*				
18a	1501 Collateralization or Debt Service paid by PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	6,740,881			
19	1502 Contingency (may not exceed 8% of line 20)	77,841			
20	Amount of Annual Grant (Sum of lines 2-19)	25,779,038	-	0.00	0.00
21	Amount of line 20 Related to LBP Testing	610,000			
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs	1,095,702		0.00	0.00
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	Signature of Public Housing Director/Office of Native American Programs Administrator	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, 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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	AUTHORITY WIDE								
2-00	OPERATION	1406		5,155,807.00					
2-00	AUTHORITY WIDE-MIP FUNDS	1408		10,000.00					
2-00	MIS	1408		266,312.00					
2-00	PUBLIC SAFETY	1408		1,095,702.00					
2-00	STAFF TRAINING	1408							
2-00	INTERNAL AUDIT	1408							
2-00	ELDERLY SERVICES	1408		401,669.00					
2-00	OCCUPANCY	1408		189,423.00					
2-00	FAMILY SERVICES	1408							
2-00	COMMUNITY SERVICES	1408		269,612.00					
2-00	GRIEVANCE PANEL	1408		69,208.00					
2-00	RISK MANAGEMENT	1408		111,810.00					
2-00	RENT COLLECTION	1408		51,553.00					
2-00	VACANCY REHAB	1408							
2-00	YOUTH SERVICES	1408							
2-00	ADMINISTRATIVE	1410		2,577,903.00					
2-00	AUDIT	1411		25,000.00					
2-00	ARCH / ENG(USTs)	1430		100,000.00					
2-00	ARCH / ENG (Lead)	1430		200,000.00					
2-00	ARCH / ENG (Electrical)	1430							
2-00	ARCH / ENG (Building Envelope)	1430							
2-00	CONSULTANTS	1430							
2-00	CONSULTANTS(Site)	1430							
2-00	CONSULTANTS(Development)	1430		100,000.00					
2-00	USTs	1450							
2-00	ENVIRONMENTAL REMEDIATION	1450							
2-00	LEAD PAINT ABATEMENT	1460		500,000.00					
2-00	ASBESTOS ABATEMENT	1460							
2-00	VACANT UNIT REHAB	1460							
2-00	OFFICE EQUIPMENT	1475		23,692.00					
2-00	COMPUTERS	1475		99,625.00					
2-00	VEHICLES	1475		50,000.00					
2-00	RELOCATION	1495		100,000.00					
2-00	RELOCATION(Lead)	1495		10,000.00					
2-00	RELOCATION(504 Compliance)	1495							
2-00	DEBT SERVICE	9000		6,740,881.00					
2-00	CONTINGENCY	1502		77,841.00					
				18,226,038.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	CHARLESTOWN								
2-01	CLERKS	1430		165,000.00					
2-01	ARCH / ENG (Electrical)	1430	Family Electrical Survey Egress & Security Improvements	10,000.00					
2-01	ROOFS	1460		1,000,000.00					
				1,175,000.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	LENOX STREET								
2-04									
				0.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	CATHEDRAL								
2-06	CLERKS	1430		20,000.00					
2-06	BUILDING EXTERIOR	1460	Masonry at Archways	200,000.00					
				220,000.00	0.00	0.00	0.00	0.00	

[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.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	WHITTIER STREET								
2-11									
				0.00	0.00	0.00	0.00	0.00	

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[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	BEECH STREET								
2-13				0.00					
				0.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	ALICE TAYLOR								
2-14	CLERKS	1430		10,000.00					
2-14	ARCH / ENG (Site)	1430							
2-14	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
2-14	HVAC	1460	Replace Heat Exchangers as req.	50,000.00					
				70,000.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	BROMLEY/HEATH								
2-19	CLERKS	1430		75,000.00					
2-19	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
2-19	ARCH / ENG (Bldg Env)	1430	Bldg. Envelope	160,000.00					
2-19	UNIT MOD	1460	LEED at 10 Plant Court-fitout	500,000.00					
				745,000.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	MARY ELLEN McCORMACK								
2-23	CLERKS	1430		75,000.00					
2-23	ARCH / ENG (Non-Res)	1430		15,000.00					
2-23	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
2-23	BUIDING EXTERIOR	1460	Masonry ph2- CO Re Roofing	600,000.00					
2-23	NON-RESIDEDNTIAL STRUCTURE	1470	Weatherproof Boiler Bldg.	50,000.00					
				750,000.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	OLD COLONY								
2-24	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
				10,000.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	MARGARET COLLINS								
2-26									
				0.00	0.00	0.00	0.00	0.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	ANNAPOLIS								
2-27									
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	ASHMONT								
2-28				0.00					
				0.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY11
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	HOLGATE								
2-29									
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	FOLEY APARTMENTS								
2-30	CLERKS	1430		20,000.00					
2-30	ARCH / ENG (Bldg. Env.)	1430	BE Skin	100,000.00					
2-30	ELECTRICAL	1460	Recondition main load center	110,000.00					
				230,000.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	GROVELAND								
2-32	ARCH / ENG (Electrical)	1430	Replace FPC load centers	30,000.00					
2-32	ELECTRICAL	1460	Replace FPC load centers at 4 buildings	150,000.00					
2-32	UNIT MOD	1460	Fire Restoration	20,000.00					
				200,000.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	DAVISON								
2-34									
				0.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	WASHINGTON STREET								
2-35	ELEVATORS	1460	Elevators and Generators	1,060,000.00					
2-35	ELECTRICAL	1460	Recondition main load center	110,000.00					
				1,170,000.00	0.00	0.00	0.00	0.00	

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PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY11
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	WEST NINTH STREET								
2-36									
				0.00					

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	CARROLL APARTMENTS								
2-37									
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY11
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	MEADE APARTMENTS								
2-38									
				0.00					

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	MARTIN LUTHER KING								
2-40									
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	EVA WHITE								
2-41									
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	WALNUT PARK								
2-42				0.00					
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	AMORY STREET								
2-45	CLERKS	1430		50,000.00					
2-45	ARCH / ENG (Electrical)	1430	Elderly Family Electrical Survey	39,000.00					
2-45	UNIT MOD	1460	PACE-hsg. Units @ 125	700,000.00					
2-45	NON-RESIDENTIAL STRUCTURE	1470	PACE-Fit-out Units @ 125A	465,000.00					
				1,254,000.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	GENERAL WARREN								
2-47	STAIRS	1460	Exterior stairs and railings	170,000.00					
				170,000.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY11
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	TORRE UNIDAD								
2-49				0.00					
				0.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	ROCKLAND								
2-50	ELEVATORS	1460	Add 2nd Elevator	250,000.00					
				250,000.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	CODMAN APARTMENTS								
2-51									
				0.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY11
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	HERITAGE								
2-52									
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	ST. BOTOLPH								
2-53	ARCH / ENG (Bldg Env)	1430	Building Envelope	110,000.00					
2-53	BUILDING EXTERIOR	1460	Building Envelope	200,000.00					
				310,000.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	PASCIUCCO								
2-54									
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	LOWER MILLS								
2-57				0.00					
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	CLERKS	1430		25,000.00					
2-58	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
2-58	BASEMENTS	1460	Basement and Struct. Improv.	400,000.00					
				435,000.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	AUSONIA								
2-61	BUILDING EXTERIOR	1460	Windows/Balcony Roofs	100,000.00					
				100,000.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	HASSAN								
2-62				0.00					
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	SPRING STREET								
2-70				0.00					
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	PATRICIA WHITE								
2-71	ARCH / ENG (Electrical)	1430	Elderly Family Electrical Survey	39,000.00					
				39,000.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	ROSLYN APARTMENTS								
2-72	ARCH / ENG (Site)	1430		25,000.00					
2-72	SITE	1450	Retaining Wall	250,000.00					
				275,000.00	0.00	0.00	0.00	0.00	

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[2] To be completed for the Performance and Evaluation Report.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	BELLFLOWER								
2-77									
				0.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	COMMONWEALTH FAMILY								
2-82	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
				10,000.00	0.00	0.00	0.00	0.00	

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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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	PEABODY SQUARE								
2-83									
				0.00	0.00	0.00	0.00	0.00	

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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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	FRANKLIN FIELD								
2-89	CLERKS	1430		25,000.00					
2-89	ARCH / ENG (HVAC)	1430	Boiler; study DHW/Heat	35,000.00					
2-89	ARCH / ENG (Site)	1430	Imprvs.	50,000.00					
2-89	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
				120,000.00	0.00	0.00	0.00	0.00	

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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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	JOSEPH MALONE								
2-90				0.00					
				0.00	0.00	0.00	0.00	0.00	

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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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	HIGHLAND PARK								
2-93	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
				10,000.00	0.00	0.00	0.00	0.00	

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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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	COMMONWEALTH ELDERLY								
2-95	ARCH / ENG (Electrical)	1430	Family Electrical Survey	10,000.00					
				10,000.00	0.00	0.00	0.00	0.00	

[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.

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	HAMPTON STREET								
2-98									
				0.00	0.00	0.00	0.00	0.00	
	FREDERICK DOUGLASS								
2-126									

[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.

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 II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY11
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
				0.00	0.00	0.00	0.00	0.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-11 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY11

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised1	Difference	Obligated2	Expended2	
	WASHINGTON MANOR								
2-127				0.00	0.00	0.00	0.00	0.00	

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[2] To be completed for the Performance and Evaluation Report.

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Capital Fund Program Grant Number: MA06-P002-501-11

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised	Actual	Original	Revised	Actual	
PHA AUTHORITY-WIDE	09/30/12			09/30/14			
2-01 CHARLESTOWN	09/30/12			09/30/14			
2-04 LENOX STREET	09/30/12			09/30/14			
2-06 CATHEDRAL	09/30/12			09/30/14			
2-07 HEATH STREET	09/30/12			09/30/14			
2-08 MAVERICK	09/30/12			09/30/14			
2-09 FRANKLIN HILL	09/30/12			09/30/14			
2-11 WHITTIER STREET	09/30/12			09/30/14			
2-13 WASHINGTON-BEECH	09/30/12			09/30/14			

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement	(2) To be completed for the Performance and Evaluation Report
Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Capital Fund Program Grant Number: MA06-P002-501-11

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised	Actual	Original	Revised	Actual	
2-14 ALICE H. TAYLOR	09/30/12			09/30/14			
2-19 BROMLEY PARK	09/30/12			09/30/14			
2-23 M.E. McCORMACK	09/30/12			09/30/14			
2-24 OLD COLONY	09/30/12			09/30/14			
2-58 W. NEWTON/RUTLAND/E. SPRINGFIELD	09/30/12			09/30/14			
2-82 COMMONWEALTH	09/30/12			09/30/14			
2-89 FRANKLIN FIELD	09/30/12			09/30/14			
2-93 HIGHLAND PARK	09/30/12			09/30/14			

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Capital Fund Program Grant Number: MA06-P002-501-11

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised	Actual	Original	Revised	Actual	
2-26 M. COLLINS	09/30/12			09/30/14			
2-27 ANNAPOLIS	09/30/12			09/30/14			
2-28 ASHMONT	09/30/12			09/30/14			
2-29 HOLGATE	09/30/12			09/30/14			
2-30 FOLEY	09/30/12			09/30/14			
2-34 DAVISON	09/30/12			09/30/14			
2-35 WASHINGTON STREET	09/30/12			09/30/14			
2-36 W. NINTH STREET	09/30/12			09/30/14			
2-37 JOHN CARROLL	09/30/12			09/30/14			
2-38 J.J. MEADE	09/30/12			09/30/14			
2-40 MLK TOWERS	09/30/12			09/30/14			
2-41 EVA WHITE	09/30/12			09/30/14			

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Capital Fund Program Grant Number: MA06-P002-501-11

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised	Actual	Original	Revised	Actual	
2-42 WALNUT PARK	09/30/12			09/30/14			
2-45 AMORY STREET	09/30/12			09/30/14			
2-47 GENERAL WARREN	09/30/12			09/30/14			
2-49 TORRE UNIDAD	09/30/12			09/30/14			
2-50 ROCKLAND	09/30/12			09/30/14			
2-51 CODMAN	09/30/12			09/30/14			
2-52 HERITAGE	09/30/12			09/30/14			
2-53 ST. BOTOLPH	09/30/12			09/30/14			
2-54 PASCIUCCO	09/30/12			09/30/14			
2-57 LOWER MILLS	09/30/12			09/30/14			
2-61 AUSONIA	09/30/12			09/30/14			

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

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Capital Fund Program Grant Number: MA06-P002-501-11

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised	Actual	Original	Revised	Actual	
2-62 HASSAN	09/30/12			09/30/14			
2-70 SPRING STREET	09/30/12			09/30/14			
2-71 PATRICIA WHITE	09/30/12			09/30/14			
2-72 ROSLYN	09/30/12			09/30/14			
2-77 BELLFLOWER	09/30/12			09/30/14			
2-83 PEABODY SQUARE	09/30/12			09/30/14			
2-90 JOSEPH MALONE	09/30/12			09/30/14			
2-93 COMMONWEALTH ELDERLY	09/30/12			09/30/14			
2-98 HAMPTON HOUSE	09/30/12			09/30/14			
2-126 F. DOUGLASS	09/30/12			09/30/14			
2-127 WASHINGTON MANOR	09/30/12			09/30/14			

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement	(2) To be completed for the Performance and Evaluation Report
Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

PART 1A: Summary

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | [ ] Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
	FAMILY DEVELOPMENTS					
2-00	AUTHORITY-WIDE	**See**	7,491,222	7,794,222	7,523,722	8,061,222
2-01	CHARLESTOWN	**Annual**	100,000	0	0	0
2-04	LENOX STREET	**Statement**	55,000	0	0	550,000
2-06	CATHEDRAL		0	0	410,000	500,000
2-08	MAVERICK		0	0	0	0
2-09	FRANKLIN HILL		0	0	0	0
2-11	WHITTIER STREET		870,000	0	0	0
2-13	WASHINGTON-BEECH		0	0	0	0
2-14	ALICE H. TAYLOR		170,000	0	0	165,000
2-19	BROMLEY PARK/HEATH STREET		1,770,000	3,670,000	2,600,000	0
2-23	MARY ELLEN McCORMACK		570,000	0	2,160,000	3,720,000
2-24	OLD COLONY		210,000	1,000,000	100,000	0
2-58	W. NEWTON/RUTLAND/E. SPRINGFIELD STREETS		205,000	1,150,000	0	30,000
2-82	COMMONWEALTH		1,170,000	0	0	0
2-89	FRANKLIN FIELD		670,000	60,000	880,000	550,000
2-93	HIGHLAND PARK		100,000	0	0	100,000

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

PART 1A: Summary

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | X Original 5-Year Plan | ☐ Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
	ELDERLY & DISABLED DEVELOPMENTS					
2-26	MARGARET COLLINS	**See**	0	0	0	0
2-27	ANNAPOLIS	**Annual**	0	0	165,000	7,000
2-28	ASHMONT	**Statement**	0	0	33,000	0
2-29	HOLGATE		0	0	0	10,000
2-30	FOLEY		400,000	390,000	250,000	962,500
2-32	GROVELAND		150,000	0	0	22,000
2-34	DAVISON		0	0	0	7,000
2-35	WASHINGTON STREET		0	0	0	0
2-36	WEST NINTH STREET		0	0	0	55,000
2-37	JOHN CARROLL		0	0	0	70,000
2-38	J. J. MEADE		0	0	0	22,000
2-40	MARTIN LUTHER KING JR. TOWERS		0	25,000	240,000	10,000
2-41	EVA WHITE		0	0	0	10,000
2-42	WALNUT PARK		0	0	0	0
2-45	AMORY STREET		180,000	110,000	0	0
2-47	GENERAL WARREN		170,500	0	0	0
2-49	TORRE UNIDAD		0	0	25,000	250,000
2-50	ROCKLAND		0	0	0	10,000

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

PART 1A: Summary

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | [ ] Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-51	CODMAN	See	0	0	0	0
2-52	HERITAGE	Annual	0	0	0	0
2-53	ST. BOTOLPH STREET	Statement	800,000	82,500	0	0
2-54	PASCIUCCO		0	0	0	0
2-57	LOWER MILLS		0	0	0	0
2-61	AUSONIA		0	0	0	0
2-62	HASSAN		0	295,000	0	0
2-70	SPRING STREET		0	0	0	0
2-71	PATRICIA WHITE		0	465,000	365,000	0
2-72	ROSLYN		0	0	0	0
2-77	BELLFLOWER		0	0	0	10,000
2-83	PEABODY/ENGLEWOOD		0	340,000	0	10,000
2-90	JOSEPH C. MALONE		0	0	0	0
2-95	COMMONWEALTH ELDERLY		300,000	0	0	0
2-98	HAMPTON HOUSE		0	0	300,000	0
2-126	FREDERICK DOUGLASS		0	0	75,000	250,000
2-127	WASHINGTON MANOR		0	0	255,000	0

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

PART 1A: Summary

PHA Name/Number: Boston Housing Authority MA002

Locality: Boston, Massachusetts

X Original 5-Year Plan ☐ Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
B. Physical Improvements Subtotal		See Annual Statement	14,465,156	14,053,519	14,320,606	13,913,981
C. Management Improvements			2,465,289	2,465,289	2,465,289	2,465,289
D. HA-Wide Nondwelling Structures & Equipment			173,317	173,317	173,317	173,317
E. Administration			2,577,903	2,577,903	2,577,903	2,577,903
F. Other			941,566	1,353,203	1,086,116	1,492,741
G. Operations			5,155,807	5,155,807	5,155,807	5,155,807
H. Demolition						
I. Replacement Reserves						
J. Mod Used for Development						
K. Total CFP Funds			25,779,038	25,779,038	25,779,038	25,779,038
L. Total Non-CFP Funds						
M. Grand Total						
Signature of Executive Director & Date:						

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-00	**AUTHORITY WIDE**					
	CONSTRUCTION					
	LEAD PAINT ABATEMENT			250,000		250,000
	ENVIRONMENTAL REMEDIATION					
	UST removal					
	Asbestos abatement					
	Construction-Total	**See**	**0**	**250,000**	**0**	**250,000**
	CONSULTANTS	**Annual**				
	CLERKS		372,000	279,000	279,000	279,000
	CONSULTANTS(Development)	**Statement**	100,000	100,000	100,000	100,000
	Consultant-Total		**472,000**	**379,000**	**379,000**	**379,000**
	A/E					
	LEAD PAINT ABATEMENT			200,000		200,000
	ENVIRONMENTAL REMEDIATION					
	UST removal		100,000	100,000	100,000	100,000
	Asbestos abatement					
	A/E-Total		**100,000**	**300,000**	**100,000**	**300,000**
	RELOCATION					
	RELOCATION		100,000	100,000	100,000	100,000
	RELOCATION FOR LEAD PAINT ABATEMENT			10,000		10,000
	Relocation-Total		**100,000**	**110,000**	**100,000**	**110,000**
	CONTINGENCY					
	CONTINGENCY		79,066	11,703	204,116	278,241
	DEBT SERVICE					
	CFFP BOND		6,740,156	6,743,519	6,740,606	6,743,981
	TOTAL		**7,491,222**	**7,794,222**	**7,523,722**	**8,061,222**

form **HUD-50075.2** (4/2008)

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

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-01	**CHARLESTOWN**					
	CONSTRUCTION					
	ELECTRICAL	**See**	100,000			
	Construction-Total	**Annual**	**100,000**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**100,000**	**0**	**0**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-04	**LENOX STREET**					
	CONSTRUCTION					
	SITE	**See**	25,000	0		
	HVAC					500,000
	Construction-Total	**Annual**	**25,000**	**0**	**0**	**500,000**
	A/E	**Statement**				
	NONDWELLING STRUCTURES		30,000			
	HVAC					50,000
	A/E-Total		**30,000**	**0**	**0**	**50,000**
	TOTAL		**55,000**	**0**	**0**	**550,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-06	**CATHEDRAL**					
	CONSTRUCTION					
	ELECTRICAL (HOPWA)				410,000	
	BUILDING ENVELOPE	**See**				500,000
	Construction-Total	**Annual**	**0**	**0**	**410,000**	**500,000**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**410,000**	**500,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-08	**MAVERICK**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-09	**FRANKLIN HILL**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-11	**WHITTIER STREET**					
	CONSTRUCTION					
	SITE		70,000			
	ELEVATORS		500,000			
	BUILDING ENVELOPE	**See**	300,000			
	Construction-Total	**Annual**	**870,000**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**870,000**	**0**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-14	**ALICE H. TAYLOR**					
	CONSTRUCTION					
	SITE		70,000			
	HVAC					50,000
	ELECTRICAL		100,000			
	BASEMENTS					100,000
	Construction-Total	**See Annual Statement**	**170,000**	**0**	**0**	**150,000**
	A/E					
	BASEMENTS					15,000
	A/E-Total		**0**	**0**	**0**	**15,000**
	TOTAL		**170,000**	**0**	**0**	**165,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-19	**BROMLEY PARK/HEATH STREET**					
	CONSTRUCTION					
	SITE		70,000	1,000,000		
	STORM & SEWERS			2,000,000		
	ELECTRICAL		100,000		2,100,000	
	BUILDING ENVELOPE		1,600,000	400,000		
	STAIRS	**See**			500,000	
	Construction-Total	**Annual**	**1,770,000**	**3,400,000**	**2,600,000**	**0**
	A/E	**Statement**				
	STORM & SEWERS			100,000		
	ELECTRICAL			120,000		
	STAIRS			50,000		
	A/E-Total		**0**	**270,000**	**0**	**0**
	TOTAL		**1,770,000**	**3,670,000**	**2,600,000**	**0**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-23	**MARY ELLEN McCORMACK**					
	CONSTRUCTION					
	SITE		70,000			2,580,000
	BUILDING ENVELOPE		400,000			
	ROOFS	**See**				500,000
	STAIRS					500,000
	ELECTRICAL	**Annual**	100,000		2,000,000	
	Construction-Total		**570,000**	**0**	**2,000,000**	**3,580,000**
		Statement				
	A/E					
	SITE					40,000
	STAIRS					40,000
	ELECTRICAL				160,000	
	ROOFS					60,000
	A/E-Total		**0**	**0**	**160,000**	**140,000**
	TOTAL		**570,000**	**0**	**2,160,000**	**3,720,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-24	**OLD COLONY**	**See**				
	CONSTRUCTION	**Annual**				
	SITE		70,000	500,000		
	HVAC	**Statement**			100,000	
	ELECTRICAL		100,000			
	BUILDING ENVELOPE			500,000		
	Construction-Total		**170,000**	**1,000,000**	**100,000**	**0**
	A/E					
	BUILDING ENVELOPE		40,000			
	A/E-Total		**40,000**	**0**	**0**	**0**
	TOTAL		**210,000**	**1,000,000**	**100,000**	**0**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-58	**WEST NEWTON/RUTLAND/EAST SPRINGFIELD**					
	CONSTRUCTION					
	ROOFS	**See**		650,000		
	STAIRS			100,000		
	BUILDING ENVELOPE	**Annual**		400,000		
	ELECTRICAL		100,000			
	NONDWELLING STRUCTURES					30,000
		Statement				
	Construction-Total		**100,000**	**1,150,000**	**0**	**30,000**
	A/E					
	ROOFS		45,000			
	BUILDING ENVELOPE		40,000			
	STAIRS		20,000			
	A/E-Total		**105,000**	**0**	**0**	**0**
	TOTAL		**205,000**	**1,150,000**	**0**	**30,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-82	**COMMONWEALTH (Family)**					
	CONSTRUCTION	**See**				
	SITE		70,000			
	BUILDING ENVELOPE	**Annual**	1,000,000			
	ELECTRICAL		100,000			
		Statement				
	Construction-Total		**1,170,000**	**0**	**0**	**0**
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**1,170,000**	**0**	**0**	**0**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-89	**FRANKLIN FIELD**					
	CONSTRUCTION					
	SITE		570,000			
	HVAC				750,000	
	STAIRS	**See**				500,000
	BUILDING ENVELOPE				130,000	
	ELECTRICAL	**Annual**	100,000			
	Construction-Total		**670,000**	**0**	**880,000**	**500,000**
		Statement				
	A/E					
	HVAC			60,000		
	STAIRS					50,000
	A/E-Total		**0**	**60,000**	**0**	**50,000**
	TOTAL		**670,000**	**60,000**	**880,000**	**550,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
8-93	**HIGHLAND PARK**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**				100,000
	ELECTRICAL		100,000			
	Construction-Total	**Annual**	**100,000**	**0**	**0**	**100,000**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**100,000**	**0**	**0**	**100,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-26	**POND STREET**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-27	**ANNAPOLIS**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**			150,000	
	Construction-Total	**Annual**	**0**	**0**	**150,000**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE				15,000	7,000
	A/E-Total		**0**	**0**	**15,000**	**7,000**
	TOTAL		**0**	**0**	**165,000**	**7,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-28	**ASHMONT**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**			30,000	
	Construction-Total	**Annual**	**0**	**0**	**30,000**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE				3,000	
	A/E-Total		**0**	**0**	**3,000**	**0**
	TOTAL		**0**	**0**	**33,000**	**0**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-29	**HOLGATE**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE				0	10,000
	A/E-Total		**0**	**0**	**0**	**10,000**
	TOTAL		**0**	**0**	**0**	**10,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-30	**FOLEY**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**	400,000	390,000	250,000	875,000
	Construction-Total	**Annual**	**400,000**	**390,000**	**250,000**	**875,000**
	A/E	**Statement**				
	BUILDING ENVELOPE					87,500
	A/E-Total		**0**	**0**	**0**	**87,500**
	TOTAL		**400,000**	**390,000**	**250,000**	**962,500**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-32	**GROVELAND**					
	CONSTRUCTION	**See**				
	SITE					20,000
	ELECTRICAL	**Annual**	150,000			
	Construction-Total	**Statement**	**150,000**	**0**	**0**	**20,000**
	A/E					
	SITE					2,000
	A/E-Total		**0**	**0**	**0**	**2,000**
	TOTAL		**150,000**	**0**	**0**	**22,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-34	**DAVISON**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE					7,000
	A/E-Total		**0**	**0**	**0**	**7,000**
	TOTAL		**0**	**0**	**0**	**7,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-35	**91-95 WASHINGTON STREET**					
	CONSTRUCTION	**See**				
	Construction-Total	**Statement**	**0**	**0**	**0**	**0**
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-36	**WEST NINTH STREET**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**				50,000
	Construction-Total	**Annual**	**0**	**0**	**0**	**50,000**
	A/E	**Statement**				
	BUILDING ENVELOPE					5,000
	A/E-Total		**0**	**0**	**0**	**5,000**
	TOTAL		**0**	**0**	**0**	**55,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-37	**JJ CARROLL**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**				70,000
	Construction-Total	**Annual**	**0**	**0**	**0**	**70,000**
	A/E	**Statement**				
	BUILDING ENVELOPE					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**70,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-38	**JJ MEADE**					
	CONSTRUCTION					
	SITE	**See**				20,000
	Construction-Total	**Annual**	**0**	**0**	**0**	**20,000**
	A/E	**Statement**				
	SITE					2,000
	A/E-Total		**0**	**0**	**0**	**2,000**
	TOTAL		**0**	**0**	**0**	**22,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-40	**MLK**					
	CONSTRUCTION					
	ELECTRICAL	**See**		0	240,000	
	Construction-Total	**Annual**	**0**	**0**	**240,000**	**0**
	A/E	**Statement**				
	ELECTRICAL		0	25,000		
	BUILDING ENVELOPE					10,000
	A/E-Total		**0**	**25,000**	**0**	**10,000**
	TOTAL		**0**	**25,000**	**240,000**	**10,000**

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A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-41	**EVA WHITE**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE					10,000
	A/E-Total		**0**	**0**	**0**	**10,000**
	TOTAL		**0**	**0**	**0**	**10,000**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-42	**WALNUT PARK**					
	CONSTRUCTION	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-45	**AMORY**					
	CONSTRUCTION					
	ELECTRICAL	**See**	180,000	100,000		
	Construction-Total	**Annual**	**180,000**	**100,000**	**0**	**0**
	A/E	**Statement**				
	ELECTRICAL		0	10,000		
	A/E-Total		**0**	**10,000**	**0**	**0**
	TOTAL		**180,000**	**110,000**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-47	**GENERAL WARREN**					
	CONSTRUCTION					
	ELECTRICAL	**See**	155,000			
		Annual				
	Construction-Total	**Statement**	**155,000**	**0**	**0**	**0**
	A/E					
	ELECTRICAL		15,500			
	A/E-Total		**15,500**	**0**	**0**	**0**
	TOTAL		**170,500**	**0**	**0**	**0**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-49	**TORRE UNIDAD**					
	CONSTRUCTION					
	ELECTRICAL	**See**				250,000
	Construction-Total	**Annual**	**0**	**0**	**0**	**250,000**
	A/E	**Statement**				
	ELECTRICAL				25,000	
	A/E-Total		**0**	**0**	**25,000**	**0**
	TOTAL		**0**	**0**	**25,000**	**250,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-50	**ROCKLAND**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE					10,000
	A/E-Total		**0**	**0**	**0**	**10,000**
	RELOCATION					
	TOTAL		**0**	**0**	**0**	**10,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-51	**CODMAN**					
	CONSTRUCTION					
		See				
		Annual				
	Construction-Total		**0**	**0**	**0**	**0**
		Statement				
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-52	**HERITAGE**					
	CONSTRUCTION					
	Construction-Total	**See Annual Statement**	**0**	**0**	**0**	**0**
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-53	**ST. BOTOLPH**					
	CONSTRUCTION	**See**				
	HVAC			75,000		
	BUILDING ENVELOPE	**Annual**	800,000			
	Construction-Total		**800,000**	**75,000**	**0**	**0**
		Statement				
	A/E					
	HVAC			7,500		
	BUILDING ENVELOPE					
	A/E-Total		**0**	**7,500**	**0**	**0**
	TOTAL		**800,000**	**82,500**	**0**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-54	**PASCIUCCO**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**				
	Construction-Total	**Annual**	**0**	**0**	**0**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-57	**LOWER MILLS**					
	CONSTRUCTION					
		See				
		Annual				
	Construction-Total		**0**	**0**	**0**	**0**
		Statement				
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-61	**AUSONIA**					
	CONSTRUCTION					
	Construction-Total	**See Annual Statement**	**0**	**0**	**0**	**0**
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-62	**HASSAN**					
	CONSTRUCTION					
	ELECTRICAL	**See**		265,000		
	Construction-Total	**Annual**	**0**	**265,000**	**0**	**0**
	A/E	**Statement**				
	ELECTRICAL			30,000		
	A/E-Total		**0**	**30,000**	**0**	**0**
	TOTAL		**0**	**295,000**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-70	**SPRING STREET**					
	CONSTRUCTION					
		See				
		Annual				
	Construction-Total		**0**	**0**	**0**	**0**
		Statement				
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-71	**PATRICIA WHITE**					
	CONSTRUCTION	**See**				
	ELECTRICAL			5,000		
	BUILDING ENVELOPE	**Annual**		340,000	365,000	
	Construction-Total		**0**	**345,000**	**365,000**	**0**
		Statement				
	A/E					
	BUILDING ENVELOPE			120,000		
	A/E-Total		**0**	**120,000**	**0**	**0**
	TOTAL		**0**	**465,000**	**365,000**	**0**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-72	**ROSLYN**					
	CONSTRUCTION					
	Construction-Total	**See Annual Statement**	**0**	**0**	**0**	**0**
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-77	**BELLFLOWER**					
	CONSTRUCTION					
		See				
		Annual				
	Construction-Total		**0**	**0**	**0**	**0**
		Statement				
	A/E					
	BUILDING ENVELOPE					10,000
	A/E-Total		**0**	**0**	**0**	**10,000**
	TOTAL		**0**	**0**	**0**	**10,000**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-83	**PEABODY/ENGLEWOOD**					
	CONSTRUCTION					
	ROOFS	**See**		310,000		
	Construction-Total	**Annual**	**0**	**310,000**	**0**	**0**
	A/E	**Statement**				
	ROOFS			30,000		
	BUILDING ENVELOPE					10,000
	A/E-Total		**0**	**30,000**	**0**	**10,000**
	TOTAL		**0**	**340,000**	**0**	**10,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-90	**MALONE**					
	CONSTRUCTION	**See**				
		Annual				
	Construction-Total	**Statement**	**0**	**0**	**0**	**0**
	A/E					
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**0**	**0**	**0**	**0**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-95	**COMMONWEALTH (Elderly)**					
	CONSTRUCTION					
	BUILDING ENVELOPE		200,000			
	ELECTRICAL	**See**	100,000			
	Construction-Total	**Annual**	**300,000**	**0**	**0**	**0**
	A/E	**Statement**				
	A/E-Total		**0**	**0**	**0**	**0**
	TOTAL		**300,000**	**0**	**0**	**0**

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Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-98	**HAMPTON HOUSE**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**			265,000	
	Construction-Total	**Annual**	**0**	**0**	**265,000**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE				35,000	
	A/E-Total		**0**	**0**	**35,000**	**0**
	TOTAL		**0**	**0**	**300,000**	**0**

Part 1B: Summary (Continuation)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-126	**FREDERICK DOUGLASS**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**			40,000	250,000
	Construction-Total	**Annual**	**0**	**0**	**40,000**	**250,000**
	A/E	**Statement**				
	BUILDING ENVELOPE				35,000	
	A/E-Total		**0**	**0**	**35,000**	**0**
	TOTAL		**0**	**0**	**75,000**	**250,000**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts | [X] Original 5-Year Plan | Revision No:___

A.	Development Number/Name	Work Stmt. for Year 1 FFY 2011	Work Stmt. for Year 2 FFY 2012	Work Stmt. for Year 3 FFY 2013	Work Stmt. for Year 4 FFY 2014	Work Stmt. for Year 5 FFY 2015
2-127	**WASHINGTON MANOR**					
	CONSTRUCTION					
	BUILDING ENVELOPE	**See**			225,000	
	Construction-Total	**Annual**	**0**	**0**	**225,000**	**0**
	A/E	**Statement**				
	BUILDING ENVELOPE				30,000	
	A/E-Total		**0**	**0**	**30,000**	**0**
	TOTAL		**0**	**0**	**255,000**	**0**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**AUTHORITY WIDE**			**AUTHORITY WIDE**		
	CONSTRUCTION			***CONSTRUCTION***		
	LEAD PAINT ABATEMENT			LEAD PAINT ABATEMENT		250,000
	ENVIRONMENTAL REMEDIATION			ENVIRONMENTAL REMEDIATION		
	UST removal			UST removal		
	Asbestos abatement			Asbestos abatement		
	Construction-Total		**0**	**Construction-Total**		**250,000**
	CONSULTANTS			***CONSULTANTS***		
	CLERKS		372,000	CLERKS		279,000
	CONSULTANTS(Development)		100,000	CONSULTANTS(Development)		100,000
	Consultant-Total		**472,000**	**Consultant-Total**		**379,000**
	A/E			***A/E***		
	LEAD PAINT ABATEMENT			LEAD PAINT ABATEMENT		200,000
	ENVIRONMENTAL REMEDIATION			ENVIRONMENTAL REMEDIATION		
	UST removal		100,000	UST removal		100,000
	Asbestos abatement			Asbestos abatement		
	A/E-Total		**100,000**	**A/E-Total**		**300,000**
	RELOCATION			***RELOCATION***		
	RELOCATION		100,000	RELOCATION		100,000
	RELOCATION FOR LEAD PAINT ABATEMENT			RELOCATION FOR LEAD PAINT ABATEMENT		10,000
	Relocation-Total		**100,000**	**Relocation-Total**		**110,000**
	CONTINGENCY			***CONTINGENCY***		
	CONTINGENCY		79,066	CONTINGENCY		11,703
	DEBT SERVICE			***DEBT SERVICE***		
	CFFP BOND		6,740,156	CFFP BOND		6,743,519
	TOTAL		**7,491,222**	**TOTAL**		**7,794,222**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**AUTHORITY WIDE**			**AUTHORITY WIDE**		
	CONSTRUCTION			***CONSTRUCTION***		
	LEAD PAINT ABATEMENT			LEAD PAINT ABATEMENT		250,000
	ENVIRONMENTAL REMEDIATION			ENVIRONMENTAL REMEDIATION		
	UST removal			UST removal		
	Asbestos abatement			Asbestos abatement		
	Construction-Total		**0**	**Construction-Total**		**250,000**
	CONSULTANTS			***CONSULTANTS***		
	CLERKS		279,000	CLERKS		279,000
	CONSULTANTS(Development)		100,000	CONSULTANTS(Development)		100,000
	Consultant-Total		**379,000**	**Consultant-Total**		**379,000**
	A/E			***A/E***		
	LEAD PAINT ABATEMENT			LEAD PAINT ABATEMENT		200,000
	ENVIRONMENTAL REMEDIATION			ENVIRONMENTAL REMEDIATION		
	UST removal		100,000	UST removal		100,000
	Asbestos abatement			Asbestos abatement		
	A/E-Total		**100,000**	**A/E-Total**		**300,000**
	RELOCATION			***RELOCATION***		
	RELOCATION		100,000	RELOCATION		100,000
	RELOCATION FOR LEAD PAINT ABATEMENT			RELOCATION FOR LEAD PAINT ABATEMENT		10,000
	Relocation-Total		**100,000**	**Relocation-Total**		**110,000**
	CONTINGENCY			***CONTINGENCY***		
	CONTINGENCY		204,116	CONTINGENCY		278,241
	DEBT SERVICE			***DEBT SERVICE***		
	CFFP BOND		6,740,606	CFFP BOND		6,743,981
	TOTAL	stimated Cost	**7,523,722**	**TOTAL**	stimated Cost	**8,061,222**

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**CHARLESTOWN**			**CHARLESTOWN**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL		100,000	ELECTRICAL		
	Construction-Total		**100,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**100,000**	**TOTAL**		**0**
	LENOX STREET			**LENOX STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		25,000	SITE		0
	HVAC			HVAC		
	Construction-Total		**25,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	NONDWELLING STRUCTURES		30,000	NONDWELLING STRUCTURES		
	HVAC			HVAC		
	A/E-Total		**30,000**	**A/E-Total**		**0**
	TOTAL		**55,000**	**TOTAL**		**0**
	CATHEDRAL			**CATHEDRAL**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL (HOPWA)			ELECTRICAL (HOPWA)		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**CHARLESTOWN**			**CHARLESTOWN**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	LENOX STREET			**LENOX STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	HVAC			HVAC		500,000
	Construction-Total		**0**	**Construction-Total**		**500,000**
	A/E			***A/E***		
	NONDWELLING STRUCTURES			NONDWELLING STRUCTURES		
	HVAC			HVAC		50,000
	A/E-Total		**0**	**A/E-Total**		**50,000**
	TOTAL		**0**	**TOTAL**		**550,000**
	CATHEDRAL			**CATHEDRAL**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL (HOPWA)		410,000	ELECTRICAL (HOPWA)		
	BUILDING ENVELOPE			BUILDING ENVELOPE		500,000
	Construction-Total		**410,000**	**Construction-Total**		**500,000**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**410,000**	**TOTAL**		**500,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	WHITTIER STREET			**WHITTIER STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
See	SITE		70,000	SITE		
	ELEVATORS		500,000	ELEVATORS		
Annual	BUILDING ENVELOPE		300,000	BUILDING ENVELOPE		
Statement	**Construction-Total**		**870,000**	**Construction-Total**		
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		
	TOTAL		**870,000**	**TOTAL**		
	ALICE H. TAYLOR			**ALICE H. TAYLOR**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		70,000	SITE		
	HVAC			HVAC		0
	ELECTRICAL		100,000	ELECTRICAL		
	BASEMENTS			BASEMENTS		
						0
	Construction-Total		**170,000**	**Construction-Total**		
	A/E			***A/E***		
	BASEMENTS			BASEMENTS		0
						0
	A/E-Total		**0**	**A/E-Total**		
						0
	TOTAL		**170,000**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**WHITTIER STREET**			**WHITTIER STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	ELEVATORS			ELEVATORS		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total			**Construction-Total**		
	A/E			***A/E***		
	A/E-Total			**A/E-Total**		
	TOTAL			**TOTAL**		
	ALICE H. TAYLOR			**ALICE H. TAYLOR**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	HVAC			HVAC		50,000
	ELECTRICAL		0	ELECTRICAL		
	BASEMENTS		0	BASEMENTS		100,000
	Construction-Total			**Construction-Total**		**150,000**
			0			
	A/E			***A/E***		
			0			
	BASEMENTS			BASEMENTS		15,000
	A/E-Total			**A/E-Total**		**15,000**
			0			
	TOTAL			**TOTAL**		**165,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**BROMLEY PARK/HEATH STREET**			**BROMLEY PARK/HEATH STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		70,000	SITE		1,000,000
	STORM & SEWERS			STORM & SEWERS		2,000,000
	ELECTRICAL		100,000	ELECTRICAL		
	BUILDING ENVELOPE		1,600,000	BUILDING ENVELOPE		400,000
	STAIRS			STAIRS		
	Construction-Total		**1,770,000**	**Construction-Total**		**3,400,000**
	A/E			***A/E***		
	STORM & SEWERS			STORM & SEWERS		100,000
	ELECTRICAL			ELECTRICAL		120,000
	STAIRS			STAIRS		50,000
	A/E-Total		**0**	**A/E-Total**		**270,000**
	TOTAL		**1,770,000**	**TOTAL**		**3,670,000**
	MARY ELLEN McCORMACK			**MARY ELLEN McCORMACK**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		70,000	SITE		
	BUILDING ENVELOPE		400,000	BUILDING ENVELOPE		
	ROOFS			ROOFS		
	STAIRS			STAIRS		
	ELECTRICAL		100,000	ELECTRICAL		
	Construction-Total		**570,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	SITE			SITE		
	STAIRS			STAIRS		
	ELECTRICAL			ELECTRICAL		
	ROOFS			ROOFS		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**570,000**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	BROMLEY PARK/HEATH STREET			**BROMLEY PARK/HEATH STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
See	SITE			SITE		
	STORM & SEWERS			STORM & SEWERS		
Annual	ELECTRICAL		2,100,000	ELECTRICAL		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
Statement	STAIRS		500,000	STAIRS		
	Construction-Total		**2,600,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	STORM & SEWERS			STORM & SEWERS		
	ELECTRICAL			ELECTRICAL		
	STAIRS			STAIRS		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**2,600,000**	**TOTAL**		**0**
	MARY ELLEN McCORMACK			**MARY ELLEN McCORMACK**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		2,580,000
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	ROOFS			ROOFS		500,000
	STAIRS			STAIRS		500,000
	ELECTRICAL		2,000,000	ELECTRICAL		
	Construction-Total		**2,000,000**	**Construction-Total**		**3,580,000**
	A/E			***A/E***		
	SITE			SITE		40,000
	STAIRS			STAIRS		40,000
	ELECTRICAL		160,000	ELECTRICAL		
	ROOFS			ROOFS		60,000
	A/E-Total		**160,000**	**A/E-Total**		**140,000**
	TOTAL		**2,160,000**	**TOTAL**		**3,720,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**OLD COLONY**			**OLD COLONY**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		70,000	SITE		500,000
	HVAC			HVAC		
	ELECTRICAL		100,000	ELECTRICAL		
	BUILDING ENVELOPE			BUILDING ENVELOPE		500,000
	Construction-Total		**170,000**	**Construction-Total**		**1,000,000**
	A/E			***A/E***		
	BUILDING ENVELOPE		40,000	BUILDING ENVELOPE		
	A/E-Total		**40,000**	**A/E-Total**		**0**
	TOTAL		**210,000**	**TOTAL**		**1,000,000**
	WEST NEWTON/RUTLAND/EAST SPRINGFIELD			**WEST NEWTON/RUTLAND/EAST SPRINGFIELD**		
	CONSTRUCTION			***CONSTRUCTION***		
	ROOFS			ROOFS		650,000
	STAIRS			STAIRS		100,000
	BUILDING ENVELOPE			BUILDING ENVELOPE		400,000
	ELECTRICAL		100,000	ELECTRICAL		
	NONDWELLING STRUCTURES			NONDWELLING STRUCTURES		
	Construction-Total		**100,000**	**Construction-Total**		**1,150,000**
	A/E			***A/E***		
	ROOFS		45,000	ROOFS		
	BUILDING ENVELOPE		40,000	BUILDING ENVELOPE		
	STAIRS		20,000	STAIRS		
	A/E-Total		**105,000**	**A/E-Total**		**0**
	TOTAL		**205,000**	**TOTAL**		**1,150,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**OLD COLONY**			**OLD COLONY**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	HVAC		100,000	HVAC		
	ELECTRICAL			ELECTRICAL		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**100,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**100,000**	**TOTAL**		**0**
	WEST NEWTON/RUTLAND/EAST SPRINGFIELD			**WEST NEWTON/RUTLAND/EAST SPRINGFIELD**		
	CONSTRUCTION			***CONSTRUCTION***		
	ROOFS			ROOFS		
	STAIRS			STAIRS		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	ELECTRICAL			ELECTRICAL		
	NONDWELLING STRUCTURES			NONDWELLING STRUCTURES		30,000
	Construction-Total		**0**	**Construction-Total**		**30,000**
	A/E			***A/E***		
	ROOFS			ROOFS		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	STAIRS			STAIRS		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**30,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**COMMONWEALTH (Family)**			**COMMONWEALTH (Family)**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		70,000	SITE		
	BUILDING ENVELOPE		1,000,000	BUILDING ENVELOPE		
	ELECTRICAL		100,000	ELECTRICAL		
	Construction-Total		**1,170,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**1,170,000**	**TOTAL**		**0**
	FRANKLIN FIELD			**FRANKLIN FIELD**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE		570,000	SITE		
	HVAC			HVAC		
	STAIRS			STAIRS		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	ELECTRICAL		100,000	ELECTRICAL		
	Construction-Total		**670,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	HVAC			HVAC		60,000
	STAIRS			STAIRS		
	A/E-Total		**0**	**A/E-Total**		**60,000**
	TOTAL		**670,000**	**TOTAL**		**60,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**COMMONWEALTH (Family)**			**COMMONWEALTH (Family)**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	FRANKLIN FIELD			**FRANKLIN FIELD**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	HVAC		750,000	HVAC		
	STAIRS			STAIRS		500,000
	BUILDING ENVELOPE		130,000	BUILDING ENVELOPE		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**880,000**	**Construction-Total**		**500,000**
	A/E			***A/E***		
	HVAC			HVAC		
	STAIRS			STAIRS		50,000
	A/E-Total		**0**	**A/E-Total**		**50,000**
	TOTAL		**880,000**	**TOTAL**		**550,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**HIGHLAND PARK**			**HIGHLAND PARK**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	ELECTRICAL		100,000	ELECTRICAL		
	Construction-Total		**100,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**100,000**	**TOTAL**		**0**
	POND STREET			**POND STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	ANNAPOLIS			**ANNAPOLIS**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**HIGHLAND PARK**			**HIGHLAND PARK**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		100,000
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**100,000**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**100,000**
	POND STREET			**POND STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	ANNAPOLIS			**ANNAPOLIS**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		150,000	BUILDING ENVELOPE		
	Construction-Total		**150,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE		15,000	BUILDING ENVELOPE		7,000
	A/E-Total		**15,000**	**A/E-Total**		**7,000**
	TOTAL		**165,000**	**TOTAL**		**7,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**ASHMONT**			**ASHMONT**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	HOLGATE			**HOLGATE**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	FOLEY			**FOLEY**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		400,000	BUILDING ENVELOPE		390,000
	Construction-Total		**400,000**	**Construction-Total**		**390,000**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**400,000**	**TOTAL**		**390,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**ASHMONT**			**ASHMONT**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		30,000	BUILDING ENVELOPE		
	Construction-Total		**30,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE		3,000	BUILDING ENVELOPE		
	A/E-Total		**3,000**	**A/E-Total**		**0**
	TOTAL		**33,000**	**TOTAL**		**0**
	HOLGATE			**HOLGATE**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE		0	BUILDING ENVELOPE		10,000
	A/E-Total		**0**	**A/E-Total**		**10,000**
	TOTAL		**0**	**TOTAL**		**10,000**
	FOLEY			**FOLEY**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		250,000	BUILDING ENVELOPE		875,000
	Construction-Total		**250,000**	**Construction-Total**		**875,000**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		87,500
	A/E-Total		**0**	**A/E-Total**		**87,500**
	TOTAL		**250,000**	**TOTAL**		**962,500**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**GROVELAND**			**GROVELAND**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	ELECTRICAL		150,000	ELECTRICAL		
	Construction-Total		**150,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	SITE			SITE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**150,000**	**TOTAL**		**0**
	DAVISON			**DAVISON**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	91-95 WASHINGTON STREET			**91-95 WASHINGTON STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**GROVELAND**			**GROVELAND**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		20,000
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**20,000**
	A/E			***A/E***		
	SITE			SITE		2,000
	A/E-Total		**0**	**A/E-Total**		**2,000**
	TOTAL		**0**	**TOTAL**		**22,000**
	DAVISON			**DAVISON**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		7,000
	A/E-Total		**0**	**A/E-Total**		**7,000**
	TOTAL		**0**	**TOTAL**		**7,000**
	91-95 WASHINGTON STREET			**91-95 WASHINGTON STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**WEST NINTH STREET**			**WEST NINTH STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	JJ CARROLL			**JJ CARROLL**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	JJ MEADE			**JJ MEADE**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	SITE			SITE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**WEST NINTH STREET**			**WEST NINTH STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		50,000
	Construction-Total		**0**	**Construction-Total**		**50,000**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		5,000
	A/E-Total		**0**	**A/E-Total**		**5,000**
	TOTAL		**0**	**TOTAL**		**55,000**
	JJ CARROLL			**JJ CARROLL**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		70,000
	Construction-Total		**0**	**Construction-Total**		**70,000**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**70,000**
	JJ MEADE			**JJ MEADE**		
	CONSTRUCTION			***CONSTRUCTION***		
	SITE			SITE		20,000
	Construction-Total		**0**	**Construction-Total**		**20,000**
	A/E			***A/E***		
	SITE			SITE		2,000
	A/E-Total		**0**	**A/E-Total**		**2,000**
	TOTAL		**0**	**TOTAL**		**22,000**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**MLK**			**MLK**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		0
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	ELECTRICAL		0	ELECTRICAL		25,000
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**25,000**
	TOTAL		**0**	**TOTAL**		**25,000**
	EVA WHITE			**EVA WHITE**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	WALNUT PARK			**WALNUT PARK**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	MLK			**MLK**		
	CONSTRUCTION			***CONSTRUCTION***		
See	ELECTRICAL		240,000	ELECTRICAL		
Annual	**Construction-Total**		**240,000**	**Construction-Total**		**0**
Statement	***A/E***			***A/E***		
	ELECTRICAL			ELECTRICAL		
	BUILDING ENVELOPE			BUILDING ENVELOPE		10,000
	A/E-Total		**0**	**A/E-Total**		**10,000**
	TOTAL		**240,000**	**TOTAL**		**10,000**
	EVA WHITE			**EVA WHITE**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		10,000
	A/E-Total		**0**	**A/E-Total**		**10,000**
	TOTAL		**0**	**TOTAL**		**10,000**
	WALNUT PARK			**WALNUT PARK**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**AMORY**			**AMORY**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL		180,000	ELECTRICAL		100,000
	Construction-Total		**180,000**	**Construction-Total**		**100,000**
	A/E			***A/E***		
	ELECTRICAL		0	ELECTRICAL		10,000
	A/E-Total		**0**	**A/E-Total**		**10,000**
	TOTAL		**180,000**	**TOTAL**		**110,000**
	GENERAL WARREN			**GENERAL WARREN**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL		155,000	ELECTRICAL		
	Construction-Total		**155,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	ELECTRICAL		15,500	ELECTRICAL		
	A/E-Total		**15,500**	**A/E-Total**		**0**
	TOTAL		**170,500**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**AMORY**			**AMORY**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	ELECTRICAL			ELECTRICAL		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	GENERAL WARREN			**GENERAL WARREN**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	ELECTRICAL			ELECTRICAL		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**TORRE UNIDAD**			**TORRE UNIDAD**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	ELECTRICAL			ELECTRICAL		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	ROCKLAND			**ROCKLAND**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	RELOCATION			**RELOCATION**		
	TOTAL		**0**	**TOTAL**		**0**
	CODMAN			**CODMAN**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**TORRE UNIDAD**			**TORRE UNIDAD**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		250,000
	Construction-Total		**0**	**Construction-Total**		**250,000**
	A/E			***A/E***		
	ELECTRICAL		25,000	ELECTRICAL		
	A/E-Total		**25,000**	**A/E-Total**		**0**
	TOTAL		**25,000**	**TOTAL**		**250,000**
	ROCKLAND			**ROCKLAND**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		10,000
	A/E-Total		**0**	**A/E-Total**		**10,000**
	RELOCATION			**RELOCATION**		
	TOTAL		**0**	**TOTAL**		**10,000**
	CODMAN			**CODMAN**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	ST. BOTOLPH			**ST. BOTOLPH**		
	CONSTRUCTION			***CONSTRUCTION***		
	HVAC			HVAC		75,000
	BUILDING ENVELOPE		800,000	BUILDING ENVELOPE		
See	**Construction-Total**		**800,000**	**Construction-Total**		**75,000**
Annual	***A/E***			***A/E***		
Statement	HVAC			HVAC		7,500
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**7,500**
	TOTAL		**800,000**	**TOTAL**		**82,500**
	PASCIUCCO			**PASCIUCCO**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	LOWER MILLS			**LOWER MILLS**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**ST. BOTOLPH**			**ST. BOTOLPH**		
	CONSTRUCTION			***CONSTRUCTION***		
	HVAC			HVAC		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	HVAC			HVAC		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	PASCIUCCO			**PASCIUCCO**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	LOWER MILLS			**LOWER MILLS**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**HASSAN**			**HASSAN**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		265,000
	Construction-Total		**0**	**Construction-Total**		**265,000**
	A/E			***A/E***		
	ELECTRICAL			ELECTRICAL		30,000
	A/E-Total		**0**	**A/E-Total**		**30,000**
	TOTAL		**0**	**TOTAL**		**295,000**
	SPRING STREET			**SPRING STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	PATRICIA WHITE			**PATRICIA WHITE**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		5,000
	BUILDING ENVELOPE			BUILDING ENVELOPE		340,000
	Construction-Total		**0**	**Construction-Total**		**345,000**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		120,000
	A/E-Total		**0**	**A/E-Total**		**120,000**
	TOTAL		**0**	**TOTAL**		**465,000**
	Subtotal of Estimated Cost					

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Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**HASSAN**			**HASSAN**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	ELECTRICAL			ELECTRICAL		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	SPRING STREET			**SPRING STREET**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	PATRICIA WHITE			**PATRICIA WHITE**		
	CONSTRUCTION			***CONSTRUCTION***		
	ELECTRICAL			ELECTRICAL		
	BUILDING ENVELOPE		365,000	BUILDING ENVELOPE		
	Construction-Total		**365,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**365,000**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

form **HUD-50075.2** (4/2008)

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

Part II: Supporting Pages -- Physical Needs Work Statement(s)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**ROSLYN**			**ROSLYN**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	BELLFLOWER			**BELLFLOWER**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	PEABODY/ENGLEWOOD			**PEABODY/ENGLEWOOD**		
	CONSTRUCTION			***CONSTRUCTION***		
	ROOFS			ROOFS		310,000
	Construction-Total		**0**	**Construction-Total**		**310,000**
	A/E			***A/E***		
	ROOFS BUILDING ENVELOPE			ROOFS BUILDING ENVELOPE		30,000
	A/E-Total		**0**	**A/E-Total**		**30,000**
	TOTAL		**0**	**TOTAL**		**340,000**
	Subtotal of Estimated Cost					

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

Part II: Supporting Pages -- Physical Needs Work Statement(s)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement	Work Statement for Year FFY 2014 4			Work Statement for Year FFY 2015 5		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**ROSLYN**			**ROSLYN**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	BELLFLOWER			**BELLFLOWER**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE		10,000	BUILDING ENVELOPE		
	A/E-Total		**10,000**	**A/E-Total**		**0**
	TOTAL		**10,000**	**TOTAL**		**0**
	PEABODY/ENGLEWOOD			**PEABODY/ENGLEWOOD**		
	CONSTRUCTION			***CONSTRUCTION***		
	ROOFS			ROOFS		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	ROOFS			ROOFS		
	BUILDING ENVELOPE		10,000	BUILDING ENVELOPE		
	A/E-Total		**10,000**	**A/E-Total**		**0**
	TOTAL		**10,000**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

Part II: Supporting Pages -- Physical Needs Work Statement(s)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**MALONE**			**MALONE**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	COMMONWEALTH (Elderly)			**COMMONWEALTH (Elderly)**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		200,000	BUILDING ENVELOPE		
	ELECTRICAL		100,000	ELECTRICAL		
	Construction-Total		**300,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**300,000**	**TOTAL**		**0**
	HAMPTON HOUSE			**HAMPTON HOUSE**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

Capital Fund Program - Five-Year Action Plan--FY11-FY15

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

Part II: Supporting Pages -- Physical Needs Work Statement(s)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**MALONE**			**MALONE**		
	CONSTRUCTION			***CONSTRUCTION***		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	COMMONWEALTH (Elderly)			**COMMONWEALTH (Elderly)**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	ELECTRICAL			ELECTRICAL		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	HAMPTON HOUSE			**HAMPTON HOUSE**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		265,000	BUILDING ENVELOPE		
	Construction-Total		**265,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE		35,000	BUILDING ENVELOPE		
	A/E-Total		**35,000**	**A/E-Total**		**0**
	TOTAL		**300,000**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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

Part II: Supporting Pages -- Physical Needs Work Statement(s)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**FREDERICK DOUGLASS**			**FREDERICK DOUGLASS**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	WASHINGTON MANOR			**WASHINGTON MANOR**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	Construction-Total		**0**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE			BUILDING ENVELOPE		
	A/E-Total		**0**	**A/E-Total**		**0**
	TOTAL		**0**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

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

Part II: Supporting Pages -- Physical Needs Work Statement(s)

PHA Name/Number: Boston Housing Authority MA002 | Locality: Boston, Massachusetts

Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	**FREDERICK DOUGLASS**			**FREDERICK DOUGLASS**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		40,000	BUILDING ENVELOPE		250,000
	Construction-Total		**40,000**	**Construction-Total**		**250,000**
	A/E			***A/E***		
	BUILDING ENVELOPE		35,000	BUILDING ENVELOPE		
	A/E-Total		**35,000**	**A/E-Total**		**0**
	TOTAL		**75,000**	**TOTAL**		**250,000**
	WASHINGTON MANOR			**WASHINGTON MANOR**		
	CONSTRUCTION			***CONSTRUCTION***		
	BUILDING ENVELOPE		225,000	BUILDING ENVELOPE		
	Construction-Total		**225,000**	**Construction-Total**		**0**
	A/E			***A/E***		
	BUILDING ENVELOPE		30,000	BUILDING ENVELOPE		
	A/E-Total		**30,000**	**A/E-Total**		**0**
	TOTAL		**255,000**	**TOTAL**		**0**
	Subtotal of Estimated Cost					

Five-Year Action Plan--FY10
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program(CFP)

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

Work Statement for Year 1 FFY: 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	MA-200, HA-Wide Mgmt. Imp.: Youth Services		0	MA-200, HA-Wide Mgmt. Imp.: Youth Services		0
	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		401,669	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		401,669
	MA-200, HA-Wide Mgmt. Imp.: Family Services		0	MA-200, HA-Wide Mgmt. Imp.: Family Services		0
	MA-200, HA-Wide Mgmt. Imp.: Community Services		269,612	MA-200, HA-Wide Mgmt. Imp.: Community Services		269,612
	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,095,702	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,095,702
	MA-200, HA-Wide Mgmt. Imp.: Occupancy		189,423	MA-200, HA-Wide Mgmt. Imp.: Occupancy		189,423
	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		0	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		0
	MA-200, HA-Wide Mgmt. Imp.: MIS		266,312	MA-200, HA-Wide Mgmt. Imp.: MIS		266,312
	MA-200, HA-Wide Mgmt. Imp.: Staff Training		0	MA-200, HA-Wide Mgmt. Imp.: Staff Training		0
	MA-200, HA-Wide Mgmt. Imp.: Risk Management		111,810	MA-200, HA-Wide Mgmt. Imp.: Risk Management		111,810
	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		0	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		0
	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		51,553	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		51,553
	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		69,208	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		69,208
	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000
			$2,465,289			$2,465,289
	Subtotal of Estimated Cost		$2,465,289	Subtotal of Estimated Cost		$2,465,289

Five-Year Action Plan--FY10
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program(CFP)

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

Work Statement	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	MA-200, HA-Wide Mgmt. Imp.: Youth Services		0	MA-200, HA-Wide Mgmt. Imp.: Youth Services		0
	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		401,669	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		401,669
	MA-200, HA-Wide Mgmt. Imp.: Family Services		0	MA-200, HA-Wide Mgmt. Imp.: Family Services		0
	MA-200, HA-Wide Mgmt. Imp.: Community Services		269,612	MA-200, HA-Wide Mgmt. Imp.: Community Services		269,612
	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,095,702	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,095,702
	MA-200, HA-Wide Mgmt. Imp.: Occupancy		189,423	MA-200, HA-Wide Mgmt. Imp.: Occupancy		189,423
	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		0	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		0
	MA-200, HA-Wide Mgmt. Imp.: MIS		266,312	MA-200, HA-Wide Mgmt. Imp.: MIS		266,312
	MA-200, HA-Wide Mgmt. Imp.: Staff Training		0	MA-200, HA-Wide Mgmt. Imp.: Staff Training		0
	MA-200, HA-Wide Mgmt. Imp.: Risk Management		111,810	MA-200, HA-Wide Mgmt. Imp.: Risk Management		111,810
	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		0	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		0
	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		51,553	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		51,553
	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		69,208	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		69,208
	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000
			$2,465,289			$2,465,289
	Subtotal of Estimated Cost		$2,465,289	Subtotal of Estimated Cost		$2,465,289

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:	Grant Type and Number:	Federal FY of Grant: FFY07
Boston Housing Authority	Capital Fund Program Grant No:	Federal FY of Grant
	Replacement Housing Factor Grant No: MA06-R002-502-07	Approval: FFY07

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
_X_Final Performance and Evaluation Report
___Revised Annual Statement (revision no:)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)	298,511.28	298,511.28	298,511.28	298,511.28
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,013,697.75	1,013,697.75	1,013,697.75	1,013,697.75
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	258,339.97	258,339.97	258,339.97	258,339.97
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				
18b	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)**	**1,570,549.00**	**1,570,549.00**	**1,570,549.00**	**1,570,549.00**
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, 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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No: MA06-R002-502-07	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-09	Development Frankilin Hill	1499		0.00	0.00	0.00	0.00	0.00	
2-09	Administration	1410		298,511.28	298,511.28	0.00	298,511.28	298,511.28	Funds expended
2-09	Construction	1460		1,013,697.75	1,013,697.75	0.00	1,013,697.75	1,013,697.75	Funds expended
2-09	Demolition	1485		258,339.97	258,339.97	0.00	258,339.97	258,339.97	Funds expended - Demolition completed
				1,570,549.00	**1,570,549.00**	**0.00**	**1,570,549.00**	**1,570,549.00**	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY08
Boston Housing Authority	Capital Fund Program Grant No:	Federal FY of Grant
	Replacement Housing Factor Grant No: MA06-R002-501-08	Approval: FFY08

Type of Grant

__Original Annual Statement
___Reserve for Disasters/Emergencies
___Revised Annual Statement (revision no:)
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
_X_Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)[3]				
3	1408 Management Improvements				
4	1410 Administration (May not exceed 10% of line 20)	457,310.90	457,310.90	457,310.90	457,310.90
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	363,382.10	363,382.10	363,382.10	363,382.10
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				
18b	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)	820,693.00	820,693.00	820,693.00	820,693.00
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

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

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No: MA06-R002-501-08	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-09	Development Franklin Hill	1499		0.00	0.00	0.00	0.00	0.00	
2-09	Administration	1410		457,310.90	457,310.90	0.00	457,310.90	457,310.90	Funds expended
2-09	Construction	1460		363,382.10	363,382.10	0.00	363,382.10	363,382.10	Funds expended - Construction completed
				820,693.00	820,693.00	0.00	820,693.00	820,693.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY08
Boston Housing Authority	Capital Fund Program Grant No:	Federal FY of Grant
	Replacement Housing Factor Grant No: MA06-R002-502-08	Approval: FFY08

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
_X_Final Performance and Evaluation Report
___Revised Annual Statement (revision no:)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)	200,451.10	200,451.10	200,451.10	200,451.10
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,463.64	32,463.64	32,463.64	32,463.64
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	718,491.98	718,491.98	718,491.98	718,491.98
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	86,889.28	86,889.28	86,889.28	86,889.28
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	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)**	**1,038,296.00**	**1,038,296.00**	**1,038,296.00**	**1,038,296.00**
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, 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 II: Supporting Pages

PHA Name: Boston Housing Authority

Grant Type and Number:
Capital Fund Program Grant No:
Replacement Housing Factor Grant No: MA06-R002-502-08
CFFP (Yes/No): No

Federal FY of Grant: FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-09	Development Frankilin Hill	1499		0.00	0.00	0.00	0.00	0.00	
2-09	Administration	1410		200,451.10	200,451.10	0.00	200,451.10	200,451.10	Funds expended
2-09	Fees & Costs	1430		32,463.64	32,463.64	0.00	32,463.64	32,463.64	Funds expended - Legal work completed
2-09	Construction	1460		718,491.98	718,491.98	0.00	718,491.98	718,491.98	Funds expended - Construction completed
2-09	Relocation	1495		86,889.28	86,889.28	0.00	86,889.28	86,889.28	Funds expended - Relocation completed
				1,038,296.00	**1,038,296.00**	**0.00**	**1,038,296.00**	**1,038,296.00**	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY09
Boston Housing Authority	Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06-R002-501-09	Federal FY of Grant Approval: FFY09

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,085,824.13	1,085,824.13	1,085,824.13	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	472,941.87	472,941.87	472,941.87	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				
18b	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)	1,558,766.00	1,558,766.00	1,558,766.00	0.00
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

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

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No: MA06-R002-501-09	FFY09

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-13	Construction	1460		1,085,824.13	1,085,824.13	0.00	1,085,824.13	0.00	Underway
2-13	Demolition	1485		472,941.87	472,941.87	0.00	472,941.87	0.00	Underway
				1,558,766.00	1,558,766.00	0.00	1,558,766.00	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY09
Boston Housing Authority	Capital Fund Program Grant No:	Federal FY of Grant
	Replacement Housing Factor Grant No: MA06-R002-502-09	Approval: FFY09

Type of Grant

__Original Annual Statement
___Reserve for Disasters/Emergencies
__Revised Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,265,700.00	1,265,700.00	1,265,700.00	0.00
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				
18b	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)	1,265,700.00	1,265,700.00	1,265,700.00	0.00
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

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

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No MA06-R002-502-09	FFY09

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-13	Construction	1460		1,265,700.00	1,265,700.00	0.00	1,265,700.00	0.00	Construction underway
				1,265,700.00	1,265,700.00	0.00	1,265,700.00	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY10
Boston Housing Authority	Capital Fund Program Grant No:	Federal FY of Grant
	Replacement Housing Factor Grant No: MA06-R002-501-10	Approval: FFY10

Type of Grant

___Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,085,797.00	1,085,797.00	1,085,797.00	0.00
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				
18b	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)	1,085,797.00	1,085,797.00	1,085,797.00	0.00
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

[1] To be completed for the Performance and Evaluation Report.

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

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

[4] RHF funds shall be included here.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No: MA06-R002-501-10	FFY10

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-13	Construction	1460		1,085,797.00	1,085,797.00	0.00	1,085,797.00	0.00	Underway
				1,085,797.00	1,085,797.00	0.00	1,085,797.00	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY10
Boston Housing Authority	Capital Fund Program Grant No:	Federal FY of Grant
	Replacement Housing Factor Grant No MA06-R002-502-10	Approval: FFY10

Type of Grant

___Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,277,542.00	1,277,542.00	1,277,542.00	0.00
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				
18b	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)	1,277,542.00	1,277,542.00	1,277,542.00	0.00
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

[1] To be completed for the Performance and Evaluation Report.

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

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

[4] RHF funds shall be included here.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No: MA06-R002-502-10	FFY10

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-13	Construction	1460		1,277,542.00	1,277,542.00	0.00	1,277,542.00	0.00	Underway
				1,277,542.00	1,277,542.00	0.00	1,277,542.00	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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: Boston Housing Authority	Grant Type and Number: Capital Fund Program Grant No: MA02-000-245-09E Replacement Housing Factor Grant No:	Federal FY of Grant: FFY09 Federal FY of Grant Approval:

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds	203,136	203,136	0.00	0.00
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)	150,077.50	150,077.50	150,077.50	16,613.95
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	166,139.50	166,139.50	166,139.50	166,139.50
8	1440 Site Acquisition				
9	1450 Site Improvement	200,000.00	200,000.00	200,000.00	0.00
10	1460 Dwelling Structures	3,546,500.00	3,546,500.00	3,546,500.00	0.00
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				
18b	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)	4,062,717.00	4,062,717.00	4,062,717.00	182,753.45
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

[1] To be completed for the Performance and Evaluation Report.

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

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

[4] RHF funds shall be included here.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA02-000-245-09E CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-45	Administration	1410		150,077.50	150,077.50	0.00	150,077.50	16,613.95	
2-45	Fees & Costs	1430		166,139.50	166,139.50	0.00	166,139.50	166,139.50	
2-45	Site Improvement	1450		200,000.00	200,000.00	0.00	200,000.00	0.00	
2-45	Construction	1460		3,546,500.00	3,546,500.00	0.00	3,546,500.00	0.00	Contract signed; work to begin late Fall 2010
2-45	Non Dwelling Equipment	1475		0.00	0.00	0.00	0.00	0.00	
2-45	Contingency	1502		0.00	0.00	0.00	0.00	0.00	
				4,062,717.00	4,062,717.00	0.00	4,062,717.00	182,753.45	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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: Boston Housing Authority	Grant Type and Number: Capital Fund Program Grant No: MA002-107-119-09R Replacement Housing Factor Grant No:	Federal FY of Grant: FFY09 Federal FY of Grant Approval:

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds	4,700,000	4,700,000	0.00	0.00
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)	8,780.84	8,780.84	8,780.84	8,780.84
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	74,147.53	74,147.53	74,147.53	74,147.53
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	2,846,821.00	2,846,821.00	2,846,821.00	0.00
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	30,618.63	30,618.63	30,618.63	30,618.63
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	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)	2,960,368.00	2,960,368.00	2,960,368.00	113,547.00
21	Amount of line 20 Related to LBP Testing	15,000	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	125,000	75,000	75,000.00	0.00
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	4,700,000	0.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date

[1] To be completed for the Performance and Evaluation Report.

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

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

[4] RHF funds shall be included here.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA002-107-119-09R CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-19	Administration	1410		8,780.84	8,780.84	0.00	8,780.84	8,780.84	
2-19	Fees & Costs	1430		74,147.53	74,147.53	0.00	74,147.53	74,147.53	
2-19	Site Improvement	1450		0.00	0.00	0.00	0.00	0.00	
2-19	Construction	1460		2,846,821.00	2,846,821.00	0.00	2,846,821.00	0.00	Construction underway
2-06	Relocation	1495		30,618.63	30,618.63	0.00	30,618.63	30,618.63	Relocation complete
2-19	Contingency	1502		0.00	0.00	0.00	0.00	0.00	
				2,960,368.00	2,960,368.00	0.00	2,960,368.00	113,547.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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: Boston Housing Authority	Grant Type and Number: Capital Fund Program Grant No: MA002-000-106-09R Replacement Housing Factor Grant No:	Federal FY of Grant: FFY09 Federal FY of Grant Approval:

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
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)	993,815.30	993,815.30	993,815.30	37,052.17
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	815,480.00	815,480.00	815,480.00	431,680.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	9,115,339.00	9,115,339.00	9,115,339.00	0.00
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	67,521.70	67,521.70	67,521.70	67,521.70
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	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)	10,992,156.00	10,992,156.00	10,992,156.00	536,253.87
21	Amount of line 20 Related to LBP Testing	250,000.00	0.00	0.00	0.00
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	2,191,200.00	2,773,123.00	2,773,123.00	35,000.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date

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

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA002-000-106-09R CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-06	Administration	1410		993,815.30	993,815.30	0.00	993,815.30	37,052.17	
2-06	Fees & Costs	1430		815,480.00	815,480.00	0.00	815,480.00	431,680.00	
2-06	Site Improvement	1450		0.00	0.00	0.00	0.00	0.00	
2-06	Construction	1460		9,115,339.00	9,115,339.00	0.00	9,115,339.00	0.00	Construction underway
2-06	Demolition	1485		0.00	0.00	0.00	0.00	0.00	
2-06	Relocation	1495		67,521.70	67,521.70	0.00	67,521.70	67,521.70	Relocation complete
2-06	Contingency	1502		0.00	0.00	0.00	0.00	0.00	
				10,992,156.00	10,992,156.00	0.00	10,992,156.00	536,253.87	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY09
Boston Housing Authority	Capital Fund Program Grant No: MA002-000-124-09G Replacement Housing Factor Grant No:	Federal FY of Grant Approval:

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement (no.)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated as of 9/30/10	Expended as of 9/30/10
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)	1,603,562.00	1,603,562.00	1,603,562.00	134,958.06
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,170,540.00	3,170,540.00	3,170,540.00	2,276,455.53
8	1440 Site Acquisition				
9	1450 Site Improvement	1,005,989.00	1,005,989.00	1,005,989.00	0.00
10	1460 Dwelling Structures	11,240,884.00	11,240,884.00	11,240,884.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	3,022,590.00	3,022,590.00	3,022,590.00	0.00
13	1475 Non-dwelling Equipment				
14	1485 Demolition	1,046,554.00	1,046,554.00	1,046,554.00	0.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	1,105,881.00	1,105,881.00	1,105,881.00	475,059.33
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	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)	22,196,000.00	22,196,000.00	22,196,000.00	2,886,472.92
21	Amount of line 20 Related to LBP Testing				
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	Signature of Public Housing Director	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, 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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA002-000-124-09C CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated	Expended	
2-24	Administration	1410		1,603,562.00	1,603,562.00	0.00	1,603,562.00	134,958.06	Underway
2-24	Fees & Costs	1430		3,170,540.00	3,170,540.00	0.00	3,170,540.00	2,276,455.53	Underway
2-24	Site Improvements	1450		1,005,989.00	1,005,989.00	0.00	1,005,989.00	0.00	Underway
2-24	Construction	1460		11,240,884.00	11,240,884.00	0.00	11,240,884.00	0.00	Underway
2-24	Non-Dwelling Structures	1470		3,022,590.00	3,022,590.00	0.00	3,022,590.00	0.00	Underway
2-24	Demolition	1485		1,046,554.00	1,046,554.00	0.00	1,046,554.00	0.00	Underway
2-24	Relocation	1495		1,105,881.00	1,105,881.00	0.00	1,105,881.00	475,059.33	Underway
				22,196,000.00	22,196,000.00	0.00	22,196,000.00	2,886,472.92	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.

[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY06
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 Replacement Housing Factor Grant No:	Federal FY of Grant Approval: FFY06

Type of Grant

__Original Annual Statement
___Reserve for Disasters/Emergencies
_X_Revised Annual Statement (revision no: 6)
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
_X_Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)[3]	4,735,390.00	4,735,390.00	4,735,390.00	4,735,390.00
3	1408 Management Improvements Soft Costs	2,622,845.60	3,525,007.49	3,525,007.49	3,525,007.49
4	1410 Administration (May not exceed 10% of line 20)	2,342,695.00	2,342,695.00	2,342,695.00	2,342,695.00
5	1411 Audit	25,000.00	25,000.00	25,000.00	25,000.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,269,914.90	3,166,758.17	3,166,758.17	3,166,758.17
8	1440 Site Acquisition				
9	1450 Site Improvement	68,791.39	68,791.39	68,791.39	68,791.39
10	1460 Dwelling Structures	8,204,415.27	8,337,178.06	8,337,178.06	8,337,178.06
11	1465.1 Dwelling Equipment-Nonexpendable	758.11	0.00	0.00	0.00
12	1470 Nondwelling Structures	559,693.20	559,693.20	559,693.20	559,693.20
13	1475 Nondwelling Equipment	1,774,975.43	843,074.47	843,074.47	843,074.47
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	72,471.10	73,362.22	73,362.22	73,362.22
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (May not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	23,676,950.00	23,676,950.00	23,676,950.00	23,676,950.00
21	Amount of line 20 Related to LBP Testing	772,421.14	703,486.64	703,486.64	703,486.64
22	Amount of line 20 Related to Section 504 Compliance	2,995,435.38	2,916,359.91	2,916,359.91	2,916,359.91
23	Amount of line 20 Related to Security Soft Costs	75,955.21	76,137.68	76,137.68	76,137.68
24	Amount of line 20 Related to Security Hard Costs	302,297.10	302,297.10	302,297.10	302,297.10
25	Amount of line 20 Related to Energy Conservation Measures				

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

form HUD-50075.1 (4/2008)

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUTHORITY WIDE								
2-00	OPERATION	140600 000000		4,735,390.00	4,735,390.00	0.00	4,735,390.00	4,735,390.00	
2-00	MANAGEMENT IMPROVEMENTS	140800 000000		328,565.08	325,321.08	(3,244.00)	325,321.08	325,321.08	
2-00	MIS	140800 410000		783,769.38	1,690,291.07	906,521.69	1,690,291.07	1,690,291.07	
2-00	PUBLIC SAFETY	140800 412000		0.00	0.00	0.00	0.00	0.00	
2-00	ELDERLY ACTIVITY ADVISOR	140800 421000		332,774.39	332,774.39	0.00	332,774.39	332,774.39	
2-00	OCCUPANCY	140800 427000		189,423.00	189,423.00	0.00	189,423.00	189,423.00	
2-00	FAMILY SERVICES	140800 768000		242,498.38	242,246.76	(251.62)	242,246.76	242,246.76	
2-00	GRIEVANCE PANEL	140800 807000		159,640.70	159,640.70	0.00	159,640.70	159,640.70	
2-00	RISK MANAGEMENT	140800 899000		324,280.01	322,602.64	(1,677.37)	322,602.64	322,602.64	
2-00	RENT COLLECTION	140800 901000		27,451.04	27,451.04	0.00	27,451.04	27,451.04	
2-00	VACANCY REHAB	140800 967000		0.00	0.00	0.00	0.00	0.00	
2-00	ADMINISTRATIVE	141001 000000		750,175.50	750,125.82	(49.68)	750,125.82	750,125.82	
2-00	INDIRECT NONTECHNICAL SALARIES	141001 000001		213,448.36	213,448.36	0.00	213,448.36	213,448.36	
2-00	LOCAL TRAVEL 01	141001 000101		9,948.05	9,948.05	0.00	9,948.05	9,948.05	
2-00	LEGAL EXPENSE	141004 000000		15,225.00	15,225.00	0.00	15,225.00	15,225.00	
2-00	DENTAL INSURANCE	141009 000002		0.00	0.00	0.00	0.00	0.00	
2-00	WORKER'S COMPENSATION	141009 001000		30,777.81	30,777.81	0.00	30,777.81	30,777.81	
2-00	GROUP INSURANCE	141009 002000		116,835.10	116,835.10	0.00	116,835.10	116,835.10	
2-00	RETIREMENT INDIRECT	141009 003001		205,939.25	205,939.25	0.00	205,939.25	205,939.25	
2-00	MEDICARE	141009 005000		0.00	0.00	0.00	0.00	0.00	
2-00	LOCAL TRAVEL 10	141010 000101		1,050.31	1,050.31	0.00	1,050.31	1,050.31	
2-00	TELEPHONE	141016 000000		0.00	0.00	0.00	0.00	0.00	
2-00	SUNDRY ADMINISTRATIVE	141019 000000		3,661.23	3,661.23	0.00	3,661.23	3,661.23	
2-00	XEROX RENTAL AND SUPPLIES	141019 000101		0.00	0.00	0.00	0.00	0.00	
2-00	TELEPHONE	141019 000102		1,444.52	1,444.52	0.00	1,444.52	1,444.52	
2-00	OFFICE SUPPLIES	141019 000103		327.29	327.29	0.00	327.29	327.29	
2-00	CONSULTANTS 10	141019 000105		0.00	0.00	0.00	0.00	0.00	
2-00	ADVERTISING	141019 000110		2,491.32	2,491.32	0.00	2,491.32	2,491.32	
2-00	PUBLICATIONS	141019 000111		371.24	371.24	0.00	371.24	371.24	
2-00	DATA/TELECOMMUNICATIONS	141019 000137		49.30	49.30	0.00	49.30	49.30	
2-00	PRED ADMIN EXPENSE	141019 000351		49.60	49.60	0.00	49.60	49.60	
2-00	AUDIT	141101 000000		0.00	0.00	0.00	0.00	0.00	
2-00	ARCH & ENG	143001 000000		0.00	0.00	0.00	0.00	0.00	
2-00	CONSULTANTS 30	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-00	DEVELOPMENT CONSULTANTS	143001 743001		54,529.29	0.00	(54,529.29)	0.00	0.00	
2-00	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
2-00	LEAD PAINT REMOVAL 30	143001 837000		109,398.50	0.00	(109,398.50)	0.00	0.00	
2-00	ENVIRONMENTAL HAZARD 30	143001 838000		72,914.00	0.00	(72,914.00)	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	0.00	0.00	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-00	LEAD PAINT REMOVAL 60	146021 837000		0.00	0.00	0.00	0.00	0.00	
2-00	UNIT REHAB	146021 967000		0.00	0.00	0.00	0.00	0.00	
2-00	OFFICE EQUIPMENT	147501 000000		71,274.86	1,188.00	(70,086.86)	1,188.00	1,188.00	
2-00	COMPUTERS	147501 742000		1,535,445.39	778,761.85	(756,683.54)	778,761.85	778,761.85	
2-00	COMPUTER REPLACEMENTS	147501 742002		113,135.18	2,777.38	(110,357.80)	2,777.38	2,777.38	
2-00	VEHICLES	147507 000000		55,120.00	26,154.24	(28,965.76)	26,154.24	26,154.24	
2-00	RELOCATION MOVING & FAMILY	149501 000000		25,922.01	26,038.13	116.12	26,038.13	26,038.13	
2-00	RELOCATION FOR 504 PROGRAM	149501 812000		0.00	0.00	0.00	0.00	0.00	
2-00	RELOCATION FOR LEAD PAINT	149501 837000		4,630.69	4,630.69	0.00	4,630.69	4,630.69	
2-00	CONTINGENCY	150200 000000		0.00	0.00	0.00	0.00	0.00	
				10,517,955.78	10,216,435.17	(301,520.61)	10,216,435.17	10,216,435.17	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CHARLESTOWN								
2-01	MIS	140800 410000		0.00	589.39	589.39	589.39	589.39	
2-01	PUBLIC SAFETY	140800 412000		9,342.51	9,342.51	0.00	9,342.51	9,342.51	
2-01	FAMILY SERVICES	140800 768000		15,963.36	15,963.36	0.00	15,963.36	15,963.36	
2-01	GRIEVANCE PANEL	140800 807000		3,887.50	3,970.46	82.96	3,970.46	3,970.46	
2-01	ADMINISTRATIVE	1410		121,880.85	121,880.85	0.00	121,880.85	121,880.85	
2-01	AUDIT	1411		3,075.00	3,075.00	0.00	3,075.00	3,075.00	
2-01	ARCH & ENG	143001 000000		510,005.90	510,005.90	0.00	510,005.90	510,005.90	
2-01	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-01	BASEMENTS/CELLARS 30	143001 704000		8,328.00	0.00	(8,328.00)	0.00	0.00	
2-01	BUILDING ENV DESIGN 30	143001 712000		522.50	522.50	0.00	522.50	522.50	
2-01	CONSULTANTS 30	143001 741000		54,077.88	54,073.52	(4.36)	54,073.52	54,073.52	
2-01	CONSTRUCTION REPS FOR 504	143001 741001		4,109.44	4,109.44	0.00	4,109.44	4,109.44	
2-01	A&E 504 COMPLIANCE	143001 812000		31,912.50	0.00	(31,912.50)	0.00	0.00	
2-01	PLUMBING 30	143001 880000		0.00	3,839.68	3,839.68	3,839.68	3,839.68	
2-01	STAIRWAYS 30	143001 950000		0.00	1,149.50	1,149.50	1,149.50	1,149.50	
2-01	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-01	LEAD PAINT REMOVAL 60	146021 837000		13,341.92	12,841.92	(500.00)	12,841.92	12,841.92	Construction completed
2-01	SEWERS 60	146021 929000		0.00	0.00	0.00	0.00	0.00	
2-01	RELOCATION MOVING & FAMILY	149501 000000		115.17	115.17	0.00	115.17	115.17	
2-01	RELOCATION FOR ELEVATORS	149501 760000		38.28	38.28	0.00	38.28	38.28	
2-01	RELOCATION FOR LEAD PAINT	149501 837000		626.37	626.37	0.00	626.37	626.37	
				777,227.18	742,143.85	(35,083.33)	742,143.85	742,143.85	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MISSION								
2-03				0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LENOX STREET								
2-04	MIS	140800 410000		0.00	162.92	162.92	162.92	162.92	
2-04	PUBLIC SAFETY	140800 412000		2,582.47	2,582.47	0.00	2,582.47	2,582.47	
2-04	FAMILY SERVICES	140800 768000		6,288.15	6,288.15	0.00	6,288.15	6,288.15	
2-04	GRIEVANCE PANEL	140800 807000		1,024.09	1,024.09	0.00	1,024.09	1,024.09	
2-04	ADMINISTRATIVE	1410		33,690.65	33,690.65	0.00	33,690.65	33,690.65	
2-04	AUDIT	1411		850.00	850.00	0.00	850.00	850.00	
2-04	ARCH & ENG	143001 000000		5,011.71	5,011.71	0.00	5,011.71	5,011.71	
2-04	CONSULTANTS 30	143001 741000		3,757.73	3,757.73	0.00	3,757.73	3,757.73	
2-04	CONSTRUCTION REPS FOR 504	143001 741001		589.62	589.62	0.00	589.62	589.62	
2-04	ELECTRICAL 30	143001 755000		0.00	0.00	0.00	0.00	0.00	
2-04	ELECTRICAL 60	146015 000000		947,173.48	947,173.48	0.00	947,173.48	947,173.48	Construction completed
2-04	504 COMPLIANCE 60	146021 812000		370.00	370.00	0.00	370.00	370.00	Construction completed
2-04	LEAD PAINT REMOVAL 60	146021 837000		5,499.27	5,499.27	0.00	5,499.27	5,499.27	Construction completed
				1,006,837.17	1,007,000.09	162.92	1,007,000.09	1,007,000.09	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CATHEDRAL								
2-06	MIS	140800 410000		0.00	220.42	220.42	220.42	220.42	
2-06	PUBLIC SAFETY	140800 412000		3,493.94	3,493.94	0.00	3,493.94	3,493.94	
2-06	FAMILY SERVICES	140800 768000		7,339.11	7,339.11	0.00	7,339.11	7,339.11	
2-06	GRIEVANCE PANEL	140800 807000		1,498.08	1,498.08	0.00	1,498.08	1,498.08	
2-06	ADMINISTRATIVE	1410		45,581.46	45,581.46	0.00	45,581.46	45,581.46	
2-06	AUDIT	1411		1,150.00	1,150.00	0.00	1,150.00	1,150.00	
2-06	ARCH & ENG	143001 000000		990.00	990.00	0.00	990.00	990.00	
2-06	CONSULTANTS 30	143001 741000		30,111.73	30,111.73	0.00	30,111.73	30,111.73	
2-06	CONSTRUCTION REPS FOR 504	143001 741001		615.24	615.24	0.00	615.24	615.24	
2-06	A&E 504 COMPLIANCE	143001 812000		6,869.82	6,869.82	0.00	6,869.82	6,869.82	
2-06	LEAD PAINT REMOVAL 30	143001 837000		150.00	150.00	0.00	150.00	150.00	
2-06	SEWERS 30	143001 929000		0.00	0.00	0.00	0.00	0.00	
2-06	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	1,934.66	1,934.66	1,934.66	1,934.66	
2-06	ELECTRICAL 60	146015 000000		0.00	0.00	0.00	0.00	0.00	
2-06	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-06	504 FORCE ACCOUNT CREW	146021 812001		2,061.63	2,061.63	0.00	2,061.63	2,061.63	Construction completed
2-06	LEAD PAINT REMOVAL 60	146021 837000		2,576.92	2,576.92	0.00	2,576.92	2,576.92	Construction completed
2-06	NON DWELLING CONSTRUCTION	147001 000000		0.00	0.00	0.00	0.00	0.00	
2-06	RELOCATION FOR ELEVATORS	149501 760000		35.62	35.62	0.00	35.62	35.62	
2-06	RELOCATION FOR 504 PROGRAM	149501 812000		258.49	258.49	0.00	258.49	258.49	
2-06	RELOCATION FOR LEAD PAINT	149501 837000		89.07	89.07	0.00	89.07	89.07	
				102,821.11	104,976.19	2,155.08	104,976.19	104,976.19	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HEATH STREET								
2-07	CONSULTANTS 30	143001 741000		2,635.62	2,635.62	0.00	2,635.62	2,635.62	
2-07	HVAC STUDY 30	143001 816000		1,200.00	1,200.00	0.00	1,200.00	1,200.00	
2-07	LEAD PAINT REMOVAL 30	143001 837000		743.12	743.12	0.00	743.12	743.12	
2-07	LEAD PAINT REMOVAL 60	146021 837000		2,576.92	2,576.92	0.00	2,576.92	2,576.92	Construction completed
				7,155.66	7,155.66	0.00	7,155.66	7,155.66	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
MAVERICK									
2-08				0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN HILL								
2-09	ARCH & ENG	143001 000000		41,540.00	0.00	(41,540.00)	0.00	0.00	
2-09	UNDERGROUND STORAGE TANKS 30	143001 966000		2,783.75	2,783.75	0.00	2,783.75	2,783.75	Construction completed
				44,323.75	2,783.75	(41,540.00)	2,783.75	2,783.75	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WHITTIER STREET								
2-11	MIS	140800 410000		0.00	105.42	105.42	105.42	105.42	
2-11	PUBLIC SAFETY	140800 412000		1,671.02	1,671.02	0.00	1,671.02	1,671.02	
2-11	FAMILY SERVICES	140800 768000		2,586.08	2,586.08	0.00	2,586.08	2,586.08	
2-11	GRIEVANCE PANEL	140800 807000		720.59	720.59	0.00	720.59	720.59	
2-11	ADMINISTRATIVE	1410		21,799.84	21,799.84	0.00	21,799.84	21,799.84	
2-11	AUDIT	1411		550.00	550.00	0.00	550.00	550.00	
2-11	CONSULTANTS 30	143001 741000		2,592.22	2,592.22	0.00	2,592.22	2,592.22	
2-11	SEWERS 30	143001 929000		0.00	13,524.70	13,524.70	13,524.70	13,524.70	
2-11	UNDERGROUND STORAGE TANKS 30	143001 966000		21,925.83	17,832.62	(4,093.21)	17,832.62	17,832.62	Construction completed
2-11	LEAD PAINT REMOVAL 60	146021 837000		2,576.92	2,576.92	0.00	2,576.92	2,576.92	Construction completed
				54,422.50	63,959.41	9,536.91	63,959.41	63,959.41	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BEECH STREET								
2-13	MIS	140800 410000		0.00	138.96	138.96	138.96	138.96	
2-13	PUBLIC SAFETY	140800 412000		2,202.72	2,202.72	0.00	2,202.72	2,202.72	
2-13	FAMILY SERVICES	140800 768000		4,230.31	4,230.31	0.00	4,230.31	4,230.31	
2-13	GRIEVANCE PANEL	140800 807000		967.18	967.18	0.00	967.18	967.18	
2-13	ADMINISTRATIVE	1410		28,736.14	28,736.14	0.00	28,736.14	28,736.14	
2-13	AUDIT	1411		725.00	725.00	0.00	725.00	725.00	
2-13	LEAD PAINT REMOVAL 60	146021 837000		2,576.92	2,576.92	0.00	2,576.92	2,576.92	Construction completed
				39,438.27	39,577.23	138.96	39,577.23	39,577.23	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ALICE TAYLOR								
2-14	MIS	140800 410000		0.00	191.67	191.67	191.67	191.67	
2-14	PUBLIC SAFETY	140800 412000		3,038.22	3,038.22	0.00	3,038.22	3,038.22	
2-14	FAMILY SERVICES	140800 768000		6,290.91	6,290.91	0.00	6,290.91	6,290.91	
2-14	GRIEVANCE PANEL	140800 807000		1,289.54	1,289.54	0.00	1,289.54	1,289.54	
2-14	ADMINISTRATIVE	1410		39,636.06	39,636.06	0.00	39,636.06	39,636.06	
2-14	AUDIT	1411		1,000.00	1,000.00	0.00	1,000.00	1,000.00	
2-14	BUILDING ENV DESIGN 30	143001 712000		10,420.85	34,488.85	24,068.00	34,488.85	34,488.85	
2-14	CONSULTANTS 30	143001 741000		47,483.24	47,483.24	0.00	47,483.24	47,483.24	
2-14	LEAD PAINT REMOVAL 30	143001 837000		0.00	1,884.00	1,884.00	1,884.00	1,884.00	
2-14	ELEVATORS 60	146021 760000		879,790.00	879,790.00	0.00	879,790.00	879,790.00	Construction completed
2-14	504 FORCE ACCOUNT CREW	146021 812001		25.12	25.12	0.00	25.12	25.12	Construction completed
2-14	LEAD PAINT REMOVAL 60	146021 837000		2,576.92	2,576.92	0.00	2,576.92	2,576.92	Construction completed
2-14	NON DWELLING CONSTRUCTION	147001 000000		0.00	0.00	0.00	0.00	0.00	
2-14	RELOCATION FOR ELEVATORS	149501 760000		307.43	307.43	0.00	307.43	307.43	
2-14	RELOCATION FOR LEAD PAINT	149501 837000		258.40	258.40	0.00	258.40	258.40	
				992,116.69	1,018,260.36	26,143.67	1,018,260.36	1,018,260.36	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BROMLEY								
2-19	FAMILY SERVICES	140800 768000		253.65	253.65	0.00	253.65	253.65	
2-19	ARCH & ENG	143001 000000		19,369.66	19,369.66	0.00	19,369.66	19,369.66	
2-19	CONSULTANTS 30	143001 741000		26,983.06	26,983.06	0.00	26,983.06	26,983.06	
2-19	A&E 504 COMPLIANCE	143001 812000		653.63	653.63	0.00	653.63	653.63	
2-19	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-19	LEAD PAINT REMOVAL 30	143001 837000		111,566.87	149,217.87	37,651.00	149,217.87	149,217.87	
2-19	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	1,934.67	1,934.67	1,934.67	1,934.67	
2-19	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-19	LEAD PAINT REMOVAL 60	146021 837000		64,547.70	64,547.70	0.00	64,547.70	64,547.70	Construction completed
2-19	RELOCATION MOVING & FAMILY	149501 000000		3,357.66	4,132.66	775.00	4,132.66	4,132.66	
2-19	RELOCATION FOR ELEVATORS	149501 760000		3,733.56	3,733.56	0.00	3,733.56	3,733.56	
2-19	RELOCATION FOR 504 PROGRAM	149501 812000		1,417.59	1,417.59	0.00	1,417.59	1,417.59	
2-19	RELOCATION FOR LEAD PAINT	149501 837000		3,390.39	3,390.39	0.00	3,390.39	3,390.39	
				235,273.77	275,634.44	40,360.67	275,634.44	275,634.44	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARY ELLEN McCORMACK								
2-23	MIS	140800 410000		0.00	541.47	541.47	541.47	541.47	
2-23	PUBLIC SAFETY	140800 412000		8,582.94	8,582.94	0.00	8,582.94	8,582.94	
2-23	FAMILY SERVICES	140800 768000		13,558.26	13,558.26	0.00	13,558.26	13,558.26	
2-23	GRIEVANCE PANEL	140800 807000		3,640.97	3,640.97	0.00	3,640.97	3,640.97	
2-23	ADMINISTRATIVE	1410		111,971.84	111,971.84	0.00	111,971.84	111,971.84	
2-23	AUDIT	1411		2,825.00	2,825.00	0.00	2,825.00	2,825.00	
2-23	ARCH & ENG	143001 000000		489,693.86	649,033.86	159,340.00	649,033.86	649,033.86	
2-23	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-23	BUILDING ENV DESIGN 30	143001 712000		33,110.00	26,510.00	(6,600.00)	26,510.00	26,510.00	
2-23	CONSULTANTS 30	143001 741000		70,821.78	70,821.78	0.00	70,821.78	70,821.78	
2-23	A&E 504 COMPLIANCE	143001 812000		6,468.75	0.00	(6,468.75)	0.00	0.00	
2-23	LEAD PAINT REMOVAL 30	143001 837000		14,391.38	15,820.38	1,429.00	15,820.38	15,820.38	
2-23	SEWERS 30	143001 929000		15,020.00	27,522.02	12,502.02	27,522.02	27,522.02	
2-23	DWELLING CONSTRUCTION	146001 000000		11,028.53	11,028.53	0.00	11,028.53	11,028.53	Construction completed
2-23	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-23	LEAD PAINT REMOVAL 60	146021 837000		43,628.62	43,628.62	0.00	43,628.62	43,628.62	Construction completed
2-23	VEHICLES	147507 000000		0.00	34,193.00	34,193.00	34,193.00	34,193.00	
2-23	RELOCATION FOR ELEVATORS	149501 760000		48.55	48.55	0.00	48.55	48.55	
2-23	RELOCATION FOR LEAD PAINT	149501 837000		226.07	226.07	0.00	226.07	226.07	
				825,016.55	1,019,953.29	194,936.74	1,019,953.29	1,019,953.29	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	OLD COLONY								
2-24	MIS	140800 410000		0.00	450.43	450.43	450.43	450.43	
2-24	PUBLIC SAFETY	140800 412000		7,139.79	7,139.79	0.00	7,139.79	7,139.79	
2-24	FAMILY SERVICES	140800 768000		11,168.64	11,168.64	0.00	11,168.64	11,168.64	
2-24	GRIEVANCE PANEL	140800 807000		3,053.05	3,053.05	0.00	3,053.05	3,053.05	
2-24	ADMINISTRATIVE	1410		93,144.71	93,144.71	0.00	93,144.71	93,144.71	
2-24	AUDIT	1411		2,350.00	2,350.00	0.00	2,350.00	2,350.00	
2-24	ARCH & ENG	143001 000000		411,424.64	392,168.49	(19,256.15)	392,168.49	392,168.49	
2-24	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-24	CONSULTANTS 30	143001 741000		3,595.59	5,040.94	1,445.35	5,040.94	5,040.94	
2-24	DEVELOPMENT CONSULTANTS	143001 743001		87,441.63	93,652.96	6,211.33	93,652.96	93,652.96	
2-24	A&E 504 COMPLIANCE	143001 812000		4,743.75	0.00	(4,743.75)	0.00	0.00	
2-24	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-24	LEAD PAINT REMOVAL 30	143001 837000		794.00	794.00	0.00	794.00	794.00	
2-24	SEWERS 30	143001 929000		15,020.00	27,522.03	12,502.03	27,522.03	27,522.03	
2-24	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	1,950.00	1,950.00	1,950.00	1,950.00	
2-24	BUILDING EXTERIOR	146014 000000		54,836.00	54,836.00	0.00	54,836.00	54,836.00	Construction completed
2-24	LEAD PAINT REMOVAL 60	146021 837000		5,574.85	5,574.85	0.00	5,574.85	5,574.85	Construction completed
2-24	RELOCATION FOR 504 PROGRAM	149501 812000		299.12	299.12	0.00	299.12	299.12	
2-24	RELOCATION FOR LEAD PAINT	149501 837000		768.43	768.43	0.00	768.43	768.43	
				701,354.20	699,913.44	(1,440.76)	699,913.44	699,913.44	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARGARET COLLINS								
2-26	MIS	140800 410000		0.00	23.96	23.96	23.96	23.96	
2-26	PUBLIC SAFETY	140800 412000		379.77	379.77	0.00	379.77	379.77	
2-26	ADMINISTRATIVE	1410		4,954.51	4,954.51	0.00	4,954.51	4,954.51	
2-26	AUDIT	1411		125.00	125.00	0.00	125.00	125.00	
2-26	BUILDING ENV DESIGN 30	143001 712000		6,125.00	6,906.00	781.00	6,906.00	6,906.00	
2-26	DEVELOPMENT CONSULTANTS	143001 743001		269.55	269.55	0.00	269.55	269.55	
2-26	BUILDING EXTERIOR	146014 000000		3,153.72	3,153.72	0.00	3,153.72	3,153.72	Construction completed
				15,007.55	15,812.51	804.96	15,812.51	15,812.51	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ANNAPOLIS								
2-27	MIS	140800 410000		0.00	28.75	28.75	28.75	28.75	
2-27	PUBLIC SAFETY	140800 412000		455.75	455.75	0.00	455.75	455.75	
2-27	ADMINISTRATIVE	1410		5,945.42	5,945.42	0.00	5,945.42	5,945.42	
2-27	AUDIT	1411		150.00	150.00	0.00	150.00	150.00	
2-27	BUILDING ENV DESIGN 30	143001 712000		0.00	781.00	781.00	781.00	781.00	
2-27	CONSULTANTS 30	143001 741000		4,873.20	4,873.20	0.00	4,873.20	4,873.20	
2-27	DEVELOPMENT CONSULTANTS	143001 743001		344.76	344.76	0.00	344.76	344.76	
2-27	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-27	LEAD PAINT REMOVAL 30	143001 837000		397.00	397.00	0.00	397.00	397.00	
2-27	STAIRWAYS 30	143001 950000		826.87	826.87	0.00	826.87	826.87	
2-27	SITE FOR 504 PROGRAM	145011 812000		647.25	647.25	0.00	647.25	647.25	
2-27	BUILDING EXTERIOR	146014 000000		111,540.00	111,540.00	0.00	111,540.00	111,540.00	Construction completed
2-27	HALLS 60	146021 810000		0.00	0.00	0.00	0.00	0.00	
2-27	LEAD PAINT REMOVAL 60	146021 837000		14,249.50	14,249.50	0.00	14,249.50	14,249.50	Construction completed
				139,429.75	140,239.50	809.75	140,239.50	140,239.50	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ASHMONT								
2-28	MIS	140800 410000		0.00	28.75	28.75	28.75	28.75	
2-28	PUBLIC SAFETY	140800 412000		455.75	455.75	0.00	455.75	455.75	
2-28	ADMINISTRATIVE	1410		5,945.42	5,945.42	0.00	5,945.42	5,945.42	
2-28	AUDIT	1411		150.00	150.00	0.00	150.00	150.00	
2-28	BUILDING ENV DESIGN 30	143001 712000		0.00	781.00	781.00	781.00	781.00	
2-28	DEVELOPMENT CONSULTANTS	143001 743001		332.22	332.22	0.00	332.22	332.22	
				6,883.39	7,693.14	809.75	7,693.14	7,693.14	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HOLGATE								
2-29	MIS	140800 410000		0.00	43.13	43.13	43.13	43.13	
2-29	PUBLIC SAFETY	140800 412000		683.60	683.60	0.00	683.60	683.60	
2-29	ADMINISTRATIVE	1410		8,918.12	8,918.12	0.00	8,918.12	8,918.12	
2-29	AUDIT	1411		225.00	225.00	0.00	225.00	225.00	
2-29	ARCH & ENG	143001 000000		17,861.00	20,641.81	2,780.81	20,641.81	20,641.81	
2-29	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-29	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-29	CONSULTANTS 30	143001 741000		5,109.74	5,109.74	0.00	5,109.74	5,109.74	
2-29	DEVELOPMENT CONSULTANTS	143001 743001		501.47	501.47	0.00	501.47	501.47	
2-29	UNDERGROUND STORAGE TANKS 50	145011 966000		7,020.00	7,020.00	0.00	7,020.00	7,020.00	
2-29	BUILDING EXTERIOR	146014 000000		46,025.00	46,025.00	0.00	46,025.00	46,025.00	Construction completed
2-29	HVAC	146016 000000		7,345.00	7,345.00	0.00	7,345.00	7,345.00	Construction completed
2-29	SECURITY	146019 000000		21,823.66	21,823.66	0.00	21,823.66	21,823.66	Construction completed
2-29	FIRE PROTECTION & SAFETY	146020 000000		105,911.04	105,911.04	0.00	105,911.04	105,911.04	Construction completed
2-29	NON CAPITALIZED ASSETS	146511 000000		758.11	0.00	(758.11)	0.00	0.00	
				222,181.74	224,247.57	2,065.83	224,247.57	224,247.57	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FOLEY APARTMENTS								
2-30	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-30	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-30	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-30	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-30	ARCH & ENG	143001 000000		3,600.00	3,000.00	(600.00)	3,000.00	3,000.00	
2-30	CONSULTANTS 30	143001 741000		47,035.45	47,035.45	0.00	47,035.45	47,035.45	
2-30	DEVELOPMENT CONSULTANTS	143001 743001		595.49	595.49	0.00	595.49	595.49	
2-30	BHA COST- CONTRACTOR	143001 812001		670.11	670.11	0.00	670.11	670.11	
2-30	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-30	ELEVATORS 60	146021 760000		401,880.00	401,880.00	0.00	401,880.00	401,880.00	Construction completed
2-30	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
2-30	504 COMPLIANCE 60	146021 812000		996.00	746.00	(250.00)	746.00	746.00	Construction completed
2-30	504 FORCE ACCOUNT CREW	146021 812001		476,459.80	473,330.07	(3,129.73)	473,330.07	473,330.07	Construction completed
2-30	RELOCATION MOVING & FAMILY	149501 000000		3,523.28	3,523.28	0.00	3,523.28	3,523.28	Construction completed
				946,770.56	942,843.54	(3,927.02)	942,843.54	942,843.54	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GROVELAND								
2-32	MIS	140800 410000		0.00	33.54	33.54	33.54	33.54	
2-32	PUBLIC SAFETY	140800 412000		531.68	531.68	0.00	531.68	531.68	
2-32	ADMINISTRATIVE	1410		6,936.31	6,936.31	0.00	6,936.31	6,936.31	
2-32	AUDIT	1411		175.00	175.00	0.00	175.00	175.00	
2-32	ARCH & ENG	143001 000000		4,785.00	4,565.38	(219.62)	4,565.38	4,565.38	
2-32	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-32	CONSULTANTS 30	143001 741000		3,478.59	3,478.59	0.00	3,478.59	3,478.59	
2-32	DEVELOPMENT CONSULTANTS	143001 743001		376.11	376.11	0.00	376.11	376.11	
2-32	SEWERS 30	143001 929000		4,335.00	4,335.00	0.00	4,335.00	4,335.00	
2-32	BUILDING EXTERIOR	146014 000000		91,008.00	91,008.00	0.00	91,008.00	91,008.00	Construction completed
				111,625.69	111,439.61	(186.08)	111,439.61	111,439.61	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	DAVISON								
2-34	MIS	140800 410000		0.00	23.96	23.96	23.96	23.96	
2-34	PUBLIC SAFETY	140800 412000		379.77	379.77	0.00	379.77	379.77	
2-34	ADMINISTRATIVE	1410		4,954.51	4,954.51	0.00	4,954.51	4,954.51	
2-34	AUDIT	1411		125.00	125.00	0.00	125.00	125.00	
2-34	BUILDING ENV DESIGN 30	143001 712000		7,625.00	7,625.00	0.00	7,625.00	7,625.00	
2-34	CONSULTANTS 30	143001 741000		4,135.86	4,135.86	0.00	4,135.86	4,135.86	
2-34	DEVELOPMENT CONSULTANTS	143001 743001		288.34	288.34	0.00	288.34	288.34	
2-34	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-34	SITE FOR 504 PROGRAM	145011 812000		1,429.75	1,429.75	0.00	1,429.75	1,429.75	Construction completed
2-34	BUILDING EXTERIOR	146014 000000		64,549.06	64,549.06	0.00	64,549.06	64,549.06	Construction completed
				83,487.29	83,511.25	23.96	83,511.25	83,511.25	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON								
2-35	MIS	140800 410000		0.00	43.13	43.13	43.13	43.13	
2-35	PUBLIC SAFETY	140800 412000		683.60	683.60	0.00	683.60	683.60	
2-35	ELDERLY ACTIVITY ADVISOR	140800 421000		4,318.68	4,318.68	0.00	4,318.68	4,318.68	
2-35	ADMINISTRATIVE	1410		8,918.12	8,918.12	0.00	8,918.12	8,918.12	
2-35	AUDIT	1411		225.00	225.00	0.00	225.00	225.00	
2-35	CONSULTANTS 30	143001 741000		684.36	684.36	0.00	684.36	684.36	
2-35	DEVELOPMENT CONSULTANTS	143001 743001		507.74	507.74	0.00	507.74	507.74	
				15,337.50	15,380.63	43.13	15,380.63	15,380.63	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WEST NINTH STREET								
2-36	MIS	140800 410000		0.00	43.13	43.13	43.13	43.13	
2-36	PUBLIC SAFETY	140800 412000		683.60	683.60	0.00	683.60	683.60	
2-36	ADMINISTRATIVE	1410		8,918.12	8,918.12	0.00	8,918.12	8,918.12	
2-36	AUDIT	1411		225.00	225.00	0.00	225.00	225.00	
2-36	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-36	CONSULTANTS 30	143001 741000		229.75	229.75	0.00	229.75	229.75	
2-36	DEVELOPMENT CONSULTANTS	143001 743001		520.28	520.28	0.00	520.28	520.28	
2-36	A&E 504 COMPLIANCE	143001 812000		1,111.66	1,111.66	0.00	1,111.66	1,111.66	
2-36	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
				11,688.41	11,731.54	43.13	11,731.54	11,731.54	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CARROLL APARTMENTS								
2-37	MIS	140800 410000		0.00	33.54	33.54	33.54	33.54	
2-37	PUBLIC SAFETY	140800 412000		531.68	531.68	0.00	531.68	531.68	
2-37	ELDERLY ACTIVITY ADVISOR	140800 421000		3,499.62	3,499.62	0.00	3,499.62	3,499.62	
2-37	ADMINISTRATIVE	1410		6,936.31	6,936.31	0.00	6,936.31	6,936.31	
2-37	AUDIT	1411		175.00	175.00	0.00	175.00	175.00	
2-37	BUILDING ENV DESIGN 30	143001 712000		0.00	781.00	781.00	781.00	781.00	
2-37	CONSULTANTS 30	143001 741000		423.53	423.53	0.00	423.53	423.53	
2-37	DEVELOPMENT CONSULTANTS	143001 743001		394.90	394.90	0.00	394.90	394.90	
2-37	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-37	SITE FOR 504 PROGRAM	145011 812000		1,601.75	1,601.75	0.00	1,601.75	1,601.75	Construction completed
				13,562.79	14,377.33	814.54	14,377.33	14,377.33	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MEADE APARTMENTS								
2-38	MIS	140800 410000		0.00	19.17	19.17	19.17	19.17	
2-38	PUBLIC SAFETY	140800 412000		303.84	303.84	0.00	303.84	303.84	
2-38	ADMINISTRATIVE	1410		3,963.60	3,963.60	0.00	3,963.60	3,963.60	
2-38	AUDIT	1411		100.00	100.00	0.00	100.00	100.00	
2-38	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-38	CONSTRUCTION REPS FOR 504	143001 741001		204.87	204.87	0.00	204.87	204.87	
2-38	DEVELOPMENT CONSULTANTS	143001 743001		244.47	244.47	0.00	244.47	244.47	
2-38	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-38	STAIRWAYS 30	143001 950000		901.88	901.88	0.00	901.88	901.88	
2-38	SITE FOR 504 PROGRAM	145011 812000		1,260.25	1,260.25	0.00	1,260.25	1,260.25	Construction completed
2-38	HALLS 60	146021 810000		0.00	0.00	0.00	0.00	0.00	
				6,978.91	6,998.08	19.17	6,998.08	6,998.08	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARTIN LUTHER KING								
2-40	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-40	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-40	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-40	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-40	ARCH & ENG	143001 000000		31,687.00	36,767.33	5,080.33	36,767.33	36,767.33	
2-40	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-40	CONSULTANTS 30	143001 741000		6,177.17	6,177.17	0.00	6,177.17	6,177.17	
2-40	DEVELOPMENT CONSULTANTS	143001 743001		639.37	639.37	0.00	639.37	639.37	
2-40	BHA COST- CONTRACTOR	143001 812001		20.14	20.14	0.00	20.14	20.14	
2-40	SECURITY	146019 000000		16,736.58	16,736.58	0.00	16,736.58	16,736.58	Construction completed
2-40	504 FORCE ACCOUNT CREW	146021 812001		4,631.97	4,631.97	0.00	4,631.97	4,631.97	Construction completed
				71,902.66	77,035.70	5,133.04	77,035.70	77,035.70	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	EVA WHITE								
2-41	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-41	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-41	ELDERLY ACTIVITY ADVISOR	140800 421000		4,655.00	4,655.00	0.00	4,655.00	4,655.00	
2-41	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-41	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-41	ARCH & ENG	143001 000000		3,467.00	4,001.77	534.77	4,001.77	4,001.77	
2-41	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-41	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-41	CONSULTANTS 30	143001 741000		1,240.57	1,240.57	0.00	1,240.57	1,240.57	
2-41	DEVELOPMENT CONSULTANTS	143001 743001		633.11	633.11	0.00	633.11	633.11	
2-41	A&E 504 COMPLIANCE	143001 812000		1,111.68	1,111.68	0.00	1,111.68	1,111.68	
2-41	LEAD PAINT REMOVAL 30	143001 837000		280.00	280.00	0.00	280.00	280.00	
2-41	SECURITY	146019 000000		16,233.67	16,233.67	0.00	16,233.67	16,233.67	Construction completed
2-41	504 FORCE ACCOUNT CREW	146021 812001		4,456.70	4,445.72	(10.98)	4,445.72	4,445.72	Construction completed
				44,088.16	44,664.66	576.50	44,664.66	44,664.66	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WALNUT PARK								
2-42	MIS	140800 410000		0.00	86.25	86.25	86.25	86.25	
2-42	PUBLIC SAFETY	140800 412000		1,367.21	1,367.21	0.00	1,367.21	1,367.21	
2-42	ELDERLY ACTIVITY ADVISOR	140800 421000		12,740.00	8,496.00	(4,244.00)	8,496.00	8,496.00	
2-42	ADMINISTRATIVE	1410		17,836.21	17,836.21	0.00	17,836.21	17,836.21	
2-42	AUDIT	1411		450.00	450.00	0.00	450.00	450.00	
2-42	ARCH & ENG	143001 000000		147.00	147.00	0.00	147.00	147.00	
2-42	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-42	CONSULTANTS 30	143001 741000		1,259.24	1,259.24	0.00	1,259.24	1,259.24	
2-42	DEVELOPMENT CONSULTANTS	143001 743001		1,009.20	1,009.20	0.00	1,009.20	1,009.20	
2-42	A&E 504 COMPLIANCE	143001 812000		1,111.68	1,111.68	0.00	1,111.68	1,111.68	
2-42	BHA COST- CONTRACTOR	143001 812001		40.28	40.28	0.00	40.28	40.28	
2-42	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-42	HVAC	146016 000000		0.00	0.00	0.00	0.00	0.00	
2-42	SECURITY	146019 000000		14,233.67	14,233.67	0.00	14,233.67	14,233.67	Construction completed
2-42	504 FORCE ACCOUNT CREW	146021 812001		4,686.00	4,686.00	0.00	4,686.00	4,686.00	Construction completed
				54,880.49	50,722.74	(4,157.75)	50,722.74	50,722.74	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AMORY STREET								
2-45	MIS	140800 410000		0.00	100.63	100.63	100.63	100.63	
2-45	PUBLIC SAFETY	140800 412000		1,595.06	1,777.53	182.47	1,777.53	1,777.53	
2-45	ADMINISTRATIVE	1410		20,808.93	20,858.61	49.68	20,858.61	20,858.61	
2-45	AUDIT	1411		525.00	525.00	0.00	525.00	525.00	
2-45	ARCH & ENG	143001 000000		147.00	147.00	0.00	147.00	147.00	
2-45	CONSULTANTS 30	143001 741000		29,286.02	29,286.02	0.00	29,286.02	29,286.02	
2-45	CONSTRUCTION REPS FOR 504	143001 741001		2,750.71	2,750.71	0.00	2,750.71	2,750.71	
2-45	DEVELOPMENT CONSULTANTS	143001 743001		1,172.19	1,172.19	0.00	1,172.19	1,172.19	
2-45	A&E 504 COMPLIANCE	143001 812000		1,111.66	1,111.66	0.00	1,111.66	1,111.66	
2-45	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	1,934.67	1,934.67	1,934.67	1,934.67	
2-45	DWELLING CONSTRUCTION	146001 000000		4,622.09	4,622.09	0.00	4,622.09	4,622.09	Construction completed
2-45	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-45	SECURITY	146019 000000		17,111.58	17,111.58	0.00	17,111.58	17,111.58	Construction completed
2-45	ELEVATORS 60	146021 760000		427,915.27	427,915.27	0.00	427,915.27	427,915.27	Construction completed
2-45	504 FORCE ACCOUNT CREW	146021 812001		18,493.44	18,493.44	0.00	18,493.44	18,493.44	Construction completed
2-45	RELOCATION MOVING & FAMILY	149501 000000		1,178.40	1,178.40	0.00	1,178.40	1,178.40	Construction completed
				526,717.35	528,984.80	2,267.45	528,984.80	528,984.80	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GENERAL WARREN								
2-47	MIS	140800 410000		0.00	47.92	47.92	47.92	47.92	
2-47	PUBLIC SAFETY	140800 412000		759.55	759.55	0.00	759.55	759.55	
2-47	ELDERLY ACTIVITY ADVISOR	140800 421000		6,370.00	6,370.00	0.00	6,370.00	6,370.00	
2-47	ADMINISTRATIVE	1410		9,909.01	9,909.01	0.00	9,909.01	9,909.01	
2-47	AUDIT	1411		250.00	250.00	0.00	250.00	250.00	
2-47	DEVELOPMENT CONSULTANTS	143001 743001		589.23	589.23	0.00	589.23	589.23	
2-47	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	0.00	0.00	0.00	0.00	
2-47	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-47	504 FORCE ACCOUNT CREW	146021 812001		49,169.01	47,447.19	(1,721.82)	47,447.19	47,447.19	Construction completed
				67,046.80	65,372.90	(1,673.90)	65,372.90	65,372.90	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	TORRE UNIDAD								
2-49	MIS	140800 410000		0.00	105.42	105.42	105.42	105.42	
2-49	PUBLIC SAFETY	140800 412000		1,671.02	1,671.02	0.00	1,671.02	1,671.02	
2-49	ADMINISTRATIVE	1410		21,799.84	21,799.84	0.00	21,799.84	21,799.84	
2-49	AUDIT	1411		550.00	550.00	0.00	550.00	550.00	
2-49	ARCH & ENG	143001 000000		3,747.00	3,147.00	(600.00)	3,147.00	3,147.00	
2-49	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-49	CONSULTANTS 30	143001 741000		21,716.78	21,716.78	0.00	21,716.78	21,716.78	
2-49	CONSTRUCTION REPS FOR 504	143001 741001		271.63	271.63	0.00	271.63	271.63	
2-49	DEVELOPMENT CONSULTANTS	143001 743001		1,241.13	1,241.13	0.00	1,241.13	1,241.13	
2-49	A&E 504 COMPLIANCE	143001 812000		1,111.66	1,111.66	0.00	1,111.66	1,111.66	
2-49	BHA COST- CONTRACTOR	143001 812001		2,074.04	2,074.04	0.00	2,074.04	2,074.04	
2-49	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-49	HVAC	146016 000000		23,421.29	23,421.29	0.00	23,421.29	23,421.29	Construction completed
2-49	SECURITY	146019 000000		20,133.67	20,133.67	0.00	20,133.67	20,133.67	Construction completed
2-49	ELEVATORS 60	146021 760000		534,334.63	544,251.24	9,916.61	544,251.24	544,251.24	Construction completed
2-49	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
2-49	504 COMPLIANCE 60	146021 812000		687.08	687.08	0.00	687.08	687.08	Construction completed
2-49	504 FORCE ACCOUNT CREW	146021 812001		492,147.81	482,557.94	(9,589.87)	482,557.94	482,557.94	Construction completed
				1,124,907.58	1,124,739.74	(167.84)	1,124,739.74	1,124,739.74	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROCKLAND								
2-50	MIS	140800 410000		0.00	38.33	38.33	38.33	38.33	
2-50	PUBLIC SAFETY	140800 412000		607.63	607.63	0.00	607.63	607.63	
2-50	ADMINISTRATIVE	1410		7,927.23	7,927.23	0.00	7,927.23	7,927.23	
2-50	AUDIT	1411		200.00	200.00	0.00	200.00	200.00	
2-50	CONSTRUCTION REPS FOR 504	143001 741001		231.35	231.35	0.00	231.35	231.35	
2-50	DEVELOPMENT CONSULTANTS	143001 743001		432.51	432.51	0.00	432.51	432.51	
2-50	504 COMPLIANCE 60	146021 812000		17.04	17.04	0.00	17.04	17.04	Construction completed
2-50	504 FORCE ACCOUNT CREW	146021 812001		51,418.96	50,668.96	(750.00)	50,668.96	50,668.96	Construction completed
2-50	RELOCATION FOR 504 PROGRAM	149501 812000		290.60	290.60	0.00	290.60	290.60	
				61,125.32	60,413.65	(711.67)	60,413.65	60,413.65	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CODMAN APARTMENTS								
2-51	MIS	140800 410000		0.00	57.50	57.50	57.50	57.50	
2-51	PUBLIC SAFETY	140800 412000		911.46	911.46	0.00	911.46	911.46	
2-51	ADMINISTRATIVE	1410		11,890.83	11,890.83	0.00	11,890.83	11,890.83	
2-51	AUDIT	1411		300.00	300.00	0.00	300.00	300.00	
2-51	ARCH & ENG	143001 000000		40,223.00	22,780.21	(17,442.79)	22,780.21	22,780.21	
2-51	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-51	BUILDING ENV DESIGN 30	143001 712000		0.00	161.99	161.99	161.99	161.99	
2-51	CONSULTANTS 30	143001 741000		5,146.93	5,146.93	0.00	5,146.93	5,146.93	
2-51	DEVELOPMENT CONSULTANTS	143001 743001		651.90	651.90	0.00	651.90	651.90	
2-51	BHA COST- CONTRACTOR	143001 812001		3,509.28	3,509.28	0.00	3,509.28	3,509.28	
2-51	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-51	SECURITY	146019 000000		20,733.67	20,733.67	0.00	20,733.67	20,733.67	Construction completed
2-51	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
2-51	504 COMPLIANCE 60	146021 812000		3,556.24	3,556.24	0.00	3,556.24	3,556.24	Construction completed
2-51	504 FORCE ACCOUNT CREW	146021 812001		964,340.15	949,420.16	(14,919.99)	949,420.16	949,420.16	Construction completed
				1,051,263.46	1,019,120.17	(32,143.29)	1,019,120.17	1,019,120.17	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HERITAGE								
2-52	MIS	140800 410000		0.00	158.13	158.13	158.13	158.13	
2-52	PUBLIC SAFETY	140800 412000		2,506.52	2,506.52	0.00	2,506.52	2,506.52	
2-52	ELDERLY ACTIVITY ADVISOR	140800 421000		12,740.00	12,740.00	0.00	12,740.00	12,740.00	
2-52	ADMINISTRATIVE	1410		32,699.74	32,699.74	0.00	32,699.74	32,699.74	
2-52	AUDIT	1411		825.00	825.00	0.00	825.00	825.00	
2-52	ARCH & ENG	143001 000000		25,647.00	19,145.30	(6,501.70)	19,145.30	19,145.30	
2-52	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-52	CONSULTANTS 30	143001 741000		49,975.09	50,253.32	278.23	50,253.32	50,253.32	
2-52	DEVELOPMENT CONSULTANTS	143001 743001		1,867.95	2,677.95	810.00	2,677.95	2,677.95	
2-52	BHA COST- CONTRACTOR	143001 812001		2,185.57	2,185.57	0.00	2,185.57	2,185.57	
2-52	LEAD PAINT REMOVAL 30	143001 837000		4,910.00	4,910.00	0.00	4,910.00	4,910.00	
2-52	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-52	SECURITY	146019 000000		58,233.67	58,233.67	0.00	58,233.67	58,233.67	Construction completed
2-52	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
2-52	504 FORCE ACCOUNT CREW	146021 812001		612,428.25	613,718.98	1,290.73	613,718.98	613,718.98	Construction completed
				804,018.79	800,054.18	(3,964.61)	800,054.18	800,054.18	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ST. BOTOLPH								
2-53	MIS	140800 410000		0.00	71.88	71.88	71.88	71.88	
2-53	PUBLIC SAFETY	140800 412000		1,139.33	1,139.33	0.00	1,139.33	1,139.33	
2-53	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	0.00	0.00	0.00	0.00	
2-53	ADMINISTRATIVE	1410		14,863.54	14,863.54	0.00	14,863.54	14,863.54	
2-53	AUDIT	1411		375.00	375.00	0.00	375.00	375.00	
2-53	ARCH & ENG	143001 000000		29,269.50	11,070.91	(18,198.59)	11,070.91	11,070.91	
2-53	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-53	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-53	CONSULTANTS 30	143001 741000		723.58	723.58	0.00	723.58	723.58	
2-53	DEVELOPMENT CONSULTANTS	143001 743001		827.42	827.42	0.00	827.42	827.42	
2-53	ELEVATORS 30	143001 760000		750.00	750.00	0.00	750.00	750.00	
2-53	SECURITY	146019 000000		18,233.67	18,233.67	0.00	18,233.67	18,233.67	Construction completed
2-53	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-53	504 FORCE ACCOUNT CREW	146021 812001		209,006.20	202,137.39	(6,868.81)	202,137.39	202,137.39	Construction completed
2-53	RELOCATION MOVING & FAMILY	149501 000000		50.54	50.54	0.00	50.54	50.54	
2-53	RELOCATION FOR 504 PROGRAM	149501 812000		4,205.18	4,205.18	0.00	4,205.18	4,205.18	
				279,443.96	254,448.44	(24,995.52)	254,448.44	254,448.44	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PASCIUCCO								
2-54	MIS	140800 410000		0.00	47.92	47.92	47.92	47.92	
2-54	PUBLIC SAFETY	140800 412000		759.55	759.55	0.00	759.55	759.55	
2-54	ADMINISTRATIVE	1410		9,909.01	9,909.01	0.00	9,909.01	9,909.01	
2-54	AUDIT	1411		250.00	250.00	0.00	250.00	250.00	
2-54	ARCH & ENG	143001 000000		5,941.50	4,548.00	(1,393.50)	4,548.00	4,548.00	
2-54	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-54	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-54	CONSULTANTS 30	143001 741000		32,261.59	32,261.59	0.00	32,261.59	32,261.59	
2-54	CONSTRUCTION REPS FOR 504	143001 741001		1,193.58	1,193.58	0.00	1,193.58	1,193.58	
2-54	DEVELOPMENT CONSULTANTS	143001 743001		557.90	557.90	0.00	557.90	557.90	
2-54	SECURITY	146019 000000		13,233.67	13,233.67	0.00	13,233.67	13,233.67	Construction completed
2-54	ELEVATORS 60	146021 760000		296,511.10	296,511.10	0.00	296,511.10	296,511.10	Construction completed
				360,617.90	359,272.32	(1,345.58)	359,272.32	359,272.32	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LOWER MILLS								
2-57	MIS	140800 410000		0.00	91.04	91.04	91.04	91.04	
2-57	PUBLIC SAFETY	140800 412000		1,443.14	1,443.14	0.00	1,443.14	1,443.14	
2-57	ADMINISTRATIVE	1410		18,827.13	18,827.13	0.00	18,827.13	18,827.13	
2-57	AUDIT	1411		475.00	475.00	0.00	475.00	475.00	
2-57	ARCH & ENG	143001 000000		53,311.00	33,834.90	(19,476.10)	33,834.90	33,834.90	
2-57	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-57	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-57	CONSULTANTS 30	143001 741000		4,115.43	4,115.43	0.00	4,115.43	4,115.43	
2-57	CONSTRUCTION REPS FOR 504	143001 741001		623.58	623.58	0.00	623.58	623.58	
2-57	DEVELOPMENT CONSULTANTS	143001 743001		1,096.96	1,906.96	810.00	1,906.96	1,906.96	
2-57	SECURITY	146019 000000		14,233.68	14,233.68	0.00	14,233.68	14,233.68	Construction completed
2-57	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
				94,125.92	75,550.86	(18,575.06)	75,550.86	75,550.86	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	MIS	140800 410000		0.00	76.67	76.67	76.67	76.67	
2-58	PUBLIC SAFETY	140800 412000		1,215.29	1,215.29	0.00	1,215.29	1,215.29	
2-58	FAMILY SERVICES	140800 768000		1,905.52	1,905.52	0.00	1,905.52	1,905.52	
2-58	GRIEVANCE PANEL	140800 807000		531.02	531.02	0.00	531.02	531.02	
2-58	ADMINISTRATIVE	1410		15,854.42	15,854.42	0.00	15,854.42	15,854.42	
2-58	AUDIT	1411		400.00	400.00	0.00	400.00	400.00	
2-58	CONSULTANTS 30	143001 741000		75.41	305.16	229.75	305.16	305.16	
2-58	UNDERGROUND STORAGE TANKS 30	143001 966000		51,892.35	46,506.28	(5,386.07)	46,506.28	46,506.28	
2-58	UNDERGROUND STORAGE TANKS 50	145011 966000		31,987.57	31,987.57	0.00	31,987.57	31,987.57	Construction completed
2-58	BUILDING EXTERIOR	146014 000000		26,800.00	26,800.00	0.00	26,800.00	26,800.00	Construction completed
2-58	LEAD PAINT REMOVAL 60	146021 837000		93,526.93	93,526.93	0.00	93,526.93	93,526.93	Construction completed
2-58	SEWERS 60	146021 929000		0.00	0.00	0.00	0.00	0.00	
2-58	RELOCATION FOR LEAD PAINT	149501 837000		744.91	744.91	0.00	744.91	744.91	Construction completed
				224,933.42	219,853.77	(5,079.65)	219,853.77	219,853.77	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUSONIA								
2-61	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-61	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-61	ELDERLY ACTIVITY ADVISOR	140800 421000		591.89	591.89	0.00	591.89	591.89	
2-61	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-61	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-61	DEVELOPMENT CONSULTANTS	143001 743001		620.56	620.56	0.00	620.56	620.56	
2-61	ELEVATORS 30	143001 760000		750.00	750.00	0.00	750.00	750.00	
2-61	A&E 504 COMPLIANCE	143001 812000		1,111.66	1,111.66	0.00	1,111.66	1,111.66	
2-61	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-61	UNDERGROUND STORAGE TANKS 30	143001 966000		3,941.75	3,486.09	(455.66)	3,486.09	3,486.09	
2-61	UNDERGROUND STORAGE TANKS 50	145011 966000		20,517.07	20,517.07	0.00	20,517.07	20,517.07	Construction completed
2-61	HVAC	146016 000000		1,418.00	1,418.00	0.00	1,418.00	1,418.00	Construction completed
				40,961.36	40,558.41	(402.95)	40,558.41	40,558.41	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HASSAN								
2-62	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-62	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-62	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-62	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-62	ARCH & ENG	143001 000000		147.00	147.00	0.00	147.00	147.00	
2-62	BUILDING ENV DESIGN 30	143001 712000		0.00	83.45	83.45	83.45	83.45	
2-62	CONSULTANTS 30	143001 741000		2,110.81	2,110.81	0.00	2,110.81	2,110.81	
2-62	DEVELOPMENT CONSULTANTS	143001 743001		620.56	620.56	0.00	620.56	620.56	
2-62	SECURITY	146019 000000		19,233.68	19,233.68	0.00	19,233.68	19,233.68	Construction completed
				34,122.48	34,258.64	136.16	34,258.64	34,258.64	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	SPRING STREET								
2-70	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-70	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-70	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-70	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-70	ARCH & ENG	143001 000000		3,762.00	4,416.72	654.72	4,416.72	4,416.72	
2-70	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-70	DEVELOPMENT CONSULTANTS	143001 743001		645.64	645.64	0.00	645.64	645.64	
2-70	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-70	SITE FOR 504 PROGRAM	145011 812000		1,072.25	1,072.25	0.00	1,072.25	1,072.25	Construction completed
				17,490.32	18,197.75	707.43	18,197.75	18,197.75	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PATRICIA WHITE								
2-71	MIS	140800 410000		0.00	119.79	119.79	119.79	119.79	
2-71	PUBLIC SAFETY	140800 412000		1,898.88	1,898.88	0.00	1,898.88	1,898.88	
2-71	ELDERLY ACTIVITY ADVISOR	140800 421000		7,148.16	7,148.16	0.00	7,148.16	7,148.16	
2-71	ADMINISTRATIVE	1410		24,772.53	24,772.53	0.00	24,772.53	24,772.53	
2-71	AUDIT	1411		625.00	625.00	0.00	625.00	625.00	
2-71	ARCH & ENG	143001 000000		25,000.00	15,407.10	(9,592.90)	15,407.10	15,407.10	
2-71	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-71	CONSULTANTS 30	143001 741000		12,132.80	12,688.91	556.11	12,688.91	12,688.91	
2-71	DEVELOPMENT CONSULTANTS	143001 743001		1,397.84	1,397.84	0.00	1,397.84	1,397.84	
2-71	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-71	ELEVATORS 60	146021 760000		0.00	163,297.76	163,297.76	163,297.76	163,297.76	
2-71	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-71	504 FORCE ACCOUNT CREW	146021 812001		0.00	0.00	0.00	0.00	0.00	
2-71	RELOCATION MOVING & FAMILY	149501 000000		306.93	306.93	0.00	306.93	306.93	
2-71	RELOCATION FOR 504 PROGRAM	149501 812000		1,126.94	1,126.94	0.00	1,126.94	1,126.94	
				74,409.08	228,789.84	154,380.76	228,789.84	228,789.84	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROSLYN APARTMENTS								
2-72	MIS	140800 410000		0.00	62.29	62.29	62.29	62.29	
2-72	PUBLIC SAFETY	140800 412000		987.41	987.41	0.00	987.41	987.41	
2-72	ADMINISTRATIVE	1410		12,881.73	12,881.73	0.00	12,881.73	12,881.73	
2-72	AUDIT	1411		325.00	325.00	0.00	325.00	325.00	
2-72	ARCH & ENG	143001 000000		2,013.00	2,325.30	312.30	2,325.30	2,325.30	
2-72	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-72	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-72	CONSULTANTS 30	143001 741000		6,317.09	6,317.09	0.00	6,317.09	6,317.09	
2-72	DEVELOPMENT CONSULTANTS	143001 743001		739.68	739.68	0.00	739.68	739.68	
2-72	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-72	SITE FOR 504 PROGRAM	145011 812000		900.00	900.00	0.00	900.00	900.00	Construction completed
				24,163.91	24,538.50	374.59	24,538.50	24,538.50	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BELLFLOWER								
2-77	MIS	140800 410000		0.00	57.50	57.50	57.50	57.50	
2-77	PUBLIC SAFETY	140800 412000		911.46	911.46	0.00	911.46	911.46	
2-77	ADMINISTRATIVE	1410		11,890.83	11,890.83	0.00	11,890.83	11,890.83	
2-77	AUDIT	1411		300.00	300.00	0.00	300.00	300.00	
2-77	ARCH & ENG	143001 000000		29,153.50	33,720.01	4,566.51	33,720.01	33,720.01	
2-77	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-77	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-77	CONSULTANTS 30	143001 741000		6,914.24	7,470.35	556.11	7,470.35	7,470.35	
2-77	DEVELOPMENT CONSULTANTS	143001 743001		708.32	708.32	0.00	708.32	708.32	
2-77	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-77	SITE FOR 504 PROGRAM	145011 812000		998.00	998.00	0.00	998.00	998.00	Construction completed
2-77	BUILDING EXTERIOR	146014 000000		114,831.00	114,831.00	0.00	114,831.00	114,831.00	Construction completed
				165,707.35	170,887.47	5,180.12	170,887.47	170,887.47	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH								
2-82	MIS	140800 410000		0.00	148.54	148.54	148.54	148.54	
2-82	PUBLIC SAFETY	140800 412000		2,354.62	2,354.62	0.00	2,354.62	2,354.62	
2-82	FAMILY SERVICES	140800 768000		5,721.93	5,721.93	0.00	5,721.93	5,721.93	
2-82	GRIEVANCE PANEL	140800 807000		1,005.11	1,005.11	0.00	1,005.11	1,005.11	
2-82	ADMINISTRATIVE	1410		30,717.92	30,717.92	0.00	30,717.92	30,717.92	
2-82	AUDIT	1411		775.00	775.00	0.00	775.00	775.00	
2-82	ARCH & ENG	143001 000000		26,492.00	24,905.49	(1,586.51)	24,905.49	24,905.49	
2-82	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-82	CONSULTANTS 30	143001 741000		39,709.55	39,709.55	0.00	39,709.55	39,709.55	
2-82	ARCH & ENG FOR NON DWELLING	143001 856000		750.00	750.00	0.00	750.00	750.00	
2-82	SEWERS 30	143001 929000		0.00	19,728.36	19,728.36	19,728.36	19,728.36	
2-82	UNDERGROUND STORAGE TANKS 30	143001 966000		860.00	2,053.94	1,193.94	2,053.94	2,053.94	
2-82	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-82	LEAD PAINT REMOVAL 60	146021 837000		2,576.93	2,576.93	0.00	2,576.93	2,576.93	Construction completed
2-82	NON DWELLING CONSTRUCTION	147001 000000		559,693.20	559,693.20	0.00	559,693.20	559,693.20	Construction completed
				670,656.26	690,140.59	19,484.33	690,140.59	690,140.59	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PEABODY SQUARE								
2-83	MIS	140800 410000		0.00	52.71	52.71	52.71	52.71	
2-83	PUBLIC SAFETY	140800 412000		835.50	835.50	0.00	835.50	835.50	
2-83	ADMINISTRATIVE	1410		10,899.93	10,899.93	0.00	10,899.93	10,899.93	
2-83	AUDIT	1411		275.00	275.00	0.00	275.00	275.00	
2-83	ARCH & ENG	143001 000000		17,573.00	7,723.34	(9,849.66)	7,723.34	7,723.34	
2-83	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-83	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-83	CONSULTANTS 30	143001 741000		15,531.94	15,531.94	0.00	15,531.94	15,531.94	
2-83	DEVELOPMENT CONSULTANTS	143001 743001		633.11	633.11	0.00	633.11	633.11	
2-83	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-83	SITE FOR 504 PROGRAM	145011 812000		446.00	446.00	0.00	446.00	446.00	Construction completed
2-83	BUILDING EXTERIOR	146014 000000		121,671.00	121,671.00	0.00	121,671.00	121,671.00	Construction completed
2-83	SECURITY	146019 000000		18,233.68	18,233.68	0.00	18,233.68	18,233.68	Construction completed
2-83	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
				186,099.16	176,302.21	(9,796.95)	176,302.21	176,302.21	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN FIELD								
2-89	MIS	140800 410000		0.00	182.09	182.09	182.09	182.09	
2-89	PUBLIC SAFETY	140800 412000		2,886.30	2,886.30	0.00	2,886.30	2,886.30	
2-89	FAMILY SERVICES	140800 768000		7,124.58	7,124.58	0.00	7,124.58	7,124.58	
2-89	GRIEVANCE PANEL	140800 807000		1,251.62	1,251.62	0.00	1,251.62	1,251.62	
2-89	ADMINISTRATIVE	1410		37,654.24	37,654.24	0.00	37,654.24	37,654.24	
2-89	AUDIT	1411		950.00	950.00	0.00	950.00	950.00	
2-89	ARCH & ENG	143001 000000		27,001.00	27,001.00	0.00	27,001.00	27,001.00	
2-89	CONSULTANTS 30	143001 741000		15,939.54	15,939.54	0.00	15,939.54	15,939.54	
2-89	CONSTRUCTION REPS FOR 504	143001 741001		1,301.45	1,301.45	0.00	1,301.45	1,301.45	
2-89	A&E 504 COMPLIANCE	143001 812000		4,925.00	4,925.00	0.00	4,925.00	4,925.00	
2-89	LEAD PAINT REMOVAL 30	143001 837000		24,967.13	24,967.13	0.00	24,967.13	24,967.13	
2-89	STAIRWAYS 30	143001 950000		0.00	6,088.50	6,088.50	6,088.50	6,088.50	
2-89	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
2-89	SPRINKLERS- FORCE ACCOUNT	146020 948000		112,481.98	108,480.87	(4,001.11)	108,480.87	108,480.87	Construction completed
2-89	HALLS 60	146021 810000		0.00	0.00	0.00	0.00	0.00	
2-89	504 FORCE ACCOUNT CREW	146021 812001		4,496.04	4,496.04	0.00	4,496.04	4,496.04	Construction completed
2-89	LEAD PAINT REMOVAL 60	146021 837000		222,792.31	222,792.31	0.00	222,792.31	222,792.31	Construction completed
2-89	SPRINKLERS	146021 948000		17,754.29	17,754.29	0.00	17,754.29	17,754.29	Construction completed
2-89	RELOCATION MOVING & FAMILY	149501 000000		55.24	55.24	0.00	55.24	55.24	
2-89	RELOCATION FOR LEAD PAINT	149501 837000		15,466.18	15,466.18	0.00	15,466.18	15,466.18	
				497,046.90	499,316.38	2,269.48	499,316.38	499,316.38	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	JOSEPH MALONE								
2-90	MIS	140800 410000		0.00	57.50	57.50	57.50	57.50	
2-90	PUBLIC SAFETY	140800 412000		911.46	911.46	0.00	911.46	911.46	
2-90	ADMINISTRATIVE	1410		11,890.83	11,890.83	0.00	11,890.83	11,890.83	
2-90	AUDIT	1411		300.00	300.00	0.00	300.00	300.00	
2-90	ARCH & ENG	143001 000000		11,649.00	7,221.67	(4,427.33)	7,221.67	7,221.67	
2-90	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-90	BUILDING ENV DESIGN 30	143001 712000		7,625.00	7,625.00	0.00	7,625.00	7,625.00	
2-90	CONSULTANTS 30	143001 741000		1,887.98	1,887.98	0.00	1,887.98	1,887.98	
2-90	DEVELOPMENT CONSULTANTS	143001 743001		651.90	651.90	0.00	651.90	651.90	
2-90	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-90	SITE FOR 504 PROGRAM	145011 812000		911.50	911.50	0.00	911.50	911.50	
2-90	BUILDING EXTERIOR	146014 000000		109,667.22	109,667.22	0.00	109,667.22	109,667.22	Construction completed
2-90	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-90	504 FORCE ACCOUNT CREW	146021 812001		7,432.13	7,432.13	0.00	7,432.13	7,432.13	Construction completed
				152,927.02	148,557.19	(4,369.83)	148,557.19	148,557.19	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HIGHLAND PARK								
2-93	MIS	140800 410000		0.00	14.38	14.38	14.38	14.38	
2-93	PUBLIC SAFETY	140800 412000		227.87	227.87	0.00	227.87	227.87	
2-93	FAMILY SERVICES	140800 768000		340.19	340.19	0.00	340.19	340.19	
2-93	GRIEVANCE PANEL	140800 807000		94.64	94.64	0.00	94.64	94.64	
2-93	ADMINISTRATIVE	1410		2,972.70	2,972.70	0.00	2,972.70	2,972.70	
2-93	AUDIT	1411		75.00	75.00	0.00	75.00	75.00	
2-93	ARCH & ENG	143001 000000		1,336.50	4,609.88	3,273.38	4,609.88	4,609.88	
2-93	BUILDING ENV DESIGN 30	143001 712000		0.00	2,047.25	2,047.25	2,047.25	2,047.25	
2-93	DEVELOPMENT CONSULTANTS	143001 743001		0.00	4,791.83	4,791.83	4,791.83	4,791.83	
2-93	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-93	ELECTRICAL 60	146015 000000		0.00	0.00	0.00	0.00	0.00	
2-93	ROOFS	146018 000000		0.00	0.00	0.00	0.00	0.00	
2-93	SEWERS 60	146021 929000		0.00	0.00	0.00	0.00	0.00	
				5,046.90	15,173.74	10,126.84	15,173.74	15,173.74	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH ELDERLY								
2-95	MIS	140800 410000		0.00	62.28	62.28	62.28	62.28	
2-95	PUBLIC SAFETY	140800 412000		987.41	987.41	0.00	987.41	987.41	
2-95	ELDERLY ACTIVITY ADVISOR	140800 421000		4,690.98	4,690.98	0.00	4,690.98	4,690.98	
2-95	ADMINISTRATIVE	1410		12,881.26	12,881.26	0.00	12,881.26	12,881.26	
2-95	AUDIT	1411		325.00	325.00	0.00	325.00	325.00	
2-95	ARCH & ENG	143001 000000		0.00	0.00	0.00	0.00	0.00	
2-95	DEVELOPMENT CONSULTANTS	143001 743001		720.86	720.86	0.00	720.86	720.86	
2-95	SEWERS 30	143001 929000		0.00	4,330.61	4,330.61	4,330.61	4,330.61	
2-95	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	588.06	588.06	588.06	588.06	
2-95	SITE FOR 504 PROGRAM	145011 812000		0.00	0.00	0.00	0.00	0.00	
2-95	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-95	NON DWELLING CONSTRUCTION	147001 000000		0.00	0.00	0.00	0.00	0.00	
				19,605.51	24,586.46	4,980.95	24,586.46	24,586.46	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HAMPTON STREET								
2-98	MIS	140800 410000		0.00	38.33	38.33	38.33	38.33	
2-98	PUBLIC SAFETY	140800 412000		607.63	607.63	0.00	607.63	607.63	
2-98	ADMINISTRATIVE	1410		7,927.23	7,927.23	0.00	7,927.23	7,927.23	
2-98	AUDIT	1411		200.00	200.00	0.00	200.00	200.00	
2-98	ARCH & ENG	143001 000000		17,245.00	19,999.09	2,754.09	19,999.09	19,999.09	
2-98	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-98	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-98	CONSULTANTS 30	143001 741000		3,502.59	4,058.70	556.11	4,058.70	4,058.70	
2-98	DEVELOPMENT CONSULTANTS	143001 743001		476.38	476.38	0.00	476.38	476.38	
2-98	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-98	SECURITY	146019 000000		10,232.68	10,232.68	0.00	10,232.68	10,232.68	Construction completed
				40,191.51	43,540.04	3,348.53	43,540.04	43,540.04	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FREDERICK DOUGLASS								
2-126	MIS	140800 410000		0.00	38.33	38.33	38.33	38.33	
2-126	PUBLIC SAFETY	140800 412000		607.63	607.63	0.00	607.63	607.63	
2-126	ADMINISTRATIVE	1410		7,927.23	7,927.23	0.00	7,927.23	7,927.23	
2-126	AUDIT	1411		200.00	200.00	0.00	200.00	200.00	
2-126	ARCH & ENG	143001 000000		26,297.00	27,866.20	1,569.20	27,866.20	27,866.20	
2-126	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-126	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-126	CONSULTANTS 30	143001 741000		3,132.05	3,132.05	0.00	3,132.05	3,132.05	
2-126	DEVELOPMENT CONSULTANTS	143001 743001		476.39	476.39	0.00	476.39	476.39	
2-126	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-126	SECURITY	146019 000000		10,233.67	10,233.67	0.00	10,233.67	10,233.67	Construction completed
				48,873.97	50,481.50	1,607.53	50,481.50	50,481.50	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-06 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY06

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON MANOR								
2-127	MIS	140800 410000		0.00	38.33	38.33	38.33	38.33	
2-127	PUBLIC SAFETY	140800 412000		607.63	607.63	0.00	607.63	607.63	
2-127	ADMINISTRATIVE	1410		7,927.23	7,927.23	0.00	7,927.23	7,927.23	
2-127	AUDIT	1411		200.00	200.00	0.00	200.00	200.00	
2-127	ARCH & ENG	143001 000000		26,017.00	27,618.19	1,601.19	27,618.19	27,618.19	
2-127	ARCH & ENG FOR CFFP	143001 200700		0.00	0.00	0.00	0.00	0.00	
2-127	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-127	CONSULTANTS 30	143001 741000		8,106.64	8,106.64	0.00	8,106.64	8,106.64	
2-127	DEVELOPMENT CONSULTANTS	143001 743001		451.28	451.28	0.00	451.28	451.28	
2-127	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-127	SECURITY	146019 000000		13,422.20	13,422.20	0.00	13,422.20	13,422.20	Construction completed
2-127	504 FORCE ACCOUNT CREW	146021 812001		948.27	948.27	0.00	948.27	948.27	Construction completed
				57,680.25	59,319.77	1,639.52	59,319.77	59,319.77	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY07
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 Replacement Housing Factor Grant No:	Federal FY of Grant Approval: FFY07

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
_X_Revised Annual Statement (revision no: 4)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)[3]	5,045,775.00	5,045,775.00	5,045,775.00	5,045,775.00
3	1408 Management Improvements	2,115,289.00	2,115,289.00	2,115,289.00	947,324.43
4	1410 Administration (May not exceed 10% of line 20)	2,497,887.00	2,497,887.00	2,497,887.00	2,497,887.00
5	1411 Audit	25,000.00	25,000.00	25,000.00	25,000.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,463,870.35	2,971,375.86	2,674,067.34	2,269,081.49
8	1440 Site Acquisition				
9	1450 Site Improvement	371,553.44	371,020.73	370,945.73	370,945.73
10	1460 Dwelling Structures	9,203,750.28	9,711,802.17	9,693,662.71	9,195,129.89
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	81,065.14	72,171.12	72,171.12	72,171.12
13	1475 Nondwelling Equipment	523,317.00	523,317.00	130,030.00	130,030.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	24,950.91	19,658.99	19,658.99	19,658.99
17	1499 Development Activities[4]	35,838.75	35,000.00	35,000.00	35,000.00
18a	1501 Collateralization or Debt Service paid by PHA				
18b	9000 Collateralization or Debt Service paid via System of Direct Payment	1,840,578.13	1,840,578.13	1,840,578.13	1,840,578.13
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	25,228,875.00	25,228,875.00	24,520,065.02	22,448,581.78
21	Amount of line 20 Related to LBP Testing	388,085.11	378,515.59	378,515.59	378,515.59
22	Amount of line 20 Related to Section 504 Compliance	1,005,304.91	1,261,012.49	1,253,339.36	1,238,052.17
23	Amount of line 20 Related to Security Soft Costs	1,164,982.48	1,156,643.38	8,626.64	8,626.64
24	Amount of line 20 Related to Security Hard Costs	24,793.50	24,793.50	24,793.50	24,793.50
25	Amount of line 20 Related to Energy Conservation Measures				

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

form HUD-50075.1 (4/2008)

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUTHORITY WIDE								
2-00	OPERATIONS	140600 000000		0.00	0.00	0.00	0.00	0.00	
2-00	MANAGEMENT IMPROVEMENTS	140800 000000							
2-00	MIS	140800 410000		0.00	0.00	0.00	0.00	0.00	
2-00	PUBLIC SAFETY	140800 412000		1,156,355.84	1,148,016.74	(8,339.10)	1,148,016.74	0.00	
2-00	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	0.00	0.00	0.00	0.00	
2-00	OCCUPANCY	140800 427000		1,497.62	0.00	(1,497.62)	0.00	0.00	
2-00	FAMILY SERVICES	140800 768000		6,614.81	3,979.93	(2,634.88)	3,979.93	0.00	
2-00	GRIEVANCE PANEL	140800 807000		0.00	0.00	0.00	0.00	0.00	
2-00	RISK MANAGEMENT	140800 899000		0.00	0.00	0.00	0.00	0.00	
2-00	RENT COLLECTION	140800 901000		0.00	0.00	0.00	0.00	0.00	
2-00	VACANCY REHAB	140800 967000							
2-00	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-00	AUDIT	141101 000000		25,000.00	0.00	(25,000.00)	0.00	0.00	
2-00	ARCH & ENG	143001 000000							
2-00	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-00	CONSULTANTS 30	143001 741000		101,585.31	0.00	(101,585.31)	0.00	0.00	
2-00	DEVELOPMENT CONSULTANTS 30	143001 743001		0.00	0.00	0.00	0.00	0.00	
2-00	A&E 504 COMPLIANCE	143001 812000							
2-00	LEAD PAINT REMOVAL 30	143001 837000		0.00	0.00	0.00	0.00	0.00	
2-00	ENVIRONMENTAL HAZARD 30	143001 838000		0.00	0.00	0.00	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	0.00	0.00	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-00	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-00	LEAD PAINT REMOVAL 60	146021 837000							
2-00	UNIT REHAB	146021 967000							
2-00	OFFICE EQUIPMENT	147501 000000		23,692.00	23,692.00	0.00	0.00	0.00	
2-00	COMPUTERS	147501 742000		350,000.00	350,000.00	0.00	0.00	0.00	
2-00	COMPUTER REPLACEMENTS	147501 742002		99,625.00	619.00	(99,006.00)	0.00	0.00	
2-00	VEHICLES	147507 000000		50,000.00	0.00	(50,000.00)	0.00	0.00	
2-00	RELOCATION MOVING & FAMILY	149501 000000		0.00	0.00	0.00	0.00	0.00	
2-00	RELOCATION FOR 504 PROGRAM	149501 812000		0.00	0.00	0.00	0.00	0.00	
2-00	RELOCATION FOR LEAD PAINT	149501 837000		2,627.37	0.00	(2,627.37)	0.00	0.00	
2-00	CONTINGENCY	150200 000000		0.00	0.00	0.00	0.00	0.00	
2-00	DEBT SERVICE	900001 000000		0.00	0.00	0.00	0.00	0.00	
				1,816,997.95	1,526,307.67	(290,690.28)	1,151,996.67	0.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CHARLESTOWN								
2-01	OPERATIONS	140600 000000		1,000,000.00	123,000.00	(877,000.00)	123,000.00	123,000.00	
2-01	PUBLIC SAFETY	140800 412000		1,060.89	1,060.89	0.00	1,060.89	1,060.89	
2-01	OCCUPANCY	140800 427000		23,132.56	24,569.30	1,436.74	24,569.30	24,569.30	
2-01	FAMILY SERVICES	140800 768000		63,339.34	63,987.72	648.38	63,987.72	63,987.72	
2-01	MANAGEMENT FEE TO COCC	141001 000300		189,899.17	189,899.17	0.00	189,899.17	189,899.17	
2-01	AUDIT	141101 000000		0.00	3,075.00	3,075.00	3,075.00	3,075.00	
2-01	ARCH & ENG	143001 000000		784,970.35	445,033.35	(339,937.00)	445,033.35	440,154.50	
2-01	BUILDING ENV DESIGN 30	143001 712000		9,273.00	9,273.00	0.00	9,273.00	0.00	
2-01	CONSULTANTS 30	143001 741000		19,074.15	53,782.92	34,708.77	53,782.92	53,782.92	
2-01	A&E 504 COMPLIANCE	143001 812000		13,752.23	13,752.23	0.00	13,752.23	0.00	
2-01	ENVIRONMENTAL 30	143001 966000		1,890.00	1,981.82	91.82	1,981.82	1,981.82	
2-01	BUILDING EXTERIOR	146014 000000		100,051.00	100,051.00	0.00	100,051.00	100,051.00	Construction completed
2-01	HVAC	146016 000000		0.00	0.00	0.00	0.00	0.00	
2-01	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
2-01	504 COMPLIANCE 60	146021 812000		1,000.00	1,000.00	0.00	1,000.00	1,000.00	Construction completed
2-01	504 FORCE ACCOUNT CREW	146021 812001		18,070.44	18,070.44	0.00	18,070.44	18,070.44	Construction completed
2-01	FORCE ACCOUNT BATHROOMS	146021 967000		802.14	802.14	0.00	802.14	802.14	Construction completed
2-01	VEHICLES	147507 000000		0.00	33,002.00	33,002.00	33,002.00	33,002.00	
2-01	RELOCATION FOR LEAD PAINT	149501 837000		0.00	427.01	427.01	427.01	427.01	
2-01	CFFP DEBT INTEREST	900101 000000		789,739.91	789,739.91	0.00	789,739.91	789,739.91	
2-01	CFFP DEBT PAYMENT AGENT FEE	900102 000000		887.50	887.50	0.00	887.50	887.50	
				3,016,942.68	1,873,395.40	(1,143,547.28)	1,873,395.40	1,845,491.32	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LENOX STREET								
2-04	OPERATIONS	140600 000000		78,238.96	112,238.96	34,000.00	112,238.96	112,238.96	
2-04	PUBLIC SAFETY	140800 412000		293.19	293.19	0.00	293.19	293.19	
2-04	OCCUPANCY	140800 427000		6,148.44	6,543.08	394.64	6,543.08	6,543.08	
2-04	FAMILY SERVICES	140800 768000		16,289.98	16,424.92	134.94	16,424.92	16,424.92	
2-04	MANAGEMENT FEE TO COCC	141001 000300		96,803.05	96,803.05	0.00	96,803.05	96,803.05	
2-04	AUDIT	141101 000000		0.00	850.00	850.00	850.00	850.00	
2-04	ARCH & ENG	143001 000000		80,309.37	80,309.37	0.00	80,309.37	80,309.37	
2-04	CONSULTANTS 30	143001 741000		70.23	70.23	0.00	70.23	70.23	
2-04	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-04	ELECTRICAL 60	146015 000000		408,790.20	406,337.28	(2,452.92)	406,337.28	406,337.28	Construction completed
2-04	HVAC	146016 000000		15,000.00	13,128.34	(1,871.66)	13,128.34	13,128.34	Construction completed
				703,833.42	732,998.42	29,165.00	732,998.42	732,998.42	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CATHEDRAL								
2-06	OPERATIONS	140600 000000		0.00	46,000.00	46,000.00	46,000.00	46,000.00	
2-06	PUBLIC SAFETY	140800 412000		396.71	396.71	0.00	396.71	396.71	
2-06	OCCUPANCY	140800 427000		8,559.99	9,086.93	526.94	9,086.93	9,086.93	
2-06	FAMILY SERVICES	140800 768000		25,605.56	25,802.95	197.39	25,802.95	25,802.95	
2-06	MANAGEMENT FEE TO COCC	141001 000300		94,666.74	94,666.74	0.00	94,666.74	94,666.74	
2-06	AUDIT	141101 000000		0.00	1,150.00	1,150.00	1,150.00	1,150.00	
2-06	ARCH & ENG	143001 000000		8,719.83	10,994.75	2,274.92	10,994.75	10,994.75	
2-06	CONSULTANTS 30	143001 741000		272.84	272.84	0.00	272.84	272.84	
2-06	GENERATORS 30	143001 805000		3,421.00	10,174.74	6,753.74	10,174.74	10,047.25	
2-06	ROOFS REPLACEMENT 30	143001 906000		17,000.00	17,000.00	0.00	17,000.00	16,150.00	
2-06	SMOKE DETECTORS 30	143001 940000		31,965.00	33,577.00	1,612.00	33,577.00	23,078.73	
2-06	ENVIRONMENTAL 30	143001 966000		1,890.00	725.50	(1,164.50)	725.50	725.50	
2-06	FURNACE & BOILERS 60	146016 785000		11,500.00	11,500.00	0.00	11,500.00	11,500.00	Construction completed
2-06	ROOFS	146018 000000		69,000.00	69,000.00	0.00	69,000.00	69,000.00	Construction completed
2-06	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-06	GENERATORS 60	146021 805000		266,398.00	266,398.00	0.00	266,398.00	264,749.00	Construction completed
2-06	HALLS 60	146021 810000		28,387.12	14,193.56	(14,193.56)	14,193.56	14,193.56	Construction completed
2-06	FA BOILERS/BURNERS	146021 967000		10,945.59	10,945.59	0.00	10,945.59	10,945.59	Construction completed
2-06	NON DWELLING CONSTRUCTION	147001 000000		23,200.00	23,200.00	0.00	23,200.00	23,200.00	Construction completed
				601,928.38	645,085.31	43,156.93	645,085.31	631,960.55	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WHITTIER STREET								
2-11	OPERATIONS	140600 000000		239,763.09	261,763.09	22,000.00	261,763.09	261,763.09	
2-11	PUBLIC SAFETY	140800 412000		189.75	189.75	0.00	189.75	189.75	
2-11	OCCUPANCY	140800 427000		4,361.00	4,345.96	(15.04)	4,345.96	4,345.96	
2-11	FAMILY SERVICES	140800 768000		11,544.97	11,639.91	94.94	11,639.91	11,639.91	
2-11	MANAGEMENT FEE TO COCC	141001 000300		29,253.56	29,253.56	0.00	29,253.56	29,253.56	
2-11	AUDIT	141101 000000		0.00	550.00	550.00	550.00	550.00	
2-11	ARCH & ENG	143001 000000		5,613.94	6,888.25	1,274.31	6,888.25	6,888.25	
2-11	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-11	ENVIRONMENTAL 30	143001 966000		20,238.03	21,940.02	1,701.99	21,940.02	21,940.02	
2-11	UNDERGROUND STORAGE TANKS 50	145011 966000		105,711.50	103,407.06	(2,304.44)	103,407.06	103,407.06	Construction completed
2-11	STORM & SEWERS 50	145013 000000		0.00	0.00	0.00	0.00	0.00	
2-11	FIRE PROTECTION & SAFETY	146020 000000		0.00	0.00	0.00	0.00	0.00	
2-11	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
				416,675.84	439,977.60	23,301.76	439,977.60	439,977.60	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BEECH STREET								
2-13	OPERATIONS	140600 000000		0.00	29,000.00	29,000.00	29,000.00	29,000.00	
2-13	PUBLIC SAFETY	140800 412000		250.14	250.14	0.00	250.14	250.14	
2-13	OCCUPANCY	140800 427000		5,392.63	5,728.75	336.12	5,728.75	5,728.75	
2-13	FAMILY SERVICES	140800 768000		18,460.90	18,588.34	127.44	18,588.34	18,588.34	
2-13	MANAGEMENT FEE TO COCC	141001 000300		15,055.52	15,055.52	0.00	15,055.52	15,055.52	
2-13	AUDIT	141101 000000		0.00	725.00	725.00	725.00	725.00	
2-13	ELECTRICAL 30	143001 755000		0.00	0.00	0.00	0.00	0.00	
2-13	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	760.00	760.00	760.00	760.00	
2-13	STORM & SEWERS 50	145013 000000		0.00	0.00	0.00	0.00	0.00	
2-13	RELOCATION FOR LEAD PAINT	149501 837000		180.38	180.38	0.00	180.38	180.38	Completed
2-13	DEVELOPMENT ACTIVITY	149900 000000		35,838.75	35,000.00	(838.75)	35,000.00	35,000.00	Completed
				75,178.32	105,288.13	30,109.81	105,288.13	105,288.13	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ALICE TAYLOR								
2-14	OPERATIONS	140600 000000		0.00	40,000.00	40,000.00	40,000.00	40,000.00	
2-14	PUBLIC SAFETY	140800 412000		345.01	345.01	0.00	345.01	345.01	
2-14	OCCUPANCY	140800 427000		7,429.77	7,901.56	471.79	7,901.56	7,901.56	
2-14	FAMILY SERVICES	140800 768000		20,641.80	20,811.72	169.92	20,811.72	20,811.72	
2-14	MANAGEMENT FEE TO COCC	141001 000300		85,693.08	85,693.08	0.00	85,693.08	85,693.08	
2-14	AUDIT	141101 000000		0.00	1,000.00	1,000.00	1,000.00	1,000.00	
2-14	ARCH & ENG	143001 000000		6,304.14	7,588.00	1,283.86	7,588.00	7,588.00	
2-14	BUILDING ENV DESIGN 30	143001 712000		68,913.00	119,956.50	51,043.50	103,556.50	94,391.50	
2-14	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-14	BUILDING EXTERIOR	146014 000000		335,400.00	335,400.00	0.00	335,400.00	335,400.00	Construction completed
2-14	LEAD PAINT REMOVAL 60	146021 837000		10,000.00	10,000.00	0.00	10,000.00	10,000.00	Construction completed
2-14	FA BOILERS/BURNERS	146021 967000		2,656.38	2,656.38	0.00	2,656.38	2,656.38	Construction completed
2-14	VEHICLES	147507 000000		0.00	33,002.00	33,002.00	33,002.00	33,002.00	
				539,273.18	664,354.25	125,081.07	647,954.25	638,789.25	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BROMLEY								
2-19	OPERATIONS	140600 000000		0.00	0.00	0.00	0.00	0.00	
2-19	FAMILY SERVICES	140800 768000		2,464.03	2,464.03	0.00	2,464.03	2,464.03	
2-19	MANAGEMENT FEE TO COCC	141001 000300		320,661.60	320,661.60	0.00	320,661.60	320,661.60	
2-19	AUDIT	141101 000000		0.00	0.00	0.00	0.00	0.00	
2-19	CONSULTANTS 30	143001 741000		2,545.50	2,545.50	0.00	2,545.50	2,545.50	
2-19	ENVIRONMENTAL 30	143001 966000		3,254.01	3,458.32	204.31	3,458.32	3,458.32	
2-19	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-19	HVAC	146016 000000		0.00	0.00	0.00	0.00	0.00	
2-19	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
2-19	ELEVATORS 60	146021 760000		1,287,299.04	1,286,443.00	(856.04)	1,286,443.00	1,286,443.00	Construction completed
2-19	LEAD PAINT REMOVAL 60	146021 837000		312,725.96	304,659.81	(8,066.15)	304,659.81	304,659.81	Construction completed
2-19	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-19	RELOCATION FOR ELEVATORS	149501 760000		5,200.00	2,772.91	(2,427.09)	2,772.91	2,772.91	Completed
2-19	RELOCATION FOR 504 PROGRAM	149501 812000		1,840.31	0.00	(1,840.31)	0.00	0.00	
2-19	RELOCATION FOR LEAD PAINT	149501 837000		10,684.78	12,494.30	1,809.52	12,494.30	12,494.30	Completed
				1,946,675.23	1,935,499.47	(11,175.76)	1,935,499.47	1,935,499.47	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARY ELLEN McCORMACK								
2-23	OPERATIONS	140600 000000		118,696.20	231,696.20	113,000.00	231,696.20	231,696.20	
2-23	PUBLIC SAFETY	140800 412000		974.68	974.68	0.00	974.68	974.68	
2-23	OCCUPANCY	140800 427000		20,991.86	22,322.15	1,330.29	22,322.15	22,322.15	
2-23	FAMILY SERVICES	140800 768000		57,966.85	58,446.61	479.76	58,446.61	58,446.61	
2-23	MANAGEMENT FEE TO COCC	141001 000300		233,986.45	233,986.45	0.00	233,986.45	233,986.45	
2-23	AUDIT	141101 000000		0.00	2,825.00	2,825.00	2,825.00	2,825.00	
2-23	ARCH & ENG	143001 000000		768,566.71	706,576.48	(61,990.23)	428,826.71	305,626.71	
2-23	CONSULTANTS 30	143001 741000		43,633.96	69,937.35	26,303.39	69,937.35	69,937.35	
2-23	SEWERS 30	143001 929000		857.50	857.50	0.00	857.50	857.50	
2-23	ENVIRONMENTAL 30	143001 966000		11,025.84	11,867.42	841.58	11,867.42	11,867.40	
2-23	STORM & SEWERS 50	145013 000000		0.00	0.00	0.00	0.00	0.00	
2-23	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-23	ELECTRICAL 60	146015 000000		323,650.51	329,608.00	5,957.49	311,654.00	251,035.00	Construction underway
2-23	HVAC	146016 000000		52,962.93	52,962.93	0.00	52,962.93	52,962.93	Construction completed
2-23	PLUMBING 60	146017 000000		95,596.92	66,706.13	(28,890.79)	66,706.13	66,706.13	Construction completed
2-23	LEAD PAINT REMOVAL 60	146021 837000		40,000.00	38,269.15	(1,730.85)	38,269.15	38,269.15	Construction completed
2-23	VEHICLES	147507 000000		0.00	51,978.00	51,978.00	33,002.00	33,002.00	
2-23	RELOCATION FOR LEAD PAINT	149501 837000		666.63	1,284.95	618.32	1,284.95	1,284.95	Construction completed
2-23	CFFP DEBT INTEREST	900101 000000		694,445.06	694,445.06	0.00	694,445.06	694,445.06	
2-23	CFFP DEBT PAYMENT AGENT FEE	900102 000000		887.50	887.50	0.00	887.50	887.50	
				2,464,909.60	2,575,631.56	110,721.96	2,260,951.79	2,077,132.77	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	OLD COLONY								
2-24	OPERATIONS	140600 000000		80,633.74	174,633.74	94,000.00	174,633.74	174,633.74	
2-24	PUBLIC SAFETY	140800 412000		810.87	810.87	0.00	810.87	810.87	
2-24	OCCUPANCY	140800 427000		17,456.00	18,568.76	1,112.76	18,568.76	18,568.76	
2-24	FAMILY SERVICES	140800 768000		50,487.82	50,890.12	402.30	50,890.12	50,890.12	
2-24	MANAGEMENT FEE TO COCC	141001 000300		60,146.46	60,146.46	0.00	60,146.46	60,146.46	
2-24	AUDIT	141101 000000		0.00	2,350.00	2,350.00	2,350.00	2,350.00	
2-24	ARCH & ENG	143001 000000		178,754.10	44,216.10	(134,538.00)	44,216.10	44,216.10	
2-24	BUILDING ENV DESIGN 30	143001 712000		28,500.00	31,222.50	2,722.50	31,222.50	26,472.50	
2-24	CONSULTANTS 30	143001 741000		11,018.55	36,049.24	25,030.69	36,049.24	36,049.24	
2-24	DEVELOPMENT CONSULTANTS	143001 743001		148,000.00	25,338.75	(122,661.25)	24,500.00	24,302.26	
2-24	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-24	SEWERS 30	143001 929000		857.50	857.50	0.00	857.50	857.50	
2-24	ENVIRONMENTAL 30	143001 966000		2,659.57	42,199.57	39,540.00	42,199.57	42,199.57	
2-24	STORM & SEWERS 50	145013 000000		0.00	0.00	0.00	0.00	0.00	
2-24	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-24	LEAD PAINT REMOVAL 60	146021 837000		10,000.00	10,000.00	0.00	10,000.00	10,000.00	Construction completed
2-24	RELOCATION FOR LEAD PAINT	149501 837000		1,199.99	1,199.99	0.00	1,199.99	1,199.99	Construction completed
2-24	CFFP DEBT INTEREST	900101 000000		189,979.31	189,979.31	0.00	189,979.31	189,979.31	
				780,503.91	688,462.91	(92,041.00)	687,624.16	682,676.42	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARGARET COLLINS								
2-26	OPERATIONS	140600 000000		39,311.37	44,311.37	5,000.00	44,311.37	44,311.37	
2-26	PUBLIC SAFETY	140800 412000		43.15	43.15	0.00	43.15	43.15	
2-26	ELDERLY ACTIVITY ADVISOR	140800 421000		4,907.72	4,907.72	0.00	4,907.72	4,907.72	
2-26	OCCUPANCY	140800 427000		931.18	987.67	56.49	987.67	987.67	
2-26	MANAGEMENT FEE TO COCC	141001 000300		2,584.81	2,584.81	0.00	2,584.81	2,584.81	
2-26	AUDIT	141101 000000		0.00	125.00	125.00	125.00	125.00	
2-26	BUILDING ENV DESIGN 30	143001 712000		3,133.30	8,615.40	5,482.10	8,615.40	6,057.66	
2-26	ENVIRONMENTAL 30	143001 966000		1,890.00	1,692.99	(197.01)	1,692.99	1,692.99	
2-26	BUILDING EXTERIOR	146014 000000		0.00	65,000.00	65,000.00	65,000.00	0.00	Construction underway
				52,801.53	128,268.11	75,466.58	128,268.11	60,710.37	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ANNAPOLIS								
2-27	OPERATIONS	140600 000000		6,910.48	12,910.48	6,000.00	12,910.48	12,910.48	
2-27	PUBLIC SAFETY	140800 412000		51.80	51.80	0.00	51.80	51.80	
2-27	ELDERLY ACTIVITY ADVISOR	140800 421000		6,299.36	6,299.36	0.00	6,299.36	6,299.36	
2-27	OCCUPANCY	140800 427000		1,127.60	1,185.26	57.66	1,185.26	1,185.26	
2-27	MANAGEMENT FEE TO COCC	141001 000300		3,270.58	3,270.58	0.00	3,270.58	3,270.58	
2-27	AUDIT	141101 000000		0.00	150.00	150.00	150.00	150.00	
2-27	BUILDING ENV DESIGN 30	143001 712000		5,776.60	10,151.40	4,374.80	10,151.40	7,857.28	
2-27	ENVIRONMENTAL 30	143001 966000		1,890.00	1,692.99	(197.01)	1,692.99	1,692.99	
2-27	BUILDING EXTERIOR	146014 000000		0.00	33,000.00	33,000.00	33,000.00	0.00	Construction underway
				25,326.42	68,711.87	43,385.45	68,711.87	33,417.75	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ASHMONT								
2-28	OPERATIONS	140600 000000		117,055.19	123,055.19	6,000.00	123,055.19	123,055.19	
2-28	PUBLIC SAFETY	140800 412000		51.80	51.80	0.00	51.80	51.80	
2-28	ELDERLY ACTIVITY ADVISOR	140800 421000		5,889.14	5,889.14	0.00	5,889.14	5,889.14	
2-28	OCCUPANCY	140800 427000		1,127.60	1,185.26	57.66	1,185.26	1,185.26	
2-28	MANAGEMENT FEE TO COCC	141001 000300		3,244.49	3,244.49	0.00	3,244.49	3,244.49	
2-28	AUDIT	141101 000000		0.00	150.00	150.00	150.00	150.00	
2-28	BUILDING ENV DESIGN 30	143001 712000		5,776.60	9,940.20	4,163.60	9,940.20	7,646.07	
2-28	ENVIRONMENTAL 30	143001 966000		1,890.00	1,692.99	(197.01)	1,692.99	1,692.99	
2-28	BUILDING EXTERIOR	146014 000000		0.00	117,904.69	117,904.69	117,904.69	0.00	Construction underway
				135,034.82	263,113.76	128,078.94	263,113.76	142,914.94	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HOLGATE								
2-29	OPERATIONS	140600 000000		198,402.63	207,402.63	9,000.00	207,402.63	207,402.63	
2-29	PUBLIC SAFETY	140800 412000		77.68	77.68	0.00	77.68	77.68	
2-29	ELDERLY ACTIVITY ADVISOR	140800 421000		8,910.91	8,910.91	0.00	8,910.91	8,910.91	
2-29	OCCUPANCY	140800 427000		1,679.67	1,777.74	98.07	1,777.74	1,777.74	
2-29	MANAGEMENT FEE TO COCC	141001 000300		18,732.41	18,732.41	0.00	18,732.41	18,732.41	
2-29	AUDIT	141101 000000		0.00	225.00	225.00	225.00	225.00	
2-29	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-29	CONSULTANTS 30	143001 741000		5,967.70	6,271.02	303.32	6,271.02	6,271.02	
2-29	SITE 30	143001 936000		5,000.00	5,000.00	0.00	4,940.70	4,940.70	
2-29	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.99	(297.01)	1,592.99	1,592.99	
2-29	SITE IMPROVEMENTS	145011 000000		69,000.00	69,700.00	700.00	69,700.00	69,700.00	Construction completed
2-29	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-29	UNIT REHAB	146021 967000		1,874.62	1,874.62	0.00	1,874.62	1,874.62	Construction completed
2-29	CFFP DEBT INTEREST	900101 000000		11,930.93	11,930.93	0.00	11,930.93	11,930.93	
				324,156.75	334,973.68	10,816.93	334,914.38	334,914.38	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FOLEY APARTMENTS								
2-30	OPERATIONS	140600 000000		42,243.05	53,243.05	11,000.00	53,243.05	53,243.05	
2-30	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-30	ELDERLY ACTIVITY ADVISOR	140800 421000		2,505.19	2,505.19	0.00	2,505.19	2,505.19	
2-30	OCCUPANCY	140800 427000		2,176.00	2,172.94	(3.06)	2,172.94	2,172.94	
2-30	MANAGEMENT FEE TO COCC	141001 000300		188,993.60	188,993.60	0.00	188,993.60	188,993.60	
2-30	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-30	ARCH & ENG	143001 000000		690.20	1,839.37	1,149.17	1,839.37	1,839.37	
2-30	BUILDING ENV DESIGN 30	143001 712000		302.87	302.87	0.00	302.87	302.87	
2-30	CONSULTANTS 30	143001 741000		316.00	316.00	0.00	316.00	316.00	
2-30	GENERATORS 30	143001 805000		3,544.20	9,591.04	6,046.84	9,591.04	7,652.40	
2-30	A&E 504 COMPLIANCE	143001 812000		4,686.00	0.00	(4,686.00)	0.00	0.00	
2-30	ENVIRONMENTAL HAZARD 30	143001 838000		656.40	0.00	(656.40)	0.00	0.00	
2-30	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-30	BUILDING EXTERIOR	146014 000000		732,098.40	732,098.40	0.00	732,098.40	732,098.40	Construction completed
2-30	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-30	ELEVATORS 60	146021 760000		9,665.11	9,779.88	114.77	9,779.88	9,779.88	Construction completed
2-30	GENERATORS 60	146021 805000		180,563.67	180,563.67	0.00	180,563.67	156,485.00	Construction underway
2-30	504 COMPLIANCE 60	146021 812000		4,686.00	5,056.00	370.00	5,056.00	5,056.00	Construction completed
2-30	504 FORCE ACCOUNT CREW	146021 812001		226,873.30	224,359.85	(2,513.45)	224,359.85	224,359.85	Construction completed
				1,401,984.98	1,411,191.85	9,206.87	1,411,191.85	1,385,174.54	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GROVELAND								
2-32	OPERATIONS	140600 000000		0.00	7,000.00	7,000.00	7,000.00	7,000.00	
2-32	PUBLIC SAFETY	140800 412000		60.43	60.43	0.00	60.43	60.43	
2-32	ELDERLY ACTIVITY ADVISOR	140800 421000		6,851.49	6,851.49	0.00	6,851.49	6,851.49	
2-32	OCCUPANCY	140800 427000		1,307.77	1,382.85	75.08	1,382.85	1,382.85	
2-32	MANAGEMENT FEE TO COCC	141001 000300		10,497.90	10,497.90	0.00	10,497.90	10,497.90	
2-32	AUDIT	141101 000000		0.00	175.00	175.00	175.00	175.00	
2-32	BUILDING ENV DESIGN 30	143001 712000		2,000.00	1,739.99	(260.01)	1,739.99	1,739.99	
2-32	SEWERS 30	143001 929000		6,915.00	6,895.00	(20.00)	6,895.00	6,895.00	
2-32	SITE 30	143001 936000		8,809.50	4,185.00	(4,624.50)	4,185.00	4,185.00	
2-32	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-32	SITE IMPROVEMENTS	145011 000000		33,724.50	33,724.50	0.00	33,724.50	33,724.50	Construction completed
2-32	CFFP DEBT INTEREST	900101 000000		3,084.02	3,084.02	0.00	3,084.02	3,084.02	
				75,140.61	75,596.18	455.57	75,596.18	75,596.18	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	DAVISON								
2-34	OPERATIONS	140600 000000		9,562.55	14,562.55	5,000.00	14,562.55	14,562.55	
2-34	PUBLIC SAFETY	140800 412000		43.15	43.15	0.00	43.15	43.15	
2-34	ELDERLY ACTIVITY ADVISOR	140800 421000		5,286.23	5,286.23	0.00	5,286.23	5,286.23	
2-34	OCCUPANCY	140800 427000		931.18	987.67	56.49	987.67	987.67	
2-34	MANAGEMENT FEE TO COCC	141001 000300		2,010.86	2,010.86	0.00	2,010.86	2,010.86	
2-34	AUDIT	141101 000000		0.00	125.00	125.00	125.00	125.00	
2-34	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.99	(297.01)	1,592.99	1,592.99	
				19,723.97	24,608.45	4,884.48	24,608.45	24,608.45	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON								
2-35	OPERATIONS	140600 000000		0.00	9,000.00	9,000.00	9,000.00	9,000.00	
2-35	PUBLIC SAFETY	140800 412000		77.68	77.68	0.00	77.68	77.68	
2-35	ELDERLY ACTIVITY ADVISOR	140800 421000		12,342.85	12,045.01	(297.84)	12,045.01	9,416.93	
2-35	OCCUPANCY	140800 427000		1,675.67	1,777.74	102.07	1,777.74	1,777.74	
2-35	MANAGEMENT FEE TO COCC	141001 000300		4,126.08	4,126.08	0.00	4,126.08	4,126.08	
2-35	AUDIT	141101 000000		0.00	225.00	225.00	225.00	225.00	
2-35	ARCH & ENG	143001 000000		1,380.40	2,135.50	755.10	2,135.50	2,135.50	
2-35	HVAC STUDY 30	143001 816000		5,000.00	5,000.00	0.00	5,000.00	5,000.00	
2-35	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
				26,492.68	34,387.01	7,894.33	34,387.01	31,758.93	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WEST NINTH STREET								
2-36	OPERATIONS	140600 000000		11,985.16	20,985.16	9,000.00	20,985.16	20,985.16	
2-36	PUBLIC SAFETY	140800 412000		77.68	77.68	0.00	77.68	77.68	
2-36	ELDERLY ACTIVITY ADVISOR	140800 421000		2,216.09	2,216.09	0.00	2,216.09	2,216.09	
2-36	OCCUPANCY	140800 427000		1,675.67	1,777.74	102.07	1,777.74	1,777.74	
2-36	MANAGEMENT FEE TO COCC	141001 000300		2,125.95	2,125.95	0.00	2,125.95	2,125.95	
2-36	AUDIT	141101 000000		0.00	225.00	225.00	225.00	225.00	
2-36	BUILDING ENV DESIGN 30	143001 712000		713.41	713.41	0.00	713.41	713.41	
2-36	A&E 504 COMPLIANCE	143001 812000		11,023.34	11,831.67	808.33	11,831.67	11,831.67	
2-36	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.99	(297.01)	1,592.99	1,592.99	
				31,707.30	41,545.69	9,838.39	41,545.69	41,545.69	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CARROLL APARTMENTS								
2-37	OPERATIONS	140600 000000		0.00	7,000.00	7,000.00	7,000.00	7,000.00	
2-37	PUBLIC SAFETY	140800 412000		60.43	60.43	0.00	60.43	60.43	
2-37	ELDERLY ACTIVITY ADVISOR	140800 421000		11,786.51	11,786.51	0.00	11,786.51	9,158.43	
2-37	OCCUPANCY	140800 427000		1,307.77	1,382.85	75.08	1,382.85	1,382.85	
2-37	MANAGEMENT FEE TO COCC	141001 000300		4,712.40	4,712.40	0.00	4,712.40	4,712.40	
2-37	AUDIT	141101 000000		0.00	175.00	175.00	175.00	175.00	
2-37	BUILDING ENV DESIGN 30	143001 712000		11,771.50	18,407.00	6,635.50	18,407.00	10,833.74	
2-37	ENVIRONMENTAL 30	143001 966000		1,890.00	100.00	(1,790.00)	100.00	100.00	
2-37	BUILDING EXTERIOR	146014 000000		0.00	117,000.00	117,000.00	117,000.00	0.00	Construction underway
				31,528.61	160,624.19	129,095.58	160,624.19	33,422.85	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MEADE APARTMENTS								
2-38	OPERATIONS	140600 000000		9,484.05	13,484.05	4,000.00	13,484.05	13,484.05	
2-38	PUBLIC SAFETY	140800 412000		34.54	34.54	0.00	34.54	34.54	
2-38	ELDERLY ACTIVITY ADVISOR	140800 421000		4,409.80	4,409.80	0.00	4,409.80	4,409.80	
2-38	OCCUPANCY	140800 427000		754.00	790.47	36.47	790.47	790.47	
2-38	MANAGEMENT FEE TO COCC	141001 000300		1,702.85	1,702.85	0.00	1,702.85	1,702.85	
2-38	AUDIT	141101 000000		0.00	100.00	100.00	100.00	100.00	
2-38	BUILDING ENV DESIGN 30	143001 712000		732.38	732.38	0.00	732.38	732.38	
2-38	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.99	(297.01)	1,592.99	1,592.99	
2-38	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
				19,007.62	22,847.08	3,839.46	22,847.08	22,847.08	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARTIN LUTHER KING								
2-40	OPERATIONS	140600 000000		171,013.73	182,013.73	11,000.00	182,013.73	182,013.73	
2-40	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-40	ELDERLY ACTIVITY ADVISOR	140800 421000		11,767.93	11,767.93	0.00	11,767.93	11,767.93	
2-40	OCCUPANCY	140800 427000		2,176.00	2,172.94	(3.06)	2,172.94	2,172.94	
2-40	MANAGEMENT FEE TO COCC	141001 000300		9,731.81	9,731.81	0.00	9,731.81	9,731.81	
2-40	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-40	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-40	CONSULTANTS 30	143001 741000		5,150.46	5,150.46	0.00	5,150.46	5,150.46	
2-40	SITE 30	143001 936000		2,366.60	2,366.60	0.00	2,307.30	2,307.30	
2-40	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.99	(297.01)	1,592.99	1,592.99	
2-40	SITE IMPROVEMENTS	145011 000000		30,000.00	30,300.00	300.00	30,300.00	30,300.00	Construction completed
2-40	CFFP DEBT INTEREST	900101 000000		12,159.60	12,159.60	0.00	12,159.60	12,159.60	
				247,041.32	259,103.80	12,062.48	259,044.50	259,044.50	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	EVA WHITE								
2-41	OPERATIONS	140600 000000		3,099.62	14,099.62	11,000.00	14,099.62	14,099.62	
2-41	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-41	ELDERLY ACTIVITY ADVISOR	140800 421000		15,437.95	15,858.29	420.34	15,858.29	15,613.29	
2-41	OCCUPANCY	140800 427000		2,176.00	2,172.94	(3.06)	2,172.94	2,172.94	
2-41	MANAGEMENT FEE TO COCC	141001 000300		4,543.13	4,543.13	0.00	4,543.13	4,543.13	
2-41	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-41	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-41	A&E 504 COMPLIANCE	143001 812000		68.16	876.49	808.33	876.49	876.49	
2-41	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-41	504 COMPLIANCE 60	146021 812000		5,000.00	3,690.00	(1,310.00)	3,690.00	3,690.00	Construction completed
2-41	CFFP DEBT INTEREST	900101 000000		11,315.19	11,315.19	0.00	11,315.19	11,315.19	
				44,315.24	54,403.40	10,088.16	54,403.40	54,158.40	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WALNUT PARK								
2-42	OPERATIONS	140600 000000		158,652.16	176,652.16	18,000.00	176,652.16	176,652.16	
2-42	PUBLIC SAFETY	140800 412000		155.29	155.29	0.00	155.29	155.29	
2-42	ELDERLY ACTIVITY ADVISOR	140800 421000		18,239.02	18,239.02	0.00	18,239.02	18,239.02	
2-42	OCCUPANCY	140800 427000		3,383.39	3,555.96	172.57	3,555.96	3,555.96	
2-42	MANAGEMENT FEE TO COCC	141001 000300		24,962.44	24,962.44	0.00	24,962.44	24,962.44	
2-42	AUDIT	141101 000000		0.00	450.00	450.00	450.00	450.00	
2-42	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-42	BUILDING ENV DESIGN 30	143001 712000		2,421.24	2,421.24	0.00	2,421.24	2,421.24	
2-42	CONSULTANTS 30	143001 741000		294.02	3,345.07	3,051.05	3,345.07	3,345.07	
2-42	A&E 504 COMPLIANCE	143001 812000		2,718.66	3,526.99	808.33	3,526.99	3,526.99	
2-42	ENVIRONMENTAL HAZARD 30	143001 838000		656.40	0.00	(656.40)	0.00	0.00	
2-42	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.98	(297.02)	1,592.98	1,592.98	
2-42	BUILDING EXTERIOR	146014 000000		101,785.40	93,716.45	(8,068.95)	93,716.45	93,716.45	Construction completed
2-42	HVAC	146016 000000		4,871.15	4,871.15	0.00	4,871.15	4,871.15	
				320,719.37	334,966.50	14,247.13	334,966.50	334,966.50	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AMORY STREET								
2-45	OPERATIONS	140600 000000		224,882.77	245,882.77	21,000.00	245,882.77	245,882.77	
2-45	PUBLIC SAFETY	140800 412000		181.17	181.17	0.00	181.17	181.17	
2-45	ELDERLY ACTIVITY ADVISOR	140800 421000		21,460.60	21,460.60	0.00	21,460.60	21,460.60	
2-45	OCCUPANCY	140800 427000		3,949.02	4,148.48	199.46	4,148.48	4,148.48	
2-45	FAMILY SERVICES	140800 768000		523.24	523.24	0.00	523.24	523.24	
2-45	MANAGEMENT FEE TO COCC	141001 000300		128,433.49	128,433.49	0.00	128,433.49	128,433.49	
2-45	AUDIT	141101 000000		0.00	525.00	525.00	525.00	525.00	
2-45	ARCH & ENG	143001 000000		136,226.75	112,730.05	(23,496.70)	112,730.05	12,909.00	
2-45	BUILDING ENV DESIGN 30	143001 712000		317.69	317.69	0.00	317.69	317.69	
2-45	A&E 504 COMPLIANCE	143001 812000		4,679.84	5,488.18	808.34	5,488.18	4,628.18	
2-45	ENVIRONMENTAL HAZARD 30	143001 838000		2,133.30	0.00	(2,133.30)	0.00	0.00	
2-45	ROOFS REPLACEMENT 30	143001 906000		22,800.00	12,825.00	(9,975.00)	10,625.00	6,847.00	
2-45	ENVIRONMENTAL 30	143001 966000		1,890.00	1,432.75	(457.25)	1,432.75	362.75	
2-45	SITE FOR 504 PROGRAM	145011 812000		1,000.00	1,000.00	0.00	925.00	925.00	Construction completed
2-45	BUILDING EXTERIOR	146014 000000		505,276.40	515,251.40	9,975.00	515,251.40	515,251.40	Construction completed
2-45	ROOFS	146018 000000		5,950.00	5,950.00	0.00	5,950.00	5,950.00	Construction completed
2-45	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-45	504 FORCE ACCOUNT CREW	146021 812001		8,142.55	8,142.55	0.00	8,142.55	8,142.55	Construction completed
2-45	VEHICLES	147507 000000		0.00	31,024.00	31,024.00	31,024.00	31,024.00	
				1,067,846.82	1,095,316.37	27,469.55	1,093,041.37	987,512.32	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GENERAL WARREN								
2-47	OPERATIONS	140600 000000		0.00	10,000.00	10,000.00	10,000.00	10,000.00	
2-47	PUBLIC SAFETY	140800 412000		86.25	86.25	0.00	86.25	86.25	
2-47	ELDERLY ACTIVITY ADVISOR	140800 421000		15,245.19	15,245.19	0.00	15,245.19	14,632.69	
2-47	OCCUPANCY	140800 427000		2,115.50	1,975.58	(139.92)	1,975.58	1,975.58	
2-47	MANAGEMENT FEE TO COCC	141001 000300		3,674.56	3,674.56	0.00	3,674.56	3,674.56	
2-47	AUDIT	141101 000000		0.00	250.00	250.00	250.00	250.00	
2-47	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-47	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-47	504 FORCE ACCOUNT CREW	146021 812001		1,000.00	466.06	(533.94)	466.06	466.06	Construction completed
				24,011.50	31,697.64	7,686.14	31,697.64	31,085.14	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	TORRE UNIDAD								
2-49	OPERATIONS	140600 000000		173,354.16	195,354.16	22,000.00	195,354.16	195,354.16	
2-49	PUBLIC SAFETY	140800 412000		189.75	189.75	0.00	189.75	189.75	
2-49	ELDERLY ACTIVITY ADVISOR	140800 421000		19,120.59	19,120.59	0.00	19,120.59	18,774.09	
2-49	OCCUPANCY	140800 427000		4,080.87	4,345.96	265.09	4,345.96	4,345.96	
2-49	MANAGEMENT FEE TO COCC	141001 000300		162,327.88	162,327.88	0.00	162,327.88	162,327.88	
2-49	AUDIT	141101 000000		0.00	550.00	550.00	550.00	550.00	
2-49	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-49	BUILDING ENV DESIGN 30	143001 712000		211,095.47	211,095.47	0.00	211,095.47	192,042.79	
2-49	CONSULTANTS 30	143001 741000		27,035.66	50,694.01	23,658.35	50,694.01	50,694.01	
2-49	GENERATORS 30	143001 805000		3,420.00	10,173.74	6,753.74	10,173.74	9,089.83	
2-49	A&E 504 COMPLIANCE	143001 812000		0.00	808.34	808.34	808.34	808.34	
2-49	ENVIRONMENTAL HAZARD 30	143001 838000		738.45	0.00	(738.45)	0.00	0.00	
2-49	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-49	BUILDING EXTERIOR	146014 000000		532,895.07	532,993.07	98.00	532,993.07	532,993.07	Construction completed
2-49	ELEVATORS 60	146021 760000		1,408.50	1,408.50	0.00	1,408.50	1,408.50	Construction completed
2-49	GENERATORS 60	146021 805000		155,720.67	153,970.67	(1,750.00)	153,970.67	126,141.00	Construction underway
2-49	RELOCATION MOVING & FAMILY	149501 000000		51.45	51.45	0.00	51.45	51.45	
				1,294,018.72	1,344,561.34	50,542.62	1,344,561.34	1,296,248.58	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROCKLAND								
2-50	OPERATIONS	140600 000000		28,481.87	36,481.87	8,000.00	36,481.87	36,481.87	
2-50	PUBLIC SAFETY	140800 412000		68.96	68.96	0.00	68.96	68.96	
2-50	ELDERLY ACTIVITY ADVISOR	140800 421000		8,052.12	8,052.12	0.00	8,052.12	8,052.12	
2-50	OCCUPANCY	140800 427000		1,491.50	1,580.33	88.83	1,580.33	1,580.33	
2-50	MANAGEMENT FEE TO COCC	141001 000300		5,963.64	5,963.64	0.00	5,963.64	5,963.64	
2-50	AUDIT	141101 000000		0.00	200.00	200.00	200.00	200.00	
2-50	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-50	ENVIRONMENTAL HAZARD 30	143001 838000		410.25	0.00	(410.25)	0.00	0.00	
2-50	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.98	(297.02)	1,592.98	1,592.98	
2-50	SITE FOR 504 PROGRAM	145011 812000		132,117.44	132,889.17	771.73	132,889.17	132,889.17	Construction completed
2-50	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-50	504 FORCE ACCOUNT CREW	146021 812001		198.41	198.41	0.00	198.41	198.41	Construction completed
				179,364.39	188,505.23	9,140.84	188,505.23	188,505.23	

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Part II: Supporting Pages

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CODMAN APARTMENTS								
2-51	OPERATIONS	140600 000000		349,210.83	361,210.83	12,000.00	361,210.83	361,210.83	
2-51	PUBLIC SAFETY	140800 412000		103.50	103.50	0.00	103.50	103.50	
2-51	ELDERLY ACTIVITY ADVISOR	140800 421000		12,132.49	12,132.49	0.00	12,132.49	12,132.49	
2-51	OCCUPANCY	140800 427000		2,230.50	2,370.58	140.08	2,370.58	2,370.58	
2-51	MANAGEMENT FEE TO COCC	141001 000300		62,334.12	62,334.12	0.00	62,334.12	62,334.12	
2-51	AUDIT	141101 000000		0.00	300.00	300.00	300.00	300.00	
2-51	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-51	BUILDING ENV DESIGN 30	143001 712000		893.30	295.27	(598.03)	295.27	295.27	
2-51	CONSULTANTS 30	143001 741000		95.45	1,149.68	1,054.23	1,149.68	1,149.68	
2-51	GENERATORS 30	143001 805000		3,420.00	10,173.74	6,753.74	10,173.74	9,775.11	
2-51	ENVIRONMENTAL HAZARD 30	143001 838000		902.55	0.00	(902.55)	0.00	0.00	
2-51	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-51	BUILDING EXTERIOR	146014 000000		16,426.40	16,426.40	0.00	16,426.40	16,426.40	Construction completed
2-51	GENERATORS 60	146021 805000		112,900.00	112,900.00	0.00	112,900.00	102,249.00	Construction underway
2-51	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-51	504 FORCE ACCOUNT CREW	146021 812001		118,428.89	105,789.34	(12,639.55)	105,789.34	105,789.34	Construction completed
2-51	CFFP DEBT INTEREST	900101 000000		13,677.44	13,677.44	0.00	13,677.44	13,677.44	
				695,335.67	700,341.14	5,005.47	700,341.14	689,291.51	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HERITAGE								
2-52	OPERATIONS	140600 000000		0.00	33,000.00	33,000.00	33,000.00	33,000.00	
2-52	PUBLIC SAFETY	140800 412000		284.73	284.73	0.00	284.73	284.73	
2-52	ELDERLY ACTIVITY ADVISOR	140800 421000		32,802.82	32,802.82	0.00	32,802.82	30,679.52	
2-52	OCCUPANCY	140800 427000		6,127.16	6,518.84	391.68	6,518.84	6,518.84	
2-52	MANAGEMENT FEE TO COCC	141001 000300		169,669.43	169,669.43	0.00	169,669.43	169,669.43	
2-52	AUDIT	141101 000000		0.00	825.00	825.00	825.00	825.00	
2-52	ARCH & ENG	143001 000000		13,630.40	14,385.50	755.10	14,385.50	2,135.50	
2-52	BUILDING ENV DESIGN 30	143001 712000		295.27	0.00	(295.27)	0.00	0.00	
2-52	CONSULTANTS 30	143001 741000		18,165.02	22,758.82	4,593.80	22,758.82	22,758.82	
2-52	DEVELOPMENT CONSULTANTS 30	143001 743001		0.00	1,613.00	1,613.00	1,613.00	1,613.00	
2-52	GENERATORS 30	143001 805000		3,420.00	10,519.02	7,099.02	10,519.02	10,519.02	
2-52	ENVIRONMENTAL HAZARD 30	143001 838000		3,127.15	0.00	(3,127.15)	0.00	0.00	
2-52	ENVIRONMENTAL 30	143001 966000		1,890.00	7,639.25	5,749.25	7,639.25	7,639.25	
2-52	BUILDING EXTERIOR	146014 000000		207,908.22	205,327.40	(2,580.82)	205,327.40	205,327.40	Construction completed
2-52	GENERATORS 60	146021 805000		262,747.66	263,226.59	478.93	263,226.59	238,023.93	Construction underway
2-52	504 COMPLIANCE 60	146021 812000		0.00	0.00	0.00	0.00	0.00	
2-52	504 FORCE ACCOUNT CREW	146021 812001		423,923.98	710,966.08	287,042.10	710,966.08	703,367.95	
				1,143,991.84	1,479,536.48	335,544.64	1,479,536.48	1,432,362.39	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ST. BOTOLPH								
2-53	OPERATIONS	140600 000000		98,574.31	113,574.31	15,000.00	113,574.31	113,574.31	
2-53	PUBLIC SAFETY	140800 412000		129.41	129.41	0.00	129.41	129.41	
2-53	ELDERLY ACTIVITY ADVISOR	140800 421000		15,301.36	15,301.36	0.00	15,301.36	15,301.36	
2-53	OCCUPANCY	140800 427000		2,782.81	2,963.26	180.45	2,963.26	2,963.26	
2-53	MANAGEMENT FEE TO COCC	141001 000300		10,298.52	10,298.52	0.00	10,298.52	10,298.52	
2-53	AUDIT	141101 000000		0.00	375.00	375.00	375.00	375.00	
2-53	ARCH & ENG	143001 000000		1,380.40	2,135.90	755.50	2,135.50	2,135.50	
2-53	BUILDING ENV DESIGN 30	143001 712000		705.53	705.53	0.00	705.53	705.53	
2-53	ENVIRONMENTAL HAZARD 30	143001 838000		1,066.65	0.00	(1,066.65)	0.00	0.00	
2-53	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-53	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-53	ELEVATORS 60	146021 760000		2,505.96	2,505.96	0.00	2,505.96	2,505.96	Construction completed
2-53	504 FORCE ACCOUNT CREW	146021 812001		12,555.00	0.00	(12,555.00)	0.00	0.00	
2-53	NON DWELLING CONSTRUCTION	147001 000000		12,555.00	12,555.00	0.00	12,555.00	12,555.00	Construction completed
2-53	CFFP DEBT INTEREST	900101 000000		2,142.51	2,142.51	0.00	2,142.51	2,142.51	
				161,887.46	162,686.76	799.30	162,686.36	162,686.36	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PASCIUCCO								
2-54	OPERATIONS	140600 000000		153,980.87	163,980.87	10,000.00	163,980.87	163,980.87	
2-54	PUBLIC SAFETY	140800 412000		86.25	86.25	0.00	86.25	86.25	
2-54	ELDERLY ACTIVITY ADVISOR	140800 421000		10,243.05	10,243.05	0.00	10,243.05	10,243.05	
2-54	OCCUPANCY	140800 427000		1,860.71	1,975.58	114.87	1,975.58	1,975.58	
2-54	MANAGEMENT FEE TO COCC	141001 000300		73,453.29	73,453.29	0.00	73,453.29	73,453.29	
2-54	AUDIT	141101 000000		0.00	250.00	250.00	250.00	250.00	
2-54	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-54	BUILDING ENV DESIGN 30	143001 712000		378.11	378.11	0.00	378.11	378.11	
2-54	CONSULTANTS 30	143001 741000		286.39	286.39	0.00	286.39	286.39	
2-54	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-54	BUILDING EXTERIOR	146014 000000		387,727.40	387,727.40	0.00	387,727.40	387,727.40	Construction completed
2-54	ELEVATORS 60	146021 760000		22,308.65	19,513.37	(2,795.28)	19,413.37	19,413.37	Construction completed
2-54	FA BOILERS/BURNERS	146021 967000		3,632.83	3,632.83	0.00	3,632.83	3,632.83	Construction completed
2-54	CFFP DEBT INTEREST	900101 000000		1,281.46	1,281.46	0.00	1,281.46	1,281.46	
				657,819.21	664,286.35	6,467.14	664,186.35	664,186.35	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LOWER MILLS								
2-57	OPERATIONS	140600 000000		222,271.99	241,271.99	19,000.00	241,271.99	241,271.99	
2-57	PUBLIC SAFETY	140800 412000		163.94	163.94	0.00	163.94	163.94	
2-57	ELDERLY ACTIVITY ADVISOR	140800 421000		19,956.60	19,956.60	0.00	19,956.60	19,956.60	
2-57	OCCUPANCY	140800 427000		3,527.89	3,753.22	225.33	3,753.22	3,753.22	
2-57	MANAGEMENT FEE TO COCC	141001 000300		24,553.20	24,553.20	0.00	24,553.20	24,553.20	
2-57	AUDIT	141101 000000		0.00	475.00	475.00	475.00	475.00	
2-57	ARCH & ENG	143001 000000		963.70	1,751.25	787.55	1,751.25	1,751.25	
2-57	BUILDING ENV DESIGN 30	143001 712000		954.71	954.71	0.00	954.71	954.71	
2-57	CONSULTANTS 30	143001 741000		2,426.05	9,661.85	7,235.80	9,661.85	9,661.85	
2-57	DEVELOPMENT CONSULTANTS 30	143001 743001		0.00	1,613.00	1,613.00	1,613.00	1,613.00	
2-57	GENERATORS 30	143001 805000		3,420.00	9,900.24	6,480.24	9,900.24	8,816.38	
2-57	ENVIRONMENTAL 30	143001 966000		1,890.00	12,685.80	10,795.80	12,685.80	5,445.00	
2-57	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-57	GENERATORS 60	146021 805000		124,316.00	124,316.00	0.00	124,316.00	121,565.00	Construction underway
2-57	CFFP DEBT INTEREST	900101 000000		14,310.32	14,310.32	0.00	14,310.32	14,310.32	
				418,754.40	465,367.12	46,612.72	465,367.12	454,291.46	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	OPERATIONS	140600 000000		239,955.61	255,955.61	16,000.00	255,955.61	255,955.61	
2-58	PUBLIC SAFETY	140800 412000		138.02	138.02	0.00	138.02	138.02	
2-58	OCCUPANCY	140800 427000		2,986.00	3,160.73	174.73	3,160.73	3,160.73	
2-58	FAMILY SERVICES	140800 768000		8,371.82	8,441.80	69.98	8,441.80	8,441.80	
2-58	MANAGEMENT FEE TO COCC	141001 000300		23,030.79	23,030.79	0.00	23,030.79	23,030.79	
2-58	AUDIT	141101 000000		0.00	400.00	400.00	400.00	400.00	
2-58	ENVIRONMENTAL 30	143001 966000		38,885.70	25,430.08	(13,455.62)	25,430.08	25,430.08	
2-58	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-58	ELECTRICAL 60	146015 000000		0.00	0.00	0.00	0.00	0.00	
2-58	FIRE PROTECTION & SAFETY	146020 000000		0.00	0.00	0.00	0.00	0.00	
2-58	504 FORCE ACCOUNT CREW	146021 812001		6,995.57	6,995.57	0.00	6,995.57	6,995.57	Construction completed
2-58	FORCE ACCOUNT BATHROOMS	146021 967000		71,323.07	68,482.45	(2,840.62)	68,396.99	68,396.99	Construction completed
2-58	FA BOILERS/BURNERS	146021 967000		825.36	825.36	0.00	825.36	825.36	
				392,511.94	392,860.41	348.47	392,774.95	392,774.95	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUSONIA								
2-61	OPERATIONS	140600 000000		71,451.56	82,451.56	11,000.00	82,451.56	82,451.56	
2-61	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-61	ELDERLY ACTIVITY ADVISOR	140800 421000		11,329.63	11,329.63	0.00	11,329.63	11,329.63	
2-61	OCCUPANCY	140800 427000		2,175.00	2,172.94	(2.06)	2,172.94	2,172.94	
2-61	MANAGEMENT FEE TO COCC	141001 000300		8,926.28	8,926.28	0.00	8,926.28	8,926.28	
2-61	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-61	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-61	A&E 504 COMPLIANCE	143001 812000		0.00	808.33	808.33	808.33	808.33	
2-61	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.98	(297.02)	1,592.98	1,592.98	
2-61	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-61	SECURITY	146019 000000		24,793.50	24,793.50	0.00	24,793.50	24,793.50	Construction completed
2-61	504 COMPLIANCE 60	146021 812000		2,900.00	2,900.00	0.00	2,900.00	2,900.00	
				124,251.16	136,822.96	12,571.80	136,822.96	136,822.96	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HASSAN								
2-62	OPERATIONS	140600 000000		149,376.49	160,376.49	11,000.00	160,376.49	160,376.49	
2-62	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-62	ELDERLY ACTIVITY ADVISOR	140800 421000		11,329.63	11,329.63	0.00	11,329.63	11,329.63	
2-62	OCCUPANCY	140800 427000		2,175.00	2,172.94	(2.06)	2,172.94	2,172.94	
2-62	MANAGEMENT FEE TO COCC	141001 000300		4,108.49	4,108.49	0.00	4,108.49	4,108.49	
2-62	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-62	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-62	BUILDING ENV DESIGN 30	143001 712000		962.63	962.63	0.00	962.63	962.63	
2-62	ENVIRONMENTAL 30	143001 966000		1,885.00	1,592.98	(292.02)	1,592.98	1,592.98	
2-62	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
				170,622.43	182,390.90	11,768.47	182,390.90	182,390.90	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	SPRING STREET								
2-70	OPERATIONS	140600 000000		1,722.17	12,722.17	11,000.00	12,722.17	12,722.17	
2-70	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-70	ELDERLY ACTIVITY ADVISOR	140800 421000		11,745.20	11,745.20	0.00	11,745.20	11,745.20	
2-70	OCCUPANCY	140800 427000		2,175.00	2,172.94	(2.06)	2,172.94	2,172.94	
2-70	MANAGEMENT FEE TO COCC	141001 000300		4,160.16	4,160.16	0.00	4,160.16	4,160.16	
2-70	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-70	ENVIRONMENTAL 30	143001 966000		1,885.00	1,592.98	(292.02)	1,592.98	1,592.98	
2-70	504 FORCE ACCOUNT CREW	146021 812001		469.83	469.83	0.00	469.83	469.83	Construction completed
2-70	CFFP DEBT INTEREST	900101 000000		2,830.62	2,830.62	0.00	2,830.62	2,830.62	
				25,082.97	36,063.89	10,980.92	36,063.89	36,063.89	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PATRICIA WHITE								
2-71	OPERATIONS	140600 000000		0.00	25,000.00	25,000.00	25,000.00	25,000.00	
2-71	PUBLIC SAFETY	140800 412000		215.69	215.69	0.00	215.69	215.69	
2-71	ELDERLY ACTIVITY ADVISOR	140800 421000		46,006.98	46,007.18	0.20	46,007.18	40,750.82	
2-71	OCCUPANCY	140800 427000		4,634.04	4,938.51	304.47	4,938.51	4,938.51	
2-71	MANAGEMENT FEE TO COCC	141001 000300		98,549.38	98,549.38	0.00	98,549.38	98,549.38	
2-71	AUDIT	141101 000000		0.00	625.00	625.00	625.00	625.00	
2-71	ARCH & ENG	143001 000000		13,285.30	14,059.50	774.20	14,059.50	1,809.50	
2-71	BUILDING ENV DESIGN 30	143001 712000		1,755.11	1,755.11	0.00	1,755.11	1,755.11	
2-71	CONSULTANTS 30	143001 741000		7,050.40	11,440.14	4,389.74	11,440.14	11,440.14	
2-71	GENERATORS 30	143001 805000		3,420.00	10,173.73	6,753.73	10,173.73	9,363.50	
2-71	ENVIRONMENTAL HAZARD 30	143001 838000		4,184.55	0.00	(4,184.55)	0.00	0.00	
2-71	ROOFS REPLACEMENT 30	143001 906000		5,000.00	4,948.59	(51.41)	4,948.59	4,948.59	
2-71	ENVIRONMENTAL 30	143001 966000		1,885.00	0.00	(1,885.00)	0.00	0.00	
2-71	BUILDING EXTERIOR	146014 000000		140,810.00	136,426.40	(4,383.60)	136,426.40	136,426.40	Construction completed
2-71	ROOFS	146018 000000		80,000.00	80,231.54	231.54	80,231.54	80,231.54	Construction completed
2-71	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-71	GENERATORS 60	146021 805000		244,098.00	244,098.00	0.00	244,098.00	238,849.00	Construction underway
2-71	504 COMPLIANCE 60	146021 812000		0.00	4.00	4.00	4.00	4.00	
2-71	RELOCATION FOR 504 PROGRAM	149501 812000		2,500.00	1,248.00	(1,252.00)	1,248.00	1,248.00	
				653,394.45	679,720.77	26,326.32	679,720.77	656,155.18	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROSLYN APARTMENTS								
2-72	OPERATIONS	140600 000000		31,250.35	44,250.35	13,000.00	44,250.35	44,250.35	
2-72	PUBLIC SAFETY	140800 412000		112.16	112.16	0.00	112.16	112.16	
2-72	ELDERLY ACTIVITY ADVISOR	140800 421000		13,338.27	13,338.27	0.00	13,338.27	13,338.27	
2-72	OCCUPANCY	140800 427000		2,460.23	2,568.08	107.85	2,568.08	2,568.08	
2-72	MANAGEMENT FEE TO COCC	141001 000300		28,217.33	28,217.33	0.00	28,217.33	28,217.33	
2-72	AUDIT	141101 000000		0.00	325.00	325.00	325.00	325.00	
2-72	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-72	BUILDING ENV DESIGN 30	143001 712000		30.25	830.25	800.00	830.25	830.25	
2-72	ENVIRONMENTAL 30	143001 966000		1,885.00	0.00	(1,885.00)	0.00	0.00	
2-72	BUILDING EXTERIOR	146014 000000		118,870.00	113,176.40	(5,693.60)	113,176.40	113,176.40	Construction completed
2-72	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-72	CFFP DEBT INTEREST	900101 000000		1,701.71	1,701.71	0.00	1,701.71	1,701.71	
				198,555.50	205,997.30	7,441.80	205,997.30	205,997.30	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BELLFLOWER								
2-77	OPERATIONS	140600 000000		6,332.77	18,332.77	12,000.00	18,332.77	18,332.77	
2-77	PUBLIC SAFETY	140800 412000		103.50	103.50	0.00	103.50	103.50	
2-77	ELDERLY ACTIVITY ADVISOR	140800 421000		12,945.81	12,945.81	0.00	12,945.81	12,945.81	
2-77	OCCUPANCY	140800 427000		2,232.50	2,370.58	138.08	2,370.58	2,370.58	
2-77	MANAGEMENT FEE TO COCC	141001 000300		75,338.64	75,338.64	0.00	75,338.64	75,338.64	
2-77	AUDIT	141101 000000		0.00	300.00	300.00	300.00	300.00	
2-77	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-77	CONSULTANTS 30	143001 741000		5,786.10	12,592.41	6,806.31	12,592.41	12,592.41	
2-77	ROOFS REPLACEMENT 30	143001 906000		28,768.27	28,768.27	0.00	28,768.27	28,768.27	
2-77	ENVIRONMENTAL 30	143001 966000		2,885.00	0.00	(2,885.00)	0.00	0.00	
2-77	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-77	ROOFS	146018 000000		221,089.66	222,787.61	1,697.95	222,787.61	222,787.61	Construction completed
2-77	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-77	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
2-77	CFFP DEBT INTEREST	900101 000000		16,667.85	16,667.85	0.00	16,667.85	16,667.85	
				372,840.30	391,685.19	18,844.89	391,685.19	391,685.19	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH								
2-82	OPERATIONS	140600 000000		0.00	31,000.00	31,000.00	31,000.00	31,000.00	
2-82	PUBLIC SAFETY	140800 412000		267.44	267.44	0.00	267.44	267.44	
2-82	OCCUPANCY	140800 427000		5,908.00	6,123.66	215.66	6,123.66	6,123.66	
2-82	FAMILY SERVICES	140800 768000		16,996.14	17,128.58	132.44	17,128.58	17,128.58	
2-82	MANAGEMENT FEE TO COCC	141001 000300		51,395.92	51,395.92	0.00	51,395.92	51,395.92	
2-82	AUDIT	141101 000000		0.00	775.00	775.00	775.00	775.00	
2-82	ARCH & ENG	143001 000000		3,105.89	4,555.00	1,449.11	4,555.00	4,555.00	
2-82	HVAC STUDY 30	143001 816000		40,000.00	40,000.00	0.00	40,000.00	40,000.00	
2-82	SEWERS 30	143001 929000		123,181.33	143,787.30	20,605.97	143,787.30	143,787.30	
2-82	UNDERGROUND STORAGE TANKS 30	143001 966000		9,750.00	11,576.50	1,826.50	11,576.50	11,246.72	
2-82	ENVIRONMENTAL 30	143001 966000		2,254.02	2,254.02	0.00	2,254.02	2,254.02	
2-82	STORM & SEWERS 50	145013 000000		0.00	0.00	0.00	0.00	0.00	
2-82	HVAC	146016 000000		51,386.00	50,666.00	(720.00)	50,666.00	50,666.00	Construction completed
2-82	NON DWELLING CONSTRUCTION	147001 000000		15,310.14	15,310.14	0.00	15,310.14	15,310.14	Construction completed
2-82	CFFP DEBT INTEREST	900101 000000		21,712.94	21,712.94	0.00	21,712.94	21,712.94	
				341,267.82	396,552.50	55,284.68	396,552.50	396,222.72	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PEABODY SQUARE								
2-83	OPERATIONS	140600 000000		176,342.60	187,342.60	11,000.00	187,342.60	187,342.60	
2-83	PUBLIC SAFETY	140800 412000		94.99	94.99	0.00	94.99	94.99	
2-83	ELDERLY ACTIVITY ADVISOR	140800 421000		11,403.36	11,403.36	0.00	11,403.36	11,403.36	
2-83	OCCUPANCY	140800 427000		2,176.00	2,172.94	(3.06)	2,172.94	2,172.94	
2-83	MANAGEMENT FEE TO COCC	141001 000300		15,943.17	15,943.17	0.00	15,943.17	15,943.17	
2-83	AUDIT	141101 000000		0.00	275.00	275.00	275.00	275.00	
2-83	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-83	GENERATORS 30	143001 805000		3,420.00	10,173.73	6,753.73	10,173.73	9,364.24	
2-83	ENVIRONMENTAL 30	143001 966000		1,885.00	0.00	(1,885.00)	0.00	0.00	
2-83	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-83	GENERATORS 60	146021 805000		69,731.00	71,481.00	1,750.00	71,481.00	71,481.00	Construction completed
2-83	FA BOILERS/BURNERS	146021 967000		3,945.87	3,945.87	0.00	3,945.87	3,945.87	Construction completed
2-83	CFFP DEBT INTEREST	900101 000000		1,933.47	1,933.47	0.00	1,933.47	1,933.47	
				287,565.66	306,243.88	18,678.22	306,243.88	305,434.39	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN FIELD								
2-89	OPERATIONS	140600 000000		51,485.43	89,485.43	38,000.00	89,485.43	89,485.43	
2-89	PUBLIC SAFETY	140800 412000		327.73	327.73	0.00	327.73	327.73	
2-89	OCCUPANCY	140800 427000		7,120.73	7,506.46	385.73	7,506.46	7,506.46	
2-89	FAMILY SERVICES	140800 768000		20,437.39	20,602.30	164.91	20,602.30	20,602.30	
2-89	MANAGEMENT FEE TO COCC	141001 000300		58,158.58	58,158.58	0.00	58,158.58	58,158.58	
2-89	AUDIT	141101 000000		0.00	950.00	950.00	950.00	950.00	
2-89	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-89	STAIRWAYS 30	143001 950000		42,500.00	43,562.50	1,062.50	43,562.50	23,375.00	
2-89	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-89	BUILDING EXTERIOR	146014 000000		268,555.72	268,555.72	0.00	268,555.72	268,555.72	Construction completed
2-89	HVAC	146016 000000		87,850.00	94,084.00	6,234.00	94,084.00	94,084.00	Construction completed
2-89	FORCE ACCOUNT BATHROOMS	146021 967000		2,448.23	2,448.23	0.00	2,448.23	2,448.23	
				540,773.81	585,680.95	44,907.14	585,680.95	565,493.45	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	JOSEPH MALONE								
2-90	OPERATIONS	140600 000000		136,106.11	148,106.11	12,000.00	148,106.11	148,106.11	
2-90	PUBLIC SAFETY	140800 412000		103.50	103.50	0.00	103.50	103.50	
2-90	ELDERLY ACTIVITY ADVISOR	140800 421000		11,762.67	11,762.67	0.00	11,762.67	11,762.67	
2-90	OCCUPANCY	140800 427000		2,231.50	2,370.58	139.08	2,370.58	2,370.58	
2-90	MANAGEMENT FEE TO COCC	141001 000300		4,310.75	4,310.75	0.00	4,310.75	4,310.75	
2-90	AUDIT	141101 000000		0.00	300.00	300.00	300.00	300.00	
2-90	CONSULTANTS 30	143001 741000		3,149.05	3,149.05	0.00	3,149.05	3,149.05	
2-90	ENVIRONMENTAL 30	143001 966000		1,885.00	1,592.98	(292.02)	1,592.98	1,592.98	
2-90	CFFP DEBT INTEREST	900101 000000		2,176.83	2,176.83	0.00	2,176.83	2,176.83	
				161,725.41	173,872.47	12,147.06	173,872.47	173,872.47	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HIGHLAND PARK								
2-93	OPERATIONS	140600 000000		2,487.00	5,487.00	3,000.00	5,487.00	5,487.00	
2-93	PUBLIC SAFETY	140800 412000		25.89	25.89	0.00	25.89	25.89	
2-93	OCCUPANCY	140800 427000		691.50	592.39	(99.11)	592.39	592.39	
2-93	FAMILY SERVICES	140800 768000		1,420.35	1,432.83	12.48	1,432.83	1,432.83	
2-93	MANAGEMENT FEE TO COCC	141001 000300		14,241.75	14,241.75	0.00	14,241.75	14,241.75	
2-93	AUDIT	141101 000000		0.00	75.00	75.00	75.00	75.00	
2-93	ARCH & ENG	143001 000000		0.00	12,250.43	12,250.43	12,250.43	12,250.43	
2-93	BUILDING ENV DESIGN 30	143001 712000		34,750.00	26,062.50	(8,687.50)	26,062.50	4,343.75	
2-93	NON DWELLING 30	143001 856000		1,000.00	0.00	(1,000.00)	0.00	0.00	
2-93	SEWERS 30	143001 929000		0.00	0.00	0.00	0.00	0.00	
2-93	ENVIRONMENTAL 30	143001 966000		1,890.00	1,592.97	(297.03)	1,592.97	1,592.97	
2-93	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-93	ELECTRICAL 60	146015 000000		0.00	0.00	0.00	0.00	0.00	
2-93	NON DWELLING CONSTRUCTION	147001 000000		30,000.00	21,105.98	(8,894.02)	21,105.98	21,105.98	Construction completed
2-93	CFFP DEBT INTEREST	900101 000000		23.01	23.01	0.00	23.01	23.01	
				86,529.50	82,889.75	(3,639.75)	82,889.75	61,171.00	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH ELDERLY								
2-95	OPERATIONS	140600 000000		0.00	13,000.00	13,000.00	13,000.00	13,000.00	
2-95	PUBLIC SAFETY	140800 412000		112.07	112.07	0.00	112.07	112.07	
2-95	ELDERLY ACTIVITY ADVISOR	140800 421000		12,806.20	12,806.20	0.00	12,806.20	10,678.12	
2-95	OCCUPANCY	140800 427000		2,416.67	2,567.39	150.72	2,567.39	2,567.39	
2-95	MANAGEMENT FEE TO COCC	141001 000300		12,565.81	12,565.81	0.00	12,565.81	12,565.81	
2-95	AUDIT	141101 000000		0.00	325.00	325.00	325.00	325.00	
2-95	HVAC STUDY 30	143001 816000		5,000.00	5,000.00	0.00	5,000.00	5,000.00	
2-95	SEWERS 30	143001 929000		32,904.77	24,849.26	(8,055.51)	24,849.26	24,849.26	
2-95	UNDERGROUND STORAGE TANKS 30	143001 966000		20,180.00	20,130.50	(49.50)	20,130.50	11,914.78	
2-95	ENVIRONMENTAL 30	143001 966000		1,885.00	0.00	(1,885.00)	0.00	0.00	
2-95	CFFP DEBT INTEREST	900101 000000		9,038.17	9,038.17	0.00	9,038.17	9,038.17	
				96,908.69	100,394.40	3,485.71	100,394.40	90,050.60	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HAMPTON STREET								
2-98	OPERATIONS	140600 000000		195,351.46	203,351.46	8,000.00	203,351.46	203,351.46	
2-98	PUBLIC SAFETY	140800 412000		68.96	68.96	0.00	68.96	68.96	
2-98	ELDERLY ACTIVITY ADVISOR	140800 421000		8,723.31	8,723.31	0.00	8,723.31	8,723.31	
2-98	OCCUPANCY	140800 427000		1,491.00	1,580.33	89.33	1,580.33	1,580.33	
2-98	MANAGEMENT FEE TO COCC	141001 000300		18,590.08	18,590.08	0.00	18,590.08	18,590.08	
2-98	AUDIT	141101 000000		0.00	200.00	200.00	200.00	200.00	
2-98	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-98	BUILDING ENV DESIGN 30	143001 712000		1,124.48	1,124.48	0.00	1,124.48	1,124.48	
2-98	CONSULTANTS 30	143001 741000		47.73	1,368.38	1,320.65	1,368.38	1,368.38	
2-98	A&E 504 COMPLIANCE	143001 812000		225.03	225.03	0.00	225.03	0.00	
2-98	ENVIRONMENTAL 30	143001 966000		1,885.00	0.00	(1,885.00)	0.00	0.00	
2-98	BUILDING EXTERIOR	146014 000000		89,212.60	80,426.40	(8,786.20)	80,426.40	80,426.40	Construction completed
2-98	CFFP DEBT INTEREST	900101 000000		11,934.53	11,934.53	0.00	11,934.53	11,934.53	
				329,344.38	329,070.71	(273.67)	329,070.71	328,845.68	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FREDERICK DOUGLASS								
2-126	OPERATIONS	140600 000000		194,833.19	202,833.19	8,000.00	202,833.19	202,833.19	
2-126	PUBLIC SAFETY	140800 412000		68.96	68.96	0.00	68.96	68.96	
2-126	ELDERLY ACTIVITY ADVISOR	140800 421000		8,626.98	8,626.98	0.00	8,626.98	8,626.98	
2-126	OCCUPANCY	140800 427000		1,493.50	1,580.33	86.83	1,580.33	1,580.33	
2-126	MANAGEMENT FEE TO COCC	141001 000300		13,509.77	13,509.77	0.00	13,509.77	13,509.77	
2-126	AUDIT	141101 000000		0.00	200.00	200.00	200.00	200.00	
2-126	ARCH & ENG	143001 000000		690.20	1,478.75	788.55	1,477.75	1,477.75	
2-126	BUILDING ENV DESIGN 30	143001 712000		307.18	307.18	0.00	307.18	307.18	
2-126	CONSULTANTS 30	143001 741000		3,032.93	10,430.14	7,397.21	10,430.14	10,430.14	
2-126	A&E 504 COMPLIANCE	143001 812000		224.96	224.96	0.00	224.96	0.00	
2-126	ENVIRONMENTAL 30	143001 966000		1,890.00	0.00	(1,890.00)	0.00	0.00	
2-126	BUILDING EXTERIOR	146014 000000		54,819.40	54,819.40	0.00	54,819.40	54,819.40	Construction completed
2-126	CFFP DEBT INTEREST	900101 000000		13,328.75	13,328.75	0.00	13,328.75	13,328.75	
				292,825.82	307,408.41	14,582.59	307,407.41	307,182.45	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-07 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY07

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON MANOR								
2-127	OPERATIONS	140600 000000		253,271.48	261,271.48	8,000.00	261,271.48	261,271.48	
2-127	PUBLIC SAFETY	140800 412000		68.96	68.96	0.00	68.96	68.96	
2-127	ELDERLY ACTIVITY ADVISOR	140800 421000		8,535.47	8,535.47	0.00	8,535.47	8,535.47	
2-127	OCCUPANCY	140800 427000		1,491.00	1,580.25	89.25	1,580.25	1,580.25	
2-127	MANAGEMENT FEE TO COCC	141001 000300		18,727.03	18,727.03	0.00	18,727.03	18,727.03	
2-127	AUDIT	141101 000000		0.00	200.00	200.00	200.00	200.00	
2-127	ARCH & ENG	143001 000000		690.20	1,477.75	787.55	1,477.75	1,477.75	
2-127	BUILDING ENV DESIGN 30	143001 712000		357.17	357.17	0.00	357.17	357.17	
2-127	CONSULTANTS 30	143001 741000		5,104.64	5,320.81	216.17	5,320.81	5,320.81	
2-127	A&E 504 COMPLIANCE	143001 812000		224.97	224.97	0.00	224.97	0.00	
2-127	ENVIRONMENTAL 30	143001 966000		1,885.00	0.00	(1,885.00)	0.00	0.00	
2-127	BUILDING EXTERIOR	146014 000000		90,000.00	76,426.40	(13,573.60)	76,426.40	76,426.40	Construction completed
2-127	CFFP DEBT INTEREST	900101 000000		13,389.50	13,389.50	0.00	13,389.50	13,389.50	
				393,745.42	387,579.79	(6,165.63)	387,579.79	387,354.82	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY08
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 Replacement Housing Factor Grant No:	Federal FY of Grant Approval: FFY08

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
_X_Revised Annual Statement (revision no: 3)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)[3]	4,894,384.00	4,894,384.00	4,894,384.00	4,894,384.00
3	1408 Management Improvements	2,606,950.37	2,606,950.37	1,892,419.96	945,579.31
4	1410 Administration (May not exceed 10% of line 20)	2,422,192.00	2,422,192.00	2,422,192.00	2,422,192.00
5	1411 Audit	25,000.00	25,000.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,357,263.00	2,650,960.36	2,538,309.70	1,180,017.24
8	1440 Site Acquisition				
9	1450 Site Improvement	1,052,880.50	975,627.40	777,627.40	749,334.73
10	1460 Dwelling Structures	9,991,130.00	8,766,164.94	8,566,482.40	4,103,294.93
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	0.00	4,117.00	4,117.00	0.00
13	1475 Nondwelling Equipment	173,317.00	173,317.00	25,649.00	25,649.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	110,000.00	114,403.80	114,403.80	81,469.40
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by PHA				
18b	9000 Collaeralization or debt Service paid via System of Direct Payme	1,838,803.13	1,838,803.13	1,838,803.13	1,838,803.13
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	24,471,920.00	24,471,920.00	23,074,388.39	16,240,723.74
21	Amount of line 20 Related to LBP Testing	110,405.80	87,041.00	87,041.00	29,879.00
22	Amount of line 20 Related to Section 504 Compliance	478,887.24	321,268.25	321,268.25	262,436.43
23	Amount of line 20 Related to Security Soft Costs	1,102,720.41	1,102,720.41	500,000.00	0.00
24	Amount of line 20 Related to Security Hard Costs	0.00	198,181.00	298,181.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

form HUD-50075.1 (4/2008)

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUTHORITY WIDE								
2-00	OPERATION	140600 000000		4,894,384.00	0.00	(4,894,384.00)	0.00	0.00	
2-00	MANAGEMENT IMPROVEMENTS	140800 000000		11,413.50	0.00	(11,413.50)	0.00	0.00	
2-00	MIS	140800 410000		343,123.81	287,899.91	(55,223.90)	287,899.91	0.00	
2-00	PUBLIC SAFETY	140800 412000		1,102,720.41	1,214,530.41	111,810.00	500,000.00	0.00	
2-00	ELDERLY SERVICES	140800 421000		141,096.96	0.00	(141,096.96)	0.00	0.00	
2-00	OCCUPANCY	140800 427000		189,423.00	111,641.77	(77,781.23)	111,641.77	0.00	
2-00	FAMILY SERVICES	140800 768000		167,088.69	0.00	(167,088.69)	0.00	0.00	
2-00	GRIEVANCE PANEL	140800 807000		20,511.00	12,282.78	(8,228.22)	12,282.78	0.00	
2-00	RISK MANAGEMENT	140800 899000		111,810.00	0.00	(111,810.00)	0.00	0.00	
2-00	RENT COLLECTION	140800 901000		51,553.00	0.00	(51,553.00)	0.00	0.00	
2-00	VACANCY REHAB	140800 967000							
2-00	ADMINISTRATIVE	141001 000000		2,422,192.00	0.00	(2,422,192.00)	0.00	0.00	
2-00	AUDIT	141101 000000		25,000.00	25,000.00	0.00	0.00	0.00	
2-00	ARCH & ENG	143001 000000							
2-00	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-00	CONSULTANTS 30	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-00	DEVELOPMENT CONSULTANTS 30	143001 743001		0.00	0.00	0.00	0.00	0.00	
2-00	A&E 504 COMPLIANCE	143001 812000		0.00	0.00	0.00	0.00	0.00	
2-00	LEAD PAINT REMOVAL 30	143001 837000		0.00	0.00	0.00	0.00	0.00	
2-00	ENVIRONMENTAL HAZARD 30	143001 838000		0.00	0.00	0.00	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	0.00	0.00	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-00	ASBESTOS REMOVAL	146021 830000		0.00	0.00	0.00	0.00	0.00	
2-00	LEAD PAINT REMOVAL 60	146021 837000							
2-00	UNIT REHAB	146021 967000							
2-00	OFFICE EQUIPMENT	147501 000000		23,692.00	23,692.00	0.00	0.00	0.00	
2-00	COMPUTERS	147501 742000		99,625.00	99,625.00	0.00	0.00	0.00	
2-00	COMPUTER REPLACEMENTS	147501 742002		0.00	0.00	0.00	0.00	0.00	
2-00	VEHICLES	147507 000000		50,000.00	24,351.00	(25,649.00)	0.00	0.00	
2-00	RELOCATION MOVING & FAMILY	149501 000000		100,000.00	0.00	(100,000.00)	0.00	0.00	
2-00	RELOCATION FOR 504 PROGRAM	149501 812000		0.00	0.00	0.00	0.00	0.00	
2-00	RELOCATION FOR LEAD PAINT	149501 837000		10,000.00	0.00	(10,000.00)	0.00	0.00	
2-00	CONTINGENCY	150200 000000		0.00	0.00	0.00	0.00	0.00	
2-00	DEBT SERVICE	900001 000000		1,838,803.13	0.00	(1,838,803.13)	0.00	0.00	
				11,602,436.50	1,799,022.87	(9,803,413.63)	911,824.46	0.00	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	CHARLESTOWN								
2-01	OPERATION	140600 000000		0.00	110,228.00	110,228.00	110,228.00	110,228.00	
2-01	OCCUPANCY	140800 427000		0.00	9,220.24	9,220.24	9,220.24	9,220.24	
2-01	FAMILY SERVICES	140800 768000		27,115.00	63,980.14	36,865.14	63,980.14	63,980.14	
2-01	GRIEVANCE PANEL	140800 807000		9,700.00	11,468.92	1,768.92	11,468.92	11,468.92	
2-01	MANAGEMENT FEE TO COCC	141001 000300		0.00	70,589.31	70,589.31	70,589.31	70,589.31	
2-01	ARCH & ENG	143001 000000		0.00	366,107.95	366,107.95	366,107.95	65,915.00	
2-01	BASEMENTS/CELLARS 30	143001 704000		0.00	8,328.00	8,328.00	8,328.00	0.00	
2-01	BUILDING ENV DESIGN 30	143001 712000		0.00	5,674.80	5,674.80	5,674.80	5,674.80	
2-01	CONSULTANTS 30	143001 741000		30,000.00	64,235.68	34,235.68	64,235.68	64,235.68	
2-01	ELECTRICAL 30	143001 755000		0.00	0.00	0.00	0.00	0.00	
2-01	A&E 504 COMPLIANCE	143001 812000		0.00	31,912.50	31,912.50	31,912.50	0.00	
2-01	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-01	STAIRWAYS 30	143001 950000		308,000.00	298,354.00	(9,646.00)	298,354.00	87,873.98	
2-01	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	2,977.50	2,977.50	2,977.50	0.00	
2-01	BATHROOMS 60	146012 000000		0.00	35,049.60	35,049.60	35,049.60	35,049.60	Construction complete
2-01	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-01	HVAC	146016 000000		0.00	0.00	0.00	0.00	0.00	
2-01	SECURITY	146019 000000		0.00	21,173.00	21,173.00	21,173.00	0.00	Construction underway
2-01	RELOCATION MOVING & FAMILY	149501 000000		0.00	20,917.52	20,917.52	20,917.52	0.00	
2-01	CFFP DEBT INTEREST	900101 000000		0.00	788,444.88	788,444.88	788,444.88	788,444.88	
				374,815.00	1,908,662.04	1,533,847.04	1,908,662.04	1,312,680.55	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LENOX STREET								
2-04	OPERATION	140600 000000		0.00	311,772.00	311,772.00	311,772.00	311,772.00	
2-04	OCCUPANCY	140800 427000		0.00	2,644.41	2,644.41	2,644.41	2,644.41	
2-04	FAMILY SERVICES	140800 768000		7,654.00	15,356.15	7,702.15	15,356.15	15,356.15	
2-04	GRIEVANCE PANEL	140800 807000		3,208.00	3,332.37	124.37	3,332.37	3,332.37	
2-04	MANAGEMENT FEE TO COCC	141001 000300		0.00	2,437.38	2,437.38	2,437.38	2,437.38	
2-04	CONSULTANTS 30	143001 741000		0.00	5,038.84	5,038.84	5,038.84	5,038.84	
2-04	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-04	ROOF SURVEY 30	143001 904000		0.00	0.00	0.00	0.00	0.00	
2-04	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-04	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-04	ROOFS	146018 000000		0.00	0.00	0.00	0.00	0.00	
2-04	FIRE PROTECTION & SAFETY	146020 000000		2,080.00	2,080.00	0.00	2,080.00	2,080.00	Construction complete
				12,942.00	342,861.15	329,919.15	342,861.15	342,861.15	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	CATHEDRAL								
2-06	OPERATION	140600 000000		0.00	182,415.00	182,415.00	182,415.00	182,415.00	
2-06	OCCUPANCY	140800 427000		0.00	3,394.03	3,394.03	3,394.03	3,394.03	
2-06	FAMILY SERVICES	140800 768000		10,905.00	33,119.10	22,214.10	33,119.10	33,119.10	
2-06	GRIEVANCE PANEL	140800 807000		3,340.00	4,520.74	1,180.74	4,520.74	4,520.74	
2-06	MANAGEMENT FEE TO COCC	141001 000300		0.00	51,228.87	51,228.87	51,228.87	51,228.87	
2-06	ARCH & ENG	143001 000000		0.00	0.00	0.00	0.00	0.00	
2-06	CONSULTANTS 30	143001 741000		10,000.00	1,291.93	(8,708.07)	1,291.93	1,291.93	
2-06	ELECTRICAL 30	143001 755000		0.00	0.00	0.00	0.00	0.00	
2-06	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-06	LEAD PAINT REMOVAL 30	143001 837000		0.00	875.00	875.00	875.00	875.00	
2-06	NON DWELLING 30	143001 856000		19,000.00	26,065.00	7,065.00	26,065.00	10,100.00	
2-06	ROOF SURVEY 30	143001 904000		0.00	0.00	0.00	0.00	0.00	
2-06	SMOKE DETECTORS 30	143001 940000		25,000.00	0.00	(25,000.00)	0.00	0.00	
2-06	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	10,000.00	10,000.00	10,000.00	0.00	
2-06	PLUMBING 60	146017 000000		3,770.00	0.00	(3,770.00)	0.00	0.00	
2-06	ROOFS	146018 000000		0.00	12,524.02	12,524.02	12,524.02	12,524.02	Construction complete
2-06	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-06	FIRE PROTECTION & SAFETY	146020 000000		200,000.00	157,000.00	(43,000.00)	157,000.00	45,175.00	Construction underway
2-06	RELOCATION MOVING & FAMILY	149501 000000		0.00	58,612.69	58,612.69	58,612.69	58,612.69	
				272,015.00	552,924.38	280,909.38	552,924.38	403,256.38	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HEATH STREET								
2-07	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-07	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN HILL								
2-09	OPERATION	140600 000000		0.00	5,816.00	5,816.00	5,816.00	5,816.00	
2-09	FAMILY SERVICES	140800 768000		0.00	23,048.00	23,048.00	23,048.00	23,048.00	
2-09	ARCH & ENG	143001 000000		0.00	41,540.00	41,540.00	41,540.00	0.00	
				0.00	70,404.00	70,404.00	70,404.00	28,864.00	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WHITTIER STREET								
2-11	OPERATION	140600 000000		0.00	300,266.00	300,266.00	300,266.00	300,266.00	
2-11	OCCUPANCY	140800 427000		0.00	1,631.48	1,631.48	1,631.48	1,631.48	
2-11	FAMILY SERVICES	140800 768000		3,954.00	21,034.35	17,080.35	21,034.35	21,034.35	
2-11	GRIEVANCE PANEL	140800 807000		2,005.00	2,303.42	298.42	2,303.42	2,303.42	
2-11	MANAGEMENT FEE TO COCC	141001 000300		0.00	761,985.03	761,985.03	761,985.03	761,985.03	
2-11	ARCH & ENG	143001 000000		0.00	25.00	25.00	25.00	25.00	
2-11	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-11	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-11	SEWERS 30	143001 929000		50,000.00	26,797.08	(23,202.92)	26,200.00	13,100.00	
2-11	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	886.53	886.53	886.53	0.00	
2-11	ELECTRICAL 60	146015 000000		0.00	1,345.63	1,345.63	1,345.63	1,345.63	Construction complete
2-11	HVAC	146016 000000		2,000,000.00	2,620,855.00	620,855.00	2,620,855.00	0.00	Project in design
2-11	PLUMBING 60	146017 000000		1,990,028.00	0.00	(1,990,028.00)	0.00	0.00	
2-11	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	
2-11	FORCE ACCOUNT	146021 967000		0.00	1,514.18	1,514.18	1,514.18	1,514.18	Construction complete
2-11	RELOCATION FOR ELEVATORS	149501 760000		0.00	1,249.70	1,249.70	1,249.70	1,249.70	
				4,045,987.00	3,751,771.40	(294,215.60)	3,751,174.32	1,104,454.79	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BEECH STREET								
2-13	OPERATION	140600 000000		0.00	124,696.00	124,696.00	124,696.00	124,696.00	
2-13	OCCUPANCY	140800 427000		0.00	2,149.18	2,149.18	2,149.18	2,149.18	
2-13	FAMILY SERVICES	140800 768000		5,464.00	16,881.53	11,417.53	16,881.53	16,881.53	
2-13	GRIEVANCE PANEL	140800 807000		2,668.00	2,870.84	202.84	2,870.84	2,870.84	
2-13	MANAGEMENT FEE TO COCC	141001 000300		0.00	0.00	0.00	0.00	0.00	
2-13	BASEMENTS/CELLARS 30	143001 704000		0.00	0.00	0.00	0.00	0.00	
2-13	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
2-13	STAIRWAYS 60	146021 950000		0.00	0.00	0.00	0.00	0.00	
				8,132.00	146,597.55	138,465.55	146,597.55	146,597.55	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ALICE TAYLOR								
2-14	OPERATION	140600 000000		0.00	115,080.00	115,080.00	115,080.00	115,080.00	
2-14	OCCUPANCY	140800 427000		0.00	3,462.51	3,462.51	3,462.51	3,462.51	
2-14	FAMILY SERVICES	140800 768000		8,365.00	20,609.31	12,244.31	20,609.31	20,609.31	
2-14	GRIEVANCE PANEL	140800 807000		3,349.00	3,914.53	565.53	3,914.53	3,914.53	
2-14	MANAGEMENT FEE TO COCC	141001 000300		0.00	221,423.47	221,423.47	221,423.47	221,423.47	
2-14	ARCH & ENG	143001 000000		0.00	50.00	50.00	50.00	50.00	
2-14	BUILDING ENV DESIGN 30	143001 712000		0.00	528.00	528.00	528.00	528.00	
2-14	CONSULTANTS 30	143001 741000		10,000.00	0.00	(10,000.00)	0.00	0.00	
2-14	LEAD PAINT REMOVAL 30	143001 837000		5,000.00	0.00	(5,000.00)	0.00	0.00	
2-14	SITE 30	143001 936000		0.00	2,886.00	2,886.00	2,886.00	2,886.00	
2-14	STAIRWAYS 30	143001 950000		92,000.00	97,916.50	5,916.50	97,916.50	54,061.50	
2-14	BUILDING EXTERIOR	146014 000000		1,057,000.00	1,119,481.47	62,481.47	1,119,481.47	1,119,481.47	Construction complete
2-14	HVAC	146016 000000		0.00	6,800.00	6,800.00	6,800.00	6,800.00	Construction complete
2-14	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-14	LEAD PAINT REMOVAL 60	146021 837000		0.00	0.00	0.00	0.00	0.00	
2-14	NON DWELLING CONSTRUCTION	147001 000000		0.00	0.00	0.00	0.00	0.00	
2-14	RELOCATION MOVING & FAMILY	149501 000000		0.00	124.80	124.80	124.80	124.80	
				1,175,714.00	1,604,154.59	428,440.59	1,604,154.59	1,548,421.59	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BROMLEY								
2-19	FAMILY SERVICES	140800 768000		0.00	23,957.62	23,957.62	23,957.62	23,957.62	
2-19	GRIEVANCE PANEL	140800 807000		0.00	0.00	0.00	0.00	0.00	
2-19	MANAGEMENT FEE TO COCC	141001 000300		0.00	242,161.32	242,161.32	242,161.32	242,161.32	
2-19	ARCH & ENG	143001 000000		0.00	0.00	0.00	0.00	0.00	
2-19	LEAD PAINT REMOVAL 30	143001 837000		80,000.00	78,277.50	(1,722.50)	78,277.50	25,481.50	
2-19	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	3,465.00	3,465.00	3,465.00	3,465.00	
2-19	HVAC	146016 000000		1,205,422.00	926,251.00	(279,171.00)	926,251.00	0.00	Project in design
2-19	LEAD PAINT REMOVAL 60	146021 837000		405.80	4,771.80	4,366.00	4,771.80	405.80	Construction underway
2-19	RELOCATION MOVING & FAMILY	149501 000000		0.00	14,411.19	14,411.19	14,411.19	14,411.19	
2-19	RELOCATION FOR LEAD PAINT	149501 837000		0.00	3,116.70	3,116.70	3,116.70	3,116.70	
				1,285,827.80	1,296,412.13	10,584.33	1,296,412.13	312,999.13	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	MARY ELLEN McCORMACK								
2-23	OPERATION	140600 000000		0.00	330,299.00	330,299.00	330,299.00	330,299.00	
2-23	OCCUPANCY	140800 427000		0.00	8,591.42	8,591.42	8,591.42	8,591.42	
2-23	FAMILY SERVICES	140800 768000		33,965.00	76,769.00	42,804.00	76,769.00	60,213.78	
2-23	GRIEVANCE PANEL	140800 807000		8,445.00	10,734.63	2,289.63	10,734.63	10,734.63	
2-23	MANAGEMENT FEE TO COCC	141001 000300		0.00	9,870.43	9,870.43	9,870.43	9,870.43	
2-23	ARCH & ENG	143001 000000		0.00	7,097.96	7,097.96	7,097.96	7,097.96	
2-23	BUILDING ENV DESIGN 30	143001 712000		0.00	6,600.00	6,600.00	6,600.00	0.00	
2-23	CONSULTANTS 30	143001 741000		0.00	44,649.24	44,649.24	44,649.24	44,649.24	
2-23	A&E 504 COMPLIANCE	143001 812000		0.00	6,468.75	6,468.75	6,468.75	0.00	
2-23	LEAD PAINT REMOVAL 30	143001 837000		10,000.00	0.00	(10,000.00)	0.00	0.00	
2-23	NON DWELLING 30	143001 856000		0.00	0.00	0.00	0.00	0.00	
2-23	SEWERS 30	143001 929000		0.00	91,283.12	91,283.12	91,283.12	69,511.37	
2-23	SITE 30	143001 936000		0.00	0.00	0.00	0.00	0.00	
2-23	STAIRWAYS 30	143001 950000		0.00	0.00	0.00	0.00	0.00	
2-23	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	10,000.00	10,000.00	10,000.00	5,063.71	
2-23	BATHROOMS 60	146012 000000		0.00	116,206.93	116,206.93	116,206.93	0.00	Construction underway
2-23	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-23	PLUMBING 60	146017 000000		0.00	365.22	365.22	365.22	365.22	Construction underway
2-23	LEAD PAINT REMOVAL 60	146021 837000		0.00	0.00	0.00	0.00	0.00	
2-23	NON DWELLING CONSTRUCTION	147001 000000		0.00	0.00	0.00	0.00	0.00	
2-23	VEHICLES	147507 000000		0.00	25,649.00	25,649.00	25,649.00	25,649.00	
2-23	RELOCATION MOVING & FAMILY	149501 000000		0.00	14,222.48	14,222.48	14,222.48	2,205.60	
2-23	CFFP DEBT INTEREST	900101 000000		0.00	727,463.00	727,463.00	727,463.00	727,463.00	
				52,410.00	1,486,270.18	1,433,860.18	1,486,270.18	1,301,714.36	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	OLD COLONY								
2-24	OPERATION	140600 000000		0.00	757,957.00	757,957.00	757,957.00	757,957.00	
2-24	OCCUPANCY	140800 427000		0.00	6,980.47	6,980.47	6,980.47	6,980.47	
2-24	FAMILY SERVICES	140800 768000		33,655.00	65,459.66	31,804.66	65,459.66	48,904.44	
2-24	GRIEVANCE PANEL	140800 807000		6,722.00	9,136.21	2,414.21	9,136.21	9,136.21	
2-24	MANAGEMENT FEE TO COCC	141001 000300		0.00	27,379.00	27,379.00	27,379.00	27,379.00	
2-24	ARCH & ENG	143001 000000		0.00	163,346.99	163,346.99	163,346.99	67,848.51	
2-24	CONSULTANTS 30	143001 741000		0.00	38,487.42	38,487.42	38,487.42	38,487.42	
2-24	DEVELOPMENT CONSULTANTS 30	143001 743001		100,000.00	321,932.00	221,932.00	321,932.00	223,775.00	
2-24	A&E 504 COMPLIANCE	143001 812000		0.00	11,212.50	11,212.50	11,212.50	0.00	
2-24	LEAD PAINT REMOVAL 30	143001 837000		5,000.00	0.00	(5,000.00)	0.00	0.00	
2-24	SEWERS 30	143001 929000		0.00	78,933.00	78,933.00	78,933.00	66,177.16	
2-24	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	10,000.00	10,000.00	10,000.00	6,390.22	
2-24	LEAD PAINT REMOVAL 60	146021 837000		0.00	0.00	0.00	0.00	0.00	
2-24	RELOCATION MOVING & FAMILY	149501 000000		0.00	1,748.72	1,748.72	1,748.72	1,748.72	
2-24	CFFP DEBT INTEREST	900101 000000		0.00	176,547.44	176,547.44	176,547.44	176,547.44	
				145,377.00	1,669,120.41	1,523,743.41	1,669,120.41	1,431,331.59	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARGARET COLLINS								
2-26	OPERATION	140600 000000		0.00	37,040.00	37,040.00	37,040.00	37,040.00	
2-26	ELDERLY SERVICES	140800 421000		2,594.00	4,491.01	1,897.01	4,491.01	4,491.01	
2-26	OCCUPANCY	140800 427000		0.00	564.51	564.51	564.51	564.51	
2-26	MANAGEMENT FEE TO COCC	141001 000300		0.00	488.53	488.53	488.53	488.53	
2-26	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	Construction complete
				2,594.00	42,784.05	40,190.05	42,784.05	42,784.05	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ANNAPOLIS								
2-27	OPERATION	140600 000000		0.00	40,688.00	40,688.00	40,688.00	40,688.00	
2-27	ELDERLY SERVICES	140800 421000		2,994.00	5,582.71	2,588.71	5,582.71	5,582.71	
2-27	OCCUPANCY	140800 427000		0.00	638.15	638.15	638.15	638.15	
2-27	MANAGEMENT FEE TO COCC	141001 000300		0.00	6,707.60	6,707.60	6,707.60	6,707.60	
2-27	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-27	HVAC	146016 000000		32,622.00	44,892.00	12,270.00	44,892.00	44,892.00	Construction complete
				35,616.00	98,708.46	63,092.46	98,708.46	98,708.46	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ASHMONT								
2-28	OPERATION	140600 000000		0.00	47,460.00	47,460.00	47,460.00	47,460.00	
2-28	ELDERLY SERVICES	140800 421000		2,994.00	5,664.46	2,670.46	5,664.46	5,664.46	
2-28	OCCUPANCY	140800 427000		0.00	443.84	443.84	443.84	443.84	
2-28	MANAGEMENT FEE TO COCC	141001 000300		0.00	563.86	563.86	563.86	563.86	
2-28	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
				2,994.00	54,332.16	51,338.16	54,332.16	54,332.16	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	HOLGATE								
2-29	OPERATION	140600 000000		0.00	82,645.00	82,645.00	82,645.00	82,645.00	
2-29	ELDERLY SERVICES	140800 421000		4,254.00	8,468.74	4,214.74	8,468.74	8,468.74	
2-29	OCCUPANCY	140800 427000		0.00	665.25	665.25	665.25	665.25	
2-29	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,742.82	1,742.82	1,742.82	1,742.82	
2-29	ARCH & ENG	143001 000000		0.00	6,992.95	6,992.95	4,212.14	0.00	
2-29	CONSULTANTS 30	143001 741000		5,000.00	1,020.07	(3,979.93)	510.07	510.07	
2-29	SITE 30	143001 936000		0.00	0.00	0.00	0.00	0.00	
2-29	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-29	SITE GROUNDS	145011 000000		0.00	0.00	0.00	0.00	0.00	
2-29	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-29	CFFP DEBT INTEREST	900101 000000		0.00	12,181.80	12,181.80	12,181.80	12,181.80	
				9,254.00	125,794.63	116,540.63	122,503.82	106,413.68	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FOLEY APARTMENTS								
2-30	OPERATION	140600 000000		0.00	26,958.00	26,958.00	26,958.00	26,958.00	
2-30	ELDERLY SERVICES	140800 421000		29,104.00	18,913.47	(10,190.53)	18,913.47	18,027.97	
2-30	OCCUPANCY	140800 427000		0.00	912.76	912.76	912.76	912.76	
2-30	MANAGEMENT FEE TO COCC	141001 000300		0.00	5,481.19	5,481.19	5,481.19	5,481.19	
2-30	ARCH & ENG	143001 000000		0.00	907.50	907.50	907.50	0.00	
2-30	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-30	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-30	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-30	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-30	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
				29,104.00	65,250.92	36,146.92	65,250.92	51,579.92	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GROVELAND								
2-32	ELDERLY SERVICES	140800 421000		3,514.00	5,966.19	2,452.19	5,966.19	5,966.19	
2-32	OCCUPANCY	140800 427000		0.00	525.94	525.94	525.94	525.94	
2-32	MANAGEMENT FEE TO COCC	141001 000300		0.00	16,339.04	16,339.04	16,339.04	16,339.04	
2-32	ARCH & ENG	143001 000000		73,243.00	101,988.96	28,745.96	101,988.96	26,618.30	
2-32	CONSULTANTS 30	143001 741000		10,000.00	0.00	(10,000.00)	0.00	0.00	
2-32	SITE 30	143001 936000		0.00	0.00	0.00	0.00	0.00	
2-32	SITE GROUNDS	145011 000000		0.00	0.00	0.00	0.00	0.00	
2-32	FA ELECTRICAL	146015 967000		0.00	96,451.11	96,451.11	96,451.11	96,451.11	Construction complete
2-32	CFFP DEBT INTEREST	900101 000000		0.00	2,903.67	2,903.67	2,903.67	2,903.67	
				86,757.00	224,174.91	137,417.91	224,174.91	148,804.25	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	DAVISON								
2-34	OPERATION	140600 000000		0.00	34,037.00	34,037.00	34,037.00	34,037.00	
2-34	ELDERLY SERVICES	140800 421000		2,924.00	4,873.64	1,949.64	4,873.64	4,873.64	
2-34	OCCUPANCY	140800 427000		0.00	383.14	383.14	383.14	383.14	
2-34	MANAGEMENT FEE TO COCC	141001 000300		0.00	550.68	550.68	550.68	550.68	
2-34	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
				2,924.00	40,044.46	37,120.46	40,044.46	40,044.46	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON								
2-35	ELDERLY SERVICES	140800 421000		4,624.00	9,911.35	5,287.35	9,911.35	9,911.35	
2-35	OCCUPANCY	140800 427000		0.00	726.47	726.47	726.47	726.47	
2-35	MANAGEMENT FEE TO COCC	141001 000300		0.00	36,793.11	36,793.11	36,793.11	36,793.11	
2-35	ELEVATORS 30	143001 760000		84,840.00	102,560.00	17,720.00	102,560.00	49,152.00	
2-35	HVAC STUDY 30	143001 816000		5,900.00	5,900.00	0.00	5,900.00	1,688.30	
2-35	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-35	HVAC	146016 000000		100,000.00	107,040.00	7,040.00	107,040.00	5,644.72	Construction underway
2-35	SECURITY	146019 000000		0.00	2,932.00	2,932.00	2,932.00	0.00	
				195,364.00	266,062.93	70,698.93	266,062.93	104,115.95	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WEST NINTH STREET								
2-36	OPERATION	140600 000000		0.00	43,185.00	43,185.00	43,185.00	43,185.00	
2-36	ELDERLY SERVICES	140800 421000		29,074.00	17,836.03	(11,237.97)	17,836.03	16,815.78	
2-36	OCCUPANCY	140800 427000		0.00	797.19	797.19	797.19	797.19	
2-36	MANAGEMENT FEE TO COCC	141001 000300		0.00	5,475.54	5,475.54	5,475.54	5,475.54	
2-36	UNDERGROUND STORAGE TANKS 3(	143001 966000		0.00	200.00	200.00	200.00	200.00	
				29,074.00	67,493.76	38,419.76	67,493.76	66,473.51	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CARROLL APARTMENTS								
2-37	ELDERLY SERVICES	140800 421000		3,754.00	8,063.43	4,309.43	8,063.43	8,063.43	
2-37	OCCUPANCY	140800 427000		0.00	570.60	570.60	570.60	570.60	
2-37	MANAGEMENT FEE TO COCC	141001 000300		0.00	706.99	706.99	706.99	706.99	
2-37	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
				3,754.00	9,541.02	5,787.02	9,541.02	9,541.02	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MEADE APARTMENTS								
2-38	OPERATION	140600 000000		0.00	32,593.00	32,593.00	32,593.00	32,593.00	
2-38	ELDERLY SERVICES	140800 421000		2,424.00	4,122.27	1,698.27	4,122.27	4,122.27	
2-38	OCCUPANCY	140800 427000		0.00	305.84	305.84	305.84	305.84	
2-38	MANAGEMENT FEE TO COCC	141001 000300		0.00	456.51	456.51	456.51	456.51	
2-38	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-38	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
				2,424.00	37,677.62	35,253.62	37,677.62	37,677.62	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARTIN LUTHER KING								
2-40	OPERATION	140600 000000		0.00	92,638.00	92,638.00	92,638.00	92,638.00	
2-40	ELDERLY SERVICES	140800 421000		5,685.00	10,422.06	4,737.06	10,422.06	10,422.06	
2-40	OCCUPANCY	140800 427000		0.00	829.24	829.24	829.24	829.24	
2-40	MANAGEMENT FEE TO COCC	141001 000300		0.00	2,012.32	2,012.32	2,012.32	2,012.32	
2-40	ARCH & ENG	143001 000000		0.00	4,212.61	4,212.61	4,212.61	0.00	
2-40	CONSULTANTS 30	143001 741000		5,000.00	473.26	(4,526.74)	473.26	473.26	
2-40	SITE 30	143001 936000		0.00	0.00	0.00	0.00	0.00	
2-40	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-40	SITE GROUNDS	145011 000000		0.00	0.00	0.00	0.00	0.00	
2-40	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-40	CFFP DEBT INTEREST	900101 000000		0.00	12,846.83	12,846.83	12,846.83	12,846.83	
				10,685.00	135,511.32	124,826.32	135,511.32	119,421.71	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	EVA WHITE								
2-41	OPERATION	140600 000000		0.00	39,337.00	39,337.00	39,337.00	39,337.00	
2-41	ELDERLY SERVICES	140800 421000		5,285.00	12,513.99	7,228.99	12,513.99	12,513.99	
2-41	OCCUPANCY	140800 427000		0.00	823.36	823.36	823.36	823.36	
2-41	MANAGEMENT FEE TO COCC	141001 000300		0.00	995.33	995.33	995.33	995.33	
2-41	ARCH & ENG	143001 000000		0.00	4,792.94	4,792.94	4,258.17	0.00	
2-41	CONSULTANTS 30	143001 741000		0.00	4,581.00	4,581.00	4,581.00	4,581.00	
2-41	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-41	SECURITY	146019 000000		0.00	11,706.00	11,706.00	11,706.00	0.00	Construction underway
2-41	CFFP DEBT INTEREST	900101 000000		0.00	10,662.16	10,662.16	10,662.16	10,662.16	
				5,285.00	85,611.78	80,326.78	85,077.01	69,112.84	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	WALNUT PARK								
2-42	OPERATION	140600 000000		0.00	115,407.00	115,407.00	115,407.00	115,407.00	
2-42	ELDERLY SERVICES	140800 421000		9,330.00	15,298.88	5,968.88	15,298.88	15,298.88	
2-42	OCCUPANCY	140800 427000		0.00	1,354.11	1,354.11	1,354.11	1,354.11	
2-42	MANAGEMENT FEE TO COCC	141001 000300		0.00	50,488.36	50,488.36	50,488.36	50,488.36	
2-42	ARCH & ENG	143001 000000		0.00	4,192.94	4,192.94	4,192.94	0.00	
2-42	CONSULTANTS 30	143001 741000		0.00	29,397.18	29,397.18	29,397.18	29,397.18	
2-42	HVAC STUDY 30	143001 816000		24,750.00	27,350.00	2,600.00	27,350.00	20,173.00	
2-42	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-42	SITE FOR 504 PROGRAM	145011 812000		234,003.00	199,620.17	(34,382.83)	199,620.17	190,382.10	Construction complete
2-42	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-42	NON DWELLING CONSTRUCTION	147001 000000		0.00	4,117.00	4,117.00	4,117.00	0.00	
				268,083.00	459,302.64	191,219.64	459,302.64	422,700.63	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AMORY STREET								
2-45	OPERATION	140600 000000		0.00	160,923.00	160,923.00	160,923.00	160,923.00	
2-45	ELDERLY SERVICES	140800 421000		11,600.00	17,501.14	5,901.14	17,501.14	17,501.14	
2-45	OCCUPANCY	140800 427000		0.00	1,611.85	1,611.85	1,611.85	1,611.85	
2-45	FAMILY SERVICES	140800 768000		100.00	0.00	(100.00)	0.00	0.00	
2-45	MANAGEMENT FEE TO COCC	141001 000300		0.00	2,203.47	2,203.47	2,203.47	2,203.47	
2-45	ARCH & ENG	143001 000000		0.00	82,948.94	82,948.94	4,192.94	0.00	
2-45	CONSULTANTS 30	143001 741000		0.00	67.45	67.45	67.45	67.45	
2-45	ELEVATORS 30	143001 760000		0.00	907.50	907.50	907.50	0.00	
2-45	ROOFS- REPLACEMENT	143001 906000		0.00	7,770.00	7,770.00	7,770.00	2,200.00	
2-45	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	23,619.57	23,619.57	23,619.57	23,619.57	
2-45	DWELLING CONSTRUCTION	146001 000000		0.00	191,600.00	191,600.00	0.00	0.00	Construction underway
2-45	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-45	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-45	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
				11,700.00	501,030.92	489,330.92	230,674.92	208,126.48	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GENERAL WARREN								
2-47	ELDERLY SERVICES	140800 421000		5,715.00	12,563.70	6,848.70	12,563.70	12,563.70	
2-47	OCCUPANCY	140800 427000		0.00	762.59	762.59	762.59	762.59	
2-47	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,076.31	1,076.31	1,076.31	1,076.31	
2-47	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-47	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
				5,715.00	14,602.60	8,887.60	14,602.60	14,602.60	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	TORRE UNIDAD								
2-49	OPERATION	140600 000000		0.00	156,149.00	156,149.00	156,149.00	156,149.00	
2-49	ELDERLY SERVICES	140800 421000		10,020.00	34,412.52	24,392.52	34,412.52	34,412.52	
2-49	OCCUPANCY	140800 427000		0.00	1,636.19	1,636.19	1,636.19	1,636.19	
2-49	MANAGEMENT FEE TO COCC	141001 000300		0.00	228,714.88	228,714.88	228,714.88	228,714.88	
2-49	ARCH & ENG	143001 000000		0.00	5,700.44	5,700.44	5,700.44	0.00	
2-49	CONSULTANTS 30	143001 741000		10,000.00	5,840.70	(4,159.30)	5,840.70	5,840.70	
2-49	ELEVATORS 30	143001 760000		0.00	136.75	136.75	0.00	0.00	
2-49	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-49	BUILDING EXTERIOR	146014 000000		1,194,409.93	1,194,409.93	0.00	1,194,409.93	1,184,509.93	Construction complete
2-49	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-49	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-49	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
				1,214,429.93	1,639,077.41	424,647.48	1,638,940.66	1,611,463.22	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROCKLAND								
2-50	OPERATION	140600 000000		0.00	49,945.00	49,945.00	49,945.00	49,945.00	
2-50	ELDERLY SERVICES	140800 421000		4,165.00	7,076.69	2,911.69	7,076.69	7,076.69	
2-50	OCCUPANCY	140800 427000		0.00	685.90	685.90	685.90	685.90	
2-50	MANAGEMENT FEE TO COCC	141001 000300		0.00	5,492.68	5,492.68	5,492.68	5,492.68	
2-50	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-50	SITE FOR 504 PROGRAM	145011 812000		25,000.00	28,092.30	3,092.30	28,092.30	28,092.30	Construction complete
2-50	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
				29,165.00	103,369.57	74,204.57	103,369.57	91,492.57	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CODMAN APARTMENTS								
2-51	OPERATION	140600 000000		0.00	89,324.00	89,324.00	89,324.00	89,324.00	
2-51	ELDERLY SERVICES	140800 421000		5,335.00	10,433.83	5,098.83	10,433.83	10,433.83	
2-51	OCCUPANCY	140800 427000		0.00	993.48	993.48	993.48	993.48	
2-51	MANAGEMENT FEE TO COCC	141001 000300		0.00	3,689.86	3,689.86	3,689.86	3,689.86	
2-51	ARCH & ENG	143001 000000		0.00	25,674.96	25,674.96	22,992.15	739.20	
2-51	CONSULTANTS 30	143001 741000		0.00	5,679.08	5,679.08	5,679.08	5,679.08	
2-51	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-51	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-51	HVAC	146016 000000		14,257.42	27,752.42	13,495.00	27,752.42	27,752.42	Construction complete
2-51	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-51	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
2-51	CFFP DEBT INTEREST	900101 000000		0.00	12,826.73	12,826.73	12,826.73	12,826.73	
				19,592.42	188,452.36	168,859.94	185,769.55	151,638.60	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	HERITAGE								
2-52	OPERATION	140600 000000		0.00	113,020.00	113,020.00	113,020.00	113,020.00	
2-52	ELDERLY SERVICES	140800 421000		14,305.00	28,291.31	13,986.31	28,291.31	28,291.31	
2-52	OCCUPANCY	140800 427000		0.00	2,551.35	2,551.35	2,551.35	2,551.35	
2-52	MANAGEMENT FEE TO COCC	141001 000300		0.00	191,384.71	191,384.71	191,384.71	191,384.71	
2-52	ARCH & ENG	143001 000000		0.00	4,454.17	4,454.17	4,454.17	261.23	
2-52	CONSULTANTS 30	143001 741000		0.00	6,968.67	6,968.67	6,968.67	6,968.67	
2-52	SITE 30	143001 936000		0.00	71.02	71.02	71.02	71.02	
2-52	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-52	SITE FOR 504 PROGRAM	145011 812000		10,000.00	31,979.83	21,979.83	31,979.83	31,979.83	Construction complete
2-52	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-52	SECURITY	146019 000000		0.00	2,018.00	2,018.00	2,018.00	0.00	Construction underway
2-52	ELEVATORS 60	146021 760000		782,025.00	819,164.50	37,139.50	819,164.50	809,855.30	Construction complete
2-52	GENERATORS 60	146021 805000		0.00	40,747.00	40,747.00	40,747.00	0.00	Construction underway
2-52	504 COMPLIANCE 60	146021 812000		200,000.00	0.00	(200,000.00)	0.00	0.00	
2-52	504 FORCE ACCOUNT CREW	146021 812001		9,884.24	2,790.33	(7,093.91)	2,790.33	2,790.33	Construction complete
				1,016,214.24	1,243,640.89	227,426.65	1,243,640.89	1,187,373.75	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ST. BOTOLPH								
2-53	OPERATION	140600 000000		0.00	85,105.00	85,105.00	85,105.00	85,105.00	
2-53	ELDERLY SERVICES	140800 421000		9,730.00	13,770.69	4,040.69	13,770.69	13,770.69	
2-53	OCCUPANCY	140800 427000		0.00	1,108.55	1,108.55	1,108.55	1,108.55	
2-53	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,832.46	1,832.46	1,832.46	1,832.46	
2-53	ARCH & ENG	143001 000000		0.00	23,736.39	23,736.39	23,736.39	950.40	
2-53	CONSULTANTS 30	143001 741000		0.00	98.45	98.45	98.45	98.45	
2-53	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-53	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-53	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-53	CFFP DEBT INTEREST	900101 000000		0.00	1,937.35	1,937.35	1,937.35	1,937.35	
				9,730.00	139,665.89	129,935.89	139,665.89	105,002.90	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PASCIUCCO								
2-54	OPERATION	140600 000000		0.00	93,124.00	93,124.00	93,124.00	93,124.00	
2-54	ELDERLY SERVICES	140800 421000		5,835.00	8,935.88	3,100.88	8,935.88	8,935.88	
2-54	OCCUPANCY	140800 427000		0.00	808.60	808.60	808.60	808.60	
2-54	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,098.91	1,098.91	1,098.91	1,098.91	
2-54	ARCH & ENG	143001 000000		0.00	7,257.84	7,257.84	7,257.84	739.20	
2-54	CONSULTANTS 30	143001 741000		0.00	33.54	33.54	33.54	33.54	
2-54	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-54	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-54	ELEVATORS 60	146021 760000		0.00	0.00	0.00	0.00	0.00	
2-54	CFFP DEBT INTEREST	900101 000000		0.00	1,143.24	1,143.24	1,143.24	1,143.24	
				5,835.00	124,279.01	118,444.01	124,279.01	105,883.37	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LOWER MILLS								
2-57	OPERATION	140600 000000		0.00	135,577.00	135,577.00	135,577.00	135,577.00	
2-57	ELDERLY SERVICES	140800 421000		9,450.00	17,554.38	8,104.38	17,554.38	17,554.38	
2-57	OCCUPANCY	140800 427000		0.00	1,518.37	1,518.37	1,518.37	1,518.37	
2-57	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,779.73	1,779.73	1,779.73	1,779.73	
2-57	ARCH & ENG	143001 000000		0.00	7,448.48	7,448.48	7,448.48	0.00	
2-57	CONSULTANTS 30	143001 741000		0.00	955.07	955.07	955.07	955.07	
2-57	SITE 30	143001 936000		0.00	40.58	40.58	40.58	40.58	
2-57	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-57	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-57	SECURITY	146019 000000		0.00	2,018.00	2,018.00	2,018.00	0.00	Construction underway
2-57	GENERATORS 60	146021 805000		0.00	0.00	0.00	0.00	0.00	
				9,450.00	167,091.61	157,641.61	167,091.61	157,625.13	

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[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	OPERATION	140600 000000		0.00	168,468.00	168,468.00	168,468.00	168,468.00	
2-58	OCCUPANCY	140800 427000		0.00	1,313.47	1,313.47	1,313.47	1,313.47	
2-58	FAMILY SERVICES	140800 768000		3,734.00	7,670.52	3,936.52	7,670.52	7,670.52	
2-58	GRIEVANCE PANEL	140800 807000		1,675.00	1,604.12	(70.88)	1,604.12	1,604.12	
2-58	MANAGEMENT FEE TO COCC	141001 000300		0.00	20,793.44	20,793.44	20,793.44	20,793.44	
2-58	BASEMENTS/CELLARS 30	143001 704000		30,000.00	0.00	(30,000.00)	0.00	0.00	
2-58	CONSULTANTS 30	143001 741000		20,000.00	0.00	(20,000.00)	0.00	0.00	
2-58	SEWERS 30	143001 929000		35,000.00	0.00	(35,000.00)	0.00	0.00	
2-58	SITE 30	143001 936000		20,000.00	33,530.00	13,530.00	33,530.00	9,580.00	
2-58	UNDERGROUND STORAGE TANKS 3(	143001 966000		0.00	30,323.34	30,323.34	30,323.34	27,217.91	
2-58	SITE GROUNDS	145011 000000		0.00	0.00	0.00	0.00	0.00	
2-58	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
				110,409.00	263,702.89	153,293.89	263,702.89	236,647.46	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUSONIA								
2-61	OPERATION	140600 000000		0.00	60,337.00	60,337.00	60,337.00	60,337.00	
2-61	ELDERLY SERVICES	140800 421000		6,535.00	10,047.34	3,512.34	10,047.34	10,047.34	
2-61	OCCUPANCY	140800 427000		0.00	824.54	824.54	824.54	824.54	
2-61	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,230.74	1,230.74	1,230.74	1,230.74	
2-61	CONSULTANTS 30	143001 741000		0.00	54.68	54.68	54.68	54.68	
2-61	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	655.66	655.66	655.66	200.00	
2-61	UNDERGROUND STORAGE TANKS 50	145011 966000		0.00	0.00	0.00	0.00	0.00	
2-61	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
				6,535.00	85,027.96	78,492.96	85,027.96	72,694.30	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HASSAN								
2-62	OPERATION	140600 000000		0.00	87,520.00	87,520.00	87,520.00	87,520.00	
2-62	ELDERLY SERVICES	140800 421000		6,535.00	10,059.17	3,524.17	10,059.17	10,059.17	
2-62	OCCUPANCY	140800 427000		0.00	811.70	811.70	811.70	811.70	
2-62	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,230.74	1,230.74	1,230.74	1,230.74	
2-62	ARCH & ENG	143001 000000		0.00	4,192.94	4,192.94	4,192.94	0.00	
2-62	CONSULTANTS 30	143001 741000		0.00	806.72	806.72	806.72	806.72	
2-62	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	400.00	400.00	400.00	400.00	
2-62	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-62	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
				6,535.00	116,899.27	110,364.27	116,899.27	100,828.33	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	SPRING STREET								
2-70	ELDERLY SERVICES	140800 421000		6,635.00	10,628.86	3,993.86	10,628.86	10,628.86	
2-70	OCCUPANCY	140800 427000		0.00	812.20	812.20	812.20	812.20	
2-70	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,249.58	1,249.58	1,249.58	1,249.58	
2-70	ARCH & ENG	143001 000000		0.00	900.34	900.34	900.34	739.20	
2-70	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-70	CFFP DEBT INTEREST	900101 000000		0.00	2,653.48	2,653.48	2,653.48	2,653.48	
				6,635.00	16,444.46	9,809.46	16,444.46	16,283.32	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PATRICIA WHITE								
2-71	ELDERLY SERVICES	140800 421000		13,295.00	25,932.13	12,637.13	25,932.13	25,932.13	
2-71	OCCUPANCY	140800 427000		0.00	1,909.89	1,909.89	1,909.89	1,909.89	
2-71	MANAGEMENT FEE TO COCC	141001 000300		0.00	113,269.36	113,269.36	113,269.36	113,269.36	
2-71	ARCH & ENG	143001 000000		0.00	842.90	842.90	842.90	0.00	
2-71	CONSULTANTS 30	143001 741000		10,000.00	11,268.94	1,268.94	11,268.94	11,268.94	
2-71	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-71	ROOF SURVEY 30	143001 904000		0.00	0.00	0.00	0.00	0.00	
2-71	ROOFS	146018 000000		0.00	0.00	0.00	0.00	0.00	
2-71	SECURITY	146019 000000		0.00	2,289.00	2,289.00	2,289.00	0.00	Construction underway
2-71	ELEVATORS 60	146021 760000		578,142.50	509,319.93	(68,822.57)	501,237.39	479,876.89	Construction complete
2-71	504 FORCE ACCOUNT CREW	146021 812001		0.00	9,191.87	9,191.87	9,191.87	9,191.87	Construction complete
				601,437.50	674,024.02	72,586.52	665,941.48	641,449.08	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	ROSLYN APARTMENTS								
2-72	OPERATION	140600 000000		0.00	66,334.00	66,334.00	66,334.00	66,334.00	
2-72	ELDERLY SERVICES	140800 421000		7,570.00	11,919.57	4,349.57	11,919.57	11,919.57	
2-72	OCCUPANCY	140800 427000		0.00	1,071.62	1,071.62	1,071.62	1,071.62	
2-72	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,425.67	1,425.67	1,425.67	1,425.67	
2-72	ARCH & ENG	143001 000000		0.00	1,431.75	1,431.75	1,431.75	844.80	
2-72	CONSULTANTS 30	143001 741000		0.00	134.23	134.23	134.23	134.23	
2-72	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-72	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-72	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-72	CFFP DEBT INTEREST	900101 000000		0.00	1,554.21	1,554.21	1,554.21	1,554.21	
				7,570.00	95,948.05	88,378.05	95,948.05	83,484.10	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BELLFLOWER								
2-77	OPERATION	140600 000000		0.00	40,414.00	40,414.00	40,414.00	40,414.00	
2-77	ELDERLY SERVICES	140800 421000		7,255.00	11,705.11	4,450.11	11,705.11	11,705.11	
2-77	OCCUPANCY	140800 427000		0.00	894.75	894.75	894.75	894.75	
2-77	MANAGEMENT FEE TO COCC	141001 000300		0.00	3,249.65	3,249.65	3,249.65	3,249.65	
2-77	ARCH & ENG	143001 000000		0.00	9,072.09	9,072.09	1,676.26	844.80	
2-77	CONSULTANTS 30	143001 741000		10,000.00	524.45	(9,475.55)	524.45	524.45	
2-77	ROOF SURVEY 30	143001 904000		0.00	0.00	0.00	0.00	0.00	
2-77	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-77	ROOFS	146018 000000		0.00	0.00	0.00	0.00	0.00	
2-77	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-77	CFFP DEBT INTEREST	900101 000000		0.00	15,792.33	15,792.33	15,792.33	15,792.33	
				17,255.00	93,730.38	76,475.38	86,334.55	73,625.09	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH								
2-82	OCCUPANCY	140800 427000		0.00	2,301.27	2,301.27	2,301.27	2,301.27	
2-82	FAMILY SERVICES	140800 768000		9,674.00	27,202.59	17,528.59	27,202.59	27,202.59	
2-82	GRIEVANCE PANEL	140800 807000		2,879.00	2,970.98	91.98	2,970.98	2,970.98	
2-82	MANAGEMENT FEE TO COCC	141001 000300		0.00	148,556.41	148,556.41	148,556.41	148,556.41	
2-82	ARCH & ENG	143001 000000		0.00	5,625.87	5,625.87	5,625.87	5,547.40	
2-82	CONSULTANTS 30	143001 741000		8,955.00	4,867.91	(4,087.09)	4,867.91	4,867.91	
2-82	HVAC STUDY 30	143001 816000		47,145.00	44,549.00	(2,596.00)	44,549.00	9,144.00	
2-82	SEWERS 30	143001 929000		0.00	0.00	0.00	0.00	0.00	
2-82	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-82	UNDERGROUND STORAGE TANKS 50	145011 966000		185,000.00	140,000.00	(45,000.00)	0.00	0.00	
2-82	STORM & SEWERS 50	145013 000000		414,068.50	429,886.31	15,817.81	429,886.31	414,071.50	Construction complete
2-82	HVAC	146016 000000		121,083.11	0.00	(121,083.11)	0.00	0.00	
2-82	SECURITY	146019 000000		0.00	3,648.00	3,648.00	3,648.00	0.00	Construction underway
2-82	CFFP DEBT INTEREST	900101 000000		0.00	20,814.01	20,814.01	20,814.01	20,814.01	
				788,804.61	830,622.35	41,817.74	690,622.35	635,676.07	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PEABODY SQUARE								
2-83	OPERATION	140600 000000		0.00	93,967.00	93,967.00	93,967.00	93,967.00	
2-83	ELDERLY SERVICES	140800 421000		6,535.00	10,501.74	3,966.74	10,501.74	10,501.74	
2-83	OCCUPANCY	140800 427000		0.00	850.43	850.43	850.43	850.43	
2-83	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,230.74	1,230.74	1,230.74	1,230.74	
2-83	ARCH & ENG	143001 000000		0.00	15,863.56	15,863.56	15,863.56	739.20	
2-83	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-83	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-83	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-83	CFFP DEBT INTEREST	900101 000000		0.00	1,700.46	1,700.46	1,700.46	1,700.46	
				6,535.00	136,190.93	129,655.93	136,190.93	109,189.57	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN FIELD								
2-89	OPERATION	140600 000000		0.00	339,201.00	339,201.00	339,201.00	339,201.00	
2-89	OCCUPANCY	140800 427000		0.00	3,349.62	3,349.62	3,349.62	3,349.62	
2-89	FAMILY SERVICES	140800 768000		6,765.00	29,323.82	22,558.82	29,323.82	29,323.82	
2-89	GRIEVANCE PANEL	140800 807000		4,249.00	3,778.01	(470.99)	3,778.01	3,778.01	
2-89	MANAGEMENT FEE TO COCC	141001 000300		0.00	93,872.49	93,872.49	93,872.49	93,872.49	
2-89	BASEMENTS/CELLARS 30	143001 704000		55,000.00	38,475.00	(16,525.00)	38,475.00	18,852.75	
2-89	CONSULTANTS 30	143001 741000		40,000.00	0.00	(40,000.00)	0.00	0.00	
2-89	HVAC STUDY 30	143001 816000		44,950.00	9,950.00	(35,000.00)	9,950.00	9,950.00	
2-89	STAIRWAYS 30	143001 950000		47,480.00	4,980.00	(42,500.00)	4,980.00	2,694.02	
2-89	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-89	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-89	HVAC	146016 000000		250,000.00	206,300.00	(43,700.00)	206,300.00	206,300.00	Construction complete
2-89	BASEMENTS/CELLARS 60	146019 704000		0.00	0.00	0.00	0.00	0.00	
2-89	FIRE PROTECTION & SAFETY	146020 000000		0.00	0.00	0.00	0.00	0.00	
2-89	STAIRWAYS 60	146021 950000		50,000.00	0.00	(50,000.00)	0.00	0.00	
				498,444.00	729,429.94	230,985.94	729,429.94	707,521.71	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	JOSEPH MALONE								
2-90	OPERATION	140600 000000		0.00	69,831.00	69,831.00	69,831.00	69,831.00	
2-90	ELDERLY SERVICES	140800 421000		6,735.00	10,050.93	3,315.93	10,050.93	10,050.93	
2-90	OCCUPANCY	140800 427000		0.00	1,061.04	1,061.04	1,061.04	1,061.04	
2-90	MANAGEMENT FEE TO COCC	141001 000300		0.00	1,268.41	1,268.41	1,268.41	1,268.41	
2-90	ARCH & ENG	143001 000000		0.00	6,098.21	6,098.21	6,098.21	739.20	
2-90	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-90	CFFP DEBT INTEREST	900101 000000		0.00	1,955.30	1,955.30	1,955.30	1,955.30	
				6,735.00	90,464.89	83,729.89	90,464.89	85,105.88	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HIGHLAND PARK								
2-93	OPERATION	140600 000000		0.00	19,364.00	19,364.00	19,364.00	19,364.00	
2-93	OCCUPANCY	140800 427000		0.00	222.97	222.97	222.97	222.97	
2-93	FAMILY SERVICES	140800 768000		792.00	1,638.07	846.07	1,638.07	1,638.07	
2-93	GRIEVANCE PANEL	140800 807000		457.00	290.45	(166.55)	290.45	290.45	
2-93	MANAGEMENT FEE TO COCC	141001 000300		0.00	2,118.54	2,118.54	2,118.54	2,118.54	
2-93	ARCH & ENG	143001 000000		0.00	2,682.81	2,682.81	0.00	0.00	
2-93	CONSULTANTS 30	143001 741000		10,000.00	0.00	(10,000.00)	0.00	0.00	
2-93	DEVELOPMENT CONSULTANTS 30	143001 743001		0.00	559.77	559.77	559.77	559.77	
2-93	STORM & SEWERS 50	145013 000000		0.00	0.00	0.00	0.00	0.00	
2-93	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-93	ELECTRICAL 60	146015 000000		0.00	0.00	0.00	0.00	0.00	
				11,249.00	26,876.61	15,627.61	24,193.80	24,193.80	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	COMMONWEALTH ELDERLY								
2-95	ELDERLY SERVICES	140800 421000		7,355.00	13,479.70	6,124.70	13,479.70	13,479.70	
2-95	OCCUPANCY	140800 427000		0.00	979.92	979.92	979.92	979.92	
2-95	MANAGEMENT FEE TO COCC	141001 000300		0.00	76,869.96	76,869.96	76,869.96	76,869.96	
2-95	ARCH & ENG	143001 000000		0.00	1,719.35	1,719.35	1,719.35	844.80	
2-95	CONSULTANTS 30	143001 741000		8,000.00	7,409.77	(590.23)	7,409.77	7,409.77	
2-95	HVAC STUDY 30	143001 816000		8,000.00	5,900.00	(2,100.00)	5,900.00	1,476.70	
2-95	SEWERS 30	143001 929000		0.00	0.00	0.00	0.00	0.00	
2-95	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-95	UNDERGROUND STORAGE TANKS 50	145011 966000		100,000.00	58,000.00	(42,000.00)	0.00	0.00	
2-95	STORM & SEWERS 50	145013 000000		84,809.00	88,048.79	3,239.79	88,048.79	84,809.00	Construction complete
2-95	HVAC	146016 000000		200,000.00	214,080.00	14,080.00	214,080.00	11,289.44	Construction underway
2-95	SECURITY	146019 000000		0.00	2,968.00	2,968.00	2,968.00	0.00	Construction underway
2-95	CFFP DEBT INTEREST	900101 000000		0.00	8,637.07	8,637.07	8,637.07	8,637.07	
				408,164.00	478,292.56	70,128.56	420,292.56	205,996.36	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HAMPTON STREET								
2-98	OPERATION	140600 000000		0.00	84,216.00	84,216.00	84,216.00	84,216.00	
2-98	ELDERLY SERVICES	140800 421000		5,074.00	7,822.10	2,748.10	7,822.10	7,822.10	
2-98	OCCUPANCY	140800 427000		0.00	640.14	640.14	640.14	640.14	
2-98	MANAGEMENT FEE TO COCC	141001 000300		0.00	955.59	955.59	955.59	955.59	
2-98	ARCH & ENG	143001 000000		0.00	6,992.94	6,992.94	4,238.85	0.00	
2-98	CONSULTANTS 30	143001 741000		0.00	5,321.21	5,321.21	5,321.21	5,321.21	
2-98	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-98	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-98	CFFP DEBT INTEREST	900101 000000		0.00	11,321.98	11,321.98	11,321.98	11,321.98	
				5,074.00	129,147.96	124,073.96	126,393.87	110,277.02	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FREDERICK DOUGLASS								
2-126	OPERATION	140600 000000		0.00	76,631.00	76,631.00	76,631.00	76,631.00	
2-126	ELDERLY SERVICES	140800 421000		4,264.00	7,582.77	3,318.77	7,582.77	7,582.77	
2-126	OCCUPANCY	140800 427000		0.00	635.97	635.97	635.97	635.97	
2-126	MANAGEMENT FEE TO COCC	141001 000300		0.00	803.04	803.04	803.04	803.04	
2-126	ARCH & ENG	143001 000000		0.00	10,905.87	10,905.87	562.15	528.00	
2-126	CONSULTANTS 30	143001 741000		0.00	821.53	821.53	821.53	821.53	
2-126	UNDERGROUND STORAGE TANKS 30	143001 966000		0.00	200.00	200.00	200.00	200.00	
2-126	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-126	SECURITY	146019 000000		0.00	11,878.00	11,878.00	11,878.00	0.00	Construction underway
2-126	CFFP DEBT INTEREST	900101 000000		0.00	12,585.22	12,585.22	12,585.22	12,585.22	
				4,264.00	122,043.40	117,779.40	111,699.68	99,787.53	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY08

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
WASHINGTON MANOR									
2-127	OPERATION	140600 000000		0.00	74,417.00	74,417.00	74,417.00	74,417.00	
2-127	ELDERLY SERVICES	140800 421000		4,874.00	7,441.40	2,567.40	7,441.40	7,441.40	
2-127	OCCUPANCY	140800 427000		0.00	810.68	810.68	810.68	810.68	
2-127	MANAGEMENT FEE TO COCC	141001 000300		0.00	917.94	917.94	917.94	917.94	
2-127	ARCH & ENG	143001 000000		0.00	10,159.56	10,159.56	6,683.57	528.00	
2-127	CONSULTANTS 30	143001 741000		0.00	917.16	917.16	917.16	917.16	
2-127	BUILDING EXTERIOR	146014 000000		0.00	0.00	0.00	0.00	0.00	
2-127	SECURITY	146019 000000		0.00	11,877.00	11,877.00	11,877.00	0.00	Construction underway
2-127	CFFP DEBT INTEREST	900101 000000		0.00	14,831.97	14,831.97	14,831.97	14,831.97	
				4,874.00	121,372.71	116,498.71	117,896.72	99,864.15	

[1] To be completed for the Perfomance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Perfomance and Evaluation Report.

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:	Grant Type and Number:	Federal FY of Grant: FFY09
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 Replacement Housing Factor Grant No:	Federal FY of Grant Approval: FFY09

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10

___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report

_X_Revised Annual Statement (revision no: 3)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)	4,894,384.00	4,894,384.00	0.00	0.00
3	1408 Management Improvements	2,465,289.00	2,465,289.00	929,912.00	83,855.30
4	1410 Administration	2,422,192.00	2,422,192.00	0.00	0.00
5	1411 Audit	25,000.00	25,000.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,927,875.00	3,764,277.53	608,616.36	356,075.56
8	1440 Site Acquisition				
9	1450 Site Improvement	865,000.00	458,119.23	419,336.94	10,336.94
10	1460 Dwelling Structures	7,365,656.00	7,628,810.71	5,118,241.95	1,125,845.25
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	300,000.00	267,802.90	267,802.90	23,402.90
13	1475 Nondwelling Equipment	173,317.00	173,317.00	0.00	0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	196,430.00	82,597.63	7,168.05	7,168.05
17	1499 Development Activities*				
18a	1501 Collateralization or Debt Service paid by PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	3,679,382.00	3,679,382.00	1,840,578.13	1,840,578.13
19	1502 Contingency (may not exceed 8% of line 20)	546,647.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	25,861,172.00	25,861,172.00	9,191,656.33	3,447,262.13
21	Amount of line 20 Related to LBP Testing	659,805.00	460,280.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	186,000.00	871,538.03	685,538.03	685,538.03
23	Amount of line 20 Related to Security - Soft Costs	1,095,702.00	1,095,702.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	83,000.00	392,015.51	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures				

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

form **HUD-50075.1**(4/2008)

Part II: Supporting Pages

PHA Name: Boston Housing Authority				Grant Type and Number: Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:					Federal FY of Grant: FFY09
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUTHORITY WIDE								
2-00	OPERATIONS	140600 000000		4,894,384.00	4,894,384.00	0.00	0.00	0.00	
2-00	MANAGEMENT IMPROVEMENTS	140800 000000		10,000.00	10,000.00	0.00	0.00	0.00	
2-00	MIS	140800 410000		266,312.00	266,312.00	0.00	0.00	0.00	
2-00	PUBLIC SAFETY	140800 412000		1,095,702.00	1,095,702.00	0.00	0.00	0.00	
2-00	ELDERLY ACTIVITY ADVISOR	140800 421000		401,669.00	251,209.00	(150,460.00)	251,209.00	0.00	
2-00	OCCUPANCY	140800 427000		189,423.00	147,338.00	(42,085.00)	147,338.00	0.00	
2-00	FAMILY SERVICES	140800 768000		269,612.00	120,172.00	(149,440.00)	120,172.00	0.00	
2-00	GRIEVANCE PANEL	140800 807000		69,208.00	69,183.41	(24.59)	69,183.41	0.00	
2-00	RISK MANAGEMENT	140800 899000		111,810.00	111,810.00	0.00	0.00	0.00	
2-00	RENT COLLECTION	140800 901000		51,553.00	51,553.00	0.00	0.00	0.00	
2-00	VACANCY REHAB	140800 967000							
2-00	ADMINISTRATIVE	141001 000000		2,422,192.00	2,422,192.00	0.00	0.00	0.00	
2-00	AUDIT	141101 000000		25,000.00	25,000.00	0.00	0.00	0.00	
2-00	BUILDING ENV DESIGN 30	143001 712000							
2-00	CONSULTANTS 30	143001 741000							
2-00	CONSTRUCTION REPS FOR 504	143001 741001							
2-00	DEVELOPMENT CONSULTANTS 30	143001 743001		100,000.00	0.00	(100,000.00)	0.00	0.00	
2-00	LEAD PAINT REMOVAL 30	143001 837000		100,000.00	0.00	(100,000.00)	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 30	143001 966000		50,000.00	0.00	(50,000.00)	0.00	0.00	
2-00	ENVIRONMENTAL 30	143001 966000		100,000.00	100,000.00	0.00	0.00	0.00	
2-00	UNDERGROUND STORAGE TANKS 50	145011 966000		100,000.00	0.00	(100,000.00)	0.00	0.00	
2-00	ASBESTOS REMOVAL	146021 830000							
2-00	LEAD PAINT REMOVAL 60	146021 837000		0.00	0.00	0.00	0.00	0.00	
2-00	OFFICE EQUIPMENT	147501 000000		23,692.00	23,692.00	0.00	0.00	0.00	
2-00	COMPUTERS	147501 742000		99,625.00	99,625.00	0.00	0.00	0.00	
2-00	VEHICLES	147507 000000		50,000.00	50,000.00	0.00	0.00	0.00	
2-00	RELOCATION MOVING & FAMILY	149501 000000		196,430.00	8,974.71	(187,455.29)	0.00	0.00	
2-00	RELOCATION FOR 504 PROGRAM	149501 812000							
2-00	RELOCATION FOR LEAD PAINT	149501 837000							
2-00	CONTINGENCY	150200 000000		546,647.00	0.00	(546,647.00)	0.00	0.00	
2-00	DEBT SERVICE	900101 000000		3,679,382.00	1,838,803.87	(1,840,578.13)	0.00	0.00	
				14,852,641.00	11,585,950.99	(3,266,690.01)	587,902.41	0.00	

[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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CHARLESTOWN								
2-01	OCCUPANCY	140800 427000		0.00	5,070.00	5,070.00	5,070.00	1,227.49	
2-01	FAMILY SERVICES	140800 768000		0.00	25,400.00	25,400.00	25,400.00	6,435.09	
2-01	CONSULTANTS 30	143001 741000		300,000.00	300,000.00	0.00	0.00	0.00	
2-01	LEAD PAINT REMOVAL 30	143001 837000		0.00	46,028.00	46,028.00	0.00	0.00	
2-01	STAIRWAYS 30	143001 950000		0.00	4,653.00	4,653.00	4,653.00	4,653.00	
2-01	BATHROOMS 60	146012 000000		0.00	75,448.26	75,448.26	0.00	0.00	
2-01	BUILDING EXTERIOR	146014 000000	Stairhall Security at all buildings	0.00	0.00	0.00	0.00	0.00	Project in design
2-01	ELECTRICAL 60	146015 000000	Stairhall Security at all buildings	0.00	0.00	0.00	0.00	0.00	Project in design
2-01	HVAC	146016 000000	Distribution Piping for ESCO	600,000.00	9,049.60	(590,950.40)	0.00	0.00	Project in design
2-01	FURNACE & BOILERS	146016 785000		0.00	32,117.00	32,117.00	32,117.00	32,117.00	
2-01	FIRE PROTECTION & SAFETY	146020 000000	Stairhall Security at all buildings	0.00	0.00	0.00	0.00	0.00	Project in design
2-01	STAIRSWAYS 60	146021 950000	Stair repair at all buildings	1,000,000.00	1,454,647.00	454,647.00	1,453,000.00	0.00	Construction underway
2-01	RELOCATION MOVING & FAMILY	149501 000000		0.00	50,000.00	50,000.00	0.00	0.00	
2-01	RELOCATION FOR STAIRWAYS	149501 950000		0.00	7,000.00	7,000.00	1,556.79	1,556.79	
2-01	DEBT SERVICE	900101 000000		0.00	813,776.51	813,776.51	813,776.51	813,776.51	
2-01	DEBT PAYMENT	900102 000000		0.00	887.50	887.50	887.50	887.50	
				1,900,000.00	2,824,076.87	924,076.87	2,336,460.80	860,653.38	

[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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LENOX STREET								
2-04	OCCUPANCY	140800 427000		0.00	1,420.00	1,420.00	1,420.00	339.30	
2-04	FAMILY SERVICES	140800 768000		0.00	6,630.00	6,630.00	6,630.00	1,623.16	
2-04	CONSULTANTS 30	143001 741000		50,000.00	50,000.00	0.00	0.00	0.00	
2-04	ARCH / ENG (Non-Res)	1430		30,000.00	0.00	(30,000.00)	0.00	0.00	
2-04	SITE GROUNDS	145011 000000	Parking pavement at Management Building	25,000.00	0.00	(25,000.00)	0.00	0.00	Project re-scheduled
2-04	FURNACE & BOILERS	146016 785000		0.00	4,465.00	4,465.00	3,515.00	3,515.00	Construction completed
2-04	PLUMBING 60	146017 000000	Two DHW tanks	0.00	0.00	0.00	0.00	0.00	
2-04	PLUMBING 60	146017 000000	Two basement waste lines	50,000.00	0.00	(50,000.00)	0.00	0.00	
				155,000.00	62,515.00	(92,485.00)	11,565.00	5,477.46	

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[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CATHEDRAL								
2-06	OCCUPANCY	140800 427000		0.00	2,525.00	2,525.00	2,525.00	459.07	
2-06	FAMILY SERVICES	140800 768000		0.00	10,200.00	10,200.00	10,200.00	2,374.62	
2-06	CONSULTANTS 30	143001 741000		100,000.00	100,000.00	0.00	0.00	0.00	
2-06	LEAD PAINT REMOVAL 30	143001 837000		0.00	138,084.00	138,084.00	0.00	0.00	
2-06	PRINTING/BID	143005 000000		0.00	10,000.00	10,000.00	3,057.51	3,057.51	
2-06	DWELLING CONSTRUCTION	146001 000000		0.00	9,181.82	9,181.82	0.00	0.00	
2-06	HVAC	146016 000000	Three buildings- remove from Trigen Steam	0.00	0.00	0.00	0.00	0.00	Work added to ARRA project
				100,000.00	269,990.82	169,990.82	15,782.51	5,891.20	

[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 II: Supporting Pages

PHA Name: Boston Housing Authority	Grant Type and Number: Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	Federal FY of Grant: FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	WHITTIER STREET								
2-11	OCCUPANCY	140800 427000		0.00	913.00	913.00	913.00	219.55	
2-11	FAMILY SERVICES	140800 768000		0.00	8,090.00	8,090.00	8,090.00	1,872.65	
2-11	BUILDING ENV DESIGN 30	143001 712000		50,000.00	50,000.00	0.00	0.00	0.00	
2-11	CONSULTANTS 30	143001 741000		150,000.00	40,000.00	(110,000.00)	0.00	0.00	
2-11	ELECTRICAL 30	143001 755000		160,000.00	160,000.00	0.00	0.00	0.00	
2-11	HVAC STUDY 30	143001 816000		52,000.00	52,000.00	0.00	0.00	0.00	
2-11	SEWERS 30	143001 929000		50,000.00	0.00	(50,000.00)	0.00	0.00	
2-11	STORM & SEWERS 50	145013 000000	All buildings	0.00	0.00	0.00	0.00	0.00	Project re-scheduled
2-11	BUILDING EXTERIOR	146014 000000	Window repair and caulking	0.00	0.00	0.00	0.00	0.00	Project re-scheduled
2-11	HVAC	146016 000000	Replace central boilers	0.00	0.00	0.00	0.00	0.00	Project in construction bidding; Work moved to Ameresco contract
2-11	BASEMENTS/CELLARS 60	146019 704000	Asbestos Abatement	100,000.00	100,000.00	0.00	0.00	0.00	Project in construction bidding; Work moved to Ameresco contract
2-11	RELOCATION FOR ELEVATORS	149501 760000		0.00	6,500.00	6,500.00	576.19	576.19	
				562,000.00	417,503.00	(144,497.00)	9,579.19	2,668.39	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BEECH STREET								
2-13	OCCUPANCY	140800 427000		0.00	1,215.00	1,215.00	1,215.00	289.40	
2-13	FAMILY SERVICES	140800 768000		0.00	6,080.00	6,080.00	6,080.00	1,532.96	
				0.00	7,295.00	7,295.00	7,295.00	1,822.36	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ALICE TAYLOR								
2-14	OCCUPANCY	140800 427000		0.00	1,625.00	1,625.00	1,625.00	399.18	
2-14	FAMILY SERVICES	140800 768000		0.00	9,160.00	9,160.00	9,160.00	2,043.96	
2-14	BASEMENTS/CELLARS 30	143001 704000		15,000.00	5,881.06	(9,118.94)	0.00	0.00	
2-14	BUILDING EXTERIOR	146014 000000		100,000.00	0.00	(100,000.00)	0.00	0.00	Construction complete
2-14	FURNACE & BOILERS	146016 785000		0.00	22,900.00	22,900.00	0.00	0.00	Construction complete
2-14	BASEMENTS/CELLARS 60	146019 704000		100,000.00	0.00	(100,000.00)	0.00	0.00	Project re-scheduled
2-14	RELOCATION FOR STAIRWAYS	149501 950000		0.00	6,500.00	6,500.00	1,412.15	1,412.15	
				215,000.00	46,066.06	(168,933.94)	12,197.15	3,855.29	

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Part II: Supporting Pages

PHA Name: Boston Housing Authority				Grant Type and Number: Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:					Federal FY of Grant: FFY09
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BROMLEY								
2-19	FAMILY SERVICES	140800 768000		0.00	3,060.00	3,060.00	3,060.00	730.44	
2-19	LEAD PAINT REMOVAL 30	143001 837000		0.00	138,084.00	138,084.00	0.00	0.00	
2-19	PRINTING/BID	143005 000000		0.00	3,000.00	3,000.00	1,776.30	1,776.30	
2-19	BASEMENTS/CELLARS 60	146019 704000	Asbestos Abatement	300,000.00	0.00	(300,000.00)	0.00	0.00	Project in construction bidding; Work moved to Ameresco contract
				300,000.00	144,144.00	(155,856.00)	4,836.30	2,506.74	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARY ELLEN McCORMACK								
2-23	OCCUPANCY	140800 427000		0.00	4,570.00	4,570.00	4,570.00	1,127.69	
2-23	FAMILY SERVICES	140800 768000		0.00	30,250.00	30,250.00	30,250.00	7,438.19	
2-23	LEAD PAINT REMOVAL 30	143001 837000		0.00	46,028.00	46,028.00	0.00	0.00	
2-23	PLUMBING 30	143001 880000		0.00	169,648.00	169,648.00	169,648.00	169,648.00	
2-23	SITE 30	143001 936000		40,000.00	40,000.00	0.00	0.00	0.00	
2-23	STAIRWAYS 30	143001 950000		40,000.00	40,000.00	0.00	0.00	0.00	
2-23	PLUMBING 60	146017 000000	Two basement waste lines	0.00	81,500.00	81,500.00	43,217.78	43,217.78	Construction complete
2-23	DEBT SERVICE	900101 000000		0.00	740,773.59	740,773.59	740,773.59	740,773.59	
2-23	DEBT PAYMENT	900102 000000		0.00	887.50	887.50	887.50	887.50	
				80,000.00	1,153,657.09	1,073,657.09	989,346.87	963,092.75	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	OLD COLONY								
2-24	OCCUPANCY	140800 427000		0.00	3,855.00	3,855.00	3,855.00	938.07	
2-24	FAMILY SERVICES	140800 768000		0.00	26,240.00	26,240.00	26,240.00	6,506.37	
2-24	CONSULTANTS 30	143001 741000		0.00	1,174.48	1,174.48	1,173.50	1,173.50	
2-24	DEVELOPMENT CONSULTANTS 30	143001 743001		0.00	204,647.00	204,647.00	204,647.00	52,996.20	
2-24	SITE 30	143001 936000		30,000.00	2,584.49	(27,415.51)	0.00	0.00	
2-24	SITE GROUNDS	145011 000000		500,000.00	0.00	(500,000.00)	0.00	0.00	Construction complete
2-24	BATHROOMS 60	146012 000000		0.00	607,032.94	607,032.94	607,032.94	0.00	Construction underway
2-24	RELOCATION MOVING & FAMILY	149501 000000		0.00	3,622.92	3,622.92	3,622.92	3,622.92	
2-24	DEBT SERVICE	900101 000000		0.00	138,435.17	138,435.17	138,435.17	138,435.17	
				530,000.00	987,592.00	457,592.00	985,006.53	203,672.23	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARGARET COLLINS								
2-26	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	1,640.00	1,640.00	1,640.00	405.37	
2-26	OCCUPANCY	140800 427000		0.00	203.00	203.00	203.00	49.90	
2-26	CONSULTANTS 30	143001 741000		15,000.00	15,000.00	0.00	0.00	0.00	
2-26	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-26	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	
2-26	BUILDING EXTERIOR	146014 000000	All building doors and intercoms	65,000.00	65,000.00	0.00	65,000.00	52,679.58	Construction underway
				84,500.00	86,343.00	1,843.00	66,843.00	53,134.85	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ANNAPOLIS								
2-27	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,050.00	2,050.00	2,050.00	506.72	
2-27	OCCUPANCY	140800 427000		0.00	254.00	254.00	254.00	59.88	
2-27	ARCH / ENG (Doors/Intercoms)	1430		0.00	0.00	0.00	0.00	0.00	
2-27	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-27	CONSULTANTS 30	143001 741000		15,000.00	15,000.00	0.00	0.00	0.00	
2-27	BUILDING EXTERIOR	146014 000000	All building doors and intercoms	60,000.00	33,000.00	(27,000.00)	33,000.00	23,855.92	Construction underway
				82,000.00	57,304.00	(24,696.00)	35,304.00	24,422.52	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ASHMONT								
2-28	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,050.00	2,050.00	2,050.00	506.72	
2-28	OCCUPANCY	140800 427000		0.00	254.00	254.00	254.00	59.88	
2-28	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
2-28	BUILDING ENV DESIGN 30	143001 712000		0.00	0.00	0.00	0.00	0.00	
2-28	BUILDING EXTERIOR	146014 000000	All building doors and intercoms	20,000.00	112,000.00	92,000.00	112,000.00	97,002.35	Construction underway
				30,000.00	124,304.00	94,304.00	114,304.00	97,568.95	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HOLGATE								
2-29	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,070.00	3,070.00	3,070.00	743.18	
2-29	OCCUPANCY	140800 427000		0.00	365.00	365.00	365.00	89.81	
2-29	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-29	SITE 30	143001 936000		0.00	1,000.00	1,000.00	1,000.00	1,000.00	
2-29	DEBT SERVICE	900101 000000		0.00	12,936.42	12,936.42	12,936.42	12,936.42	
				7,000.00	24,371.42	17,371.42	17,371.42	14,769.41	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FOLEY APARTMENTS								
2-30	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	6,280.00	6,280.00	6,280.00	1,552.05	
2-30	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-30	SECURITY	146019 000000		16,600.00	7,850.50	(8,749.50)	0.00	0.00	Project re-scheduled
				16,600.00	14,586.50	(2,013.50)	6,736.00	1,661.82	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GROVELAND								
2-32	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,250.00	2,250.00	2,250.00	540.48	
2-32	OCCUPANCY	140800 427000		0.00	284.00	284.00	284.00	69.84	
2-32	SITE 30	143001 936000		2,500.00	2,500.00	0.00	0.00	0.00	
2-32	SITE GROUNDS	145011 000000	One HazMat shed	10,000.00	0.00	(10,000.00)	0.00	0.00	Project cancelled
2-32	DEBT SERVICE	900101 000000		0.00	3,013.08	3,013.08	3,013.08	3,013.08	
				12,500.00	8,047.08	(4,452.92)	5,547.08	3,623.40	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	DAVISON								
2-34	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	1,850.00	1,850.00	1,850.00	439.15	
2-34	OCCUPANCY	140800 427000		0.00	203.00	203.00	203.00	49.90	
2-34	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	Project in design
				7,000.00	9,053.00	2,053.00	2,053.00	489.05	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON								
2-35	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,070.00	3,070.00	3,070.00	743.18	
2-35	OCCUPANCY	140800 427000		0.00	365.00	365.00	365.00	89.81	
2-35	CONSULTANTS 30	143001 741000		30,000.00	30,000.00	0.00	0.00	0.00	
2-35	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-35	HVAC	146016 000000	DHW tanks for all units	0.00	0.00	0.00	0.00	0.00	Construction underway
				30,000.00	33,435.00	3,435.00	3,435.00	832.99	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WEST NINTH STREET								
2-36	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	5,370.00	5,370.00	5,370.00	1,315.96	
2-36	OCCUPANCY	140800 427000		0.00	365.00	365.00	365.00	89.81	
2-36	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	
				4,500.00	10,235.00	5,735.00	5,735.00	1,405.77	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CARROLL APARTMENTS								
2-37	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,350.00	2,350.00	2,350.00	574.27	
2-37	OCCUPANCY	140800 427000		0.00	284.00	284.00	284.00	69.84	
2-37	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-37	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
2-37	BUILDING EXTERIOR	146014 000000	All doors and intercoms	50,000.00	117,000.00	67,000.00	117,000.00	98,033.55	Construction underway
				67,000.00	136,634.00	69,634.00	119,634.00	98,677.66	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MEADE APARTMENTS								
2-38	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	1,540.00	1,540.00	1,540.00	371.59	
2-38	OCCUPANCY	140800 427000		0.00	163.00	163.00	163.00	39.92	
				0.00	1,703.00	1,703.00	1,703.00	411.51	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARTIN LUTHER KING								
2-40	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,880.00	3,880.00	3,880.00	945.87	
2-40	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-40	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-40	SITE 30	143001 936000		0.00	333.00	333.00	0.00	0.00	
2-40	SITE GROUNDS	145011 000000		0.00	8,929.29	8,929.29	0.00	0.00	Project in planning
2-40	DEBT SERVICE	900101 000000		0.00	13,398.76	13,398.76	13,398.76	13,398.76	
				7,000.00	33,997.05	26,997.05	17,734.76	14,454.40	

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PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY09
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	EVA WHITE								
2-41	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,880.00	3,880.00	3,880.00	945.87	
2-41	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-41	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-41	DEBT SERVICE	900101 000000		0.00	6,450.44	6,450.44	6,450.44	6,450.44	
				7,000.00	17,786.44	10,786.44	10,786.44	7,506.08	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WALNUT PARK								
2-42	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	5,620.00	5,620.00	5,620.00	1,385.01	
2-42	OCCUPANCY	140800 427000		0.00	730.00	730.00	730.00	179.64	
2-42	BUILDING ENV DESIGN 30	143001 712000		0.00	14,000.00	14,000.00	0.00	0.00	
2-42	NON DWELLING 30	143001 856000		0.00	6,500.00	6,500.00	0.00	0.00	
2-42	SITE 30	143001 936000		0.00	334.00	334.00	0.00	0.00	
2-42	SITE GROUNDS	145011 000000		0.00	9,853.00	9,853.00	0.00	0.00	Project in planning
2-42	SECURITY	146019 000000		0.00	9,365.01	9,365.01	0.00	0.00	Project in design
2-42	NON DWELLING CONSTRUCTION	147001 000000		300,000.00	267,802.90	(32,197.10)	267,802.90	23,402.90	
				300,000.00	314,204.91	14,204.91	274,152.90	24,967.55	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AMORY STREET								
2-45	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	6,440.00	6,440.00	6,440.00	1,587.70	
2-45	OCCUPANCY	140800 427000		0.00	862.00	862.00	862.00	209.56	
2-45	ROOFS SURVEY 30	143001 904000		0.00	0.00	0.00	0.00	0.00	
2-45	PRINTING/BID	143005 000000		0.00	2,530.00	2,530.00	2,008.55	2,008.55	
2-45	ROOFS	146018 000000		265,000.00	315,000.00	50,000.00	315,000.00	0.00	Construction underway
				265,000.00	324,832.00	59,832.00	324,310.55	3,805.81	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GENERAL WARREN								
2-47	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,580.00	3,580.00	3,580.00	878.30	
2-47	OCCUPANCY	140800 427000		0.00	406.00	406.00	406.00	99.79	
2-47	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	Project in planning
				4,500.00	8,486.00	3,986.00	3,986.00	978.09	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	TORRE UNIDAD								
2-49	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	15,160.00	15,160.00	15,160.00	3,715.38	
2-49	OCCUPANCY	140800 427000		0.00	883.00	883.00	883.00	219.55	
2-49	BUILDING EXTERIOR	146014 000000		513,300.00	160,278.35	(353,021.65)	0.00	0.00	Construction underway
				513,300.00	176,321.35	(336,978.65)	16,043.00	3,934.93	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROCKLAND								
2-50	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,560.00	2,560.00	2,560.00	641.83	
2-50	OCCUPANCY	140800 427000		0.00	325.00	325.00	325.00	79.84	
2-50	GRIEVANCE PANEL	140800 807000		0.00	24.59	24.59	24.59	24.59	
2-50	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-50	ELEVATORS 30	143001 760000		0.00	1,460.00	1,460.00	1,460.00	1,460.00	Project in planning
2-50	SECURITY	146019 000000		16,600.00	0.00	(16,600.00)	0.00	0.00	
				23,600.00	11,369.59	(12,230.41)	4,369.59	2,206.26	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CODMAN APARTMENTS								
2-51	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,880.00	3,880.00	3,880.00	945.87	
2-51	OCCUPANCY	140800 427000		0.00	488.00	488.00	488.00	119.76	
2-51	BUILDING ENV DESIGN 30	143001 712000		140,000.00	141,287.85	1,287.85	141,287.85	75,336.25	
2-51	CONSULTANTS 30	143001 741000		100,000.00	100,000.00	0.00	0.00	0.00	
2-51	BUILDING EXTERIOR	146014 000000	All units	1,480,000.00	475,000.00	(1,005,000.00)	0.00	0.00	Project in design
2-51	DEBT SERVICE	900101 000000		0.00	13,397.65	13,397.65	13,397.65	13,397.65	
				1,720,000.00	734,053.50	(985,946.50)	159,053.50	89,799.53	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HERITAGE								
2-52	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	10,440.00	10,440.00	10,440.00	2,567.34	
2-52	OCCUPANCY	140800 427000		0.00	1,320.00	1,320.00	1,320.00	329.33	
2-52	ARCH & ENG	143001 000000		400,875.00	583,210.00	182,335.00	120.00	120.00	
				400,875.00	594,970.00	194,095.00	11,880.00	3,016.67	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ST. BOTOLPH								
2-53	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	5,120.00	5,120.00	5,120.00	1,249.89	
2-53	OCCUPANCY	140800 427000		0.00	608.00	608.00	608.00	149.69	
2-53	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-53	DEBT SERVICE	900101 000000		0.00	1,997.04	1,997.04	1,997.04	1,997.04	
				7,000.00	14,725.04	7,725.04	7,725.04	3,396.62	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PASCIUCCO								
2-54	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,280.00	3,280.00	3,280.00	810.74	
2-54	OCCUPANCY	140800 427000		0.00	406.00	406.00	406.00	99.79	
2-54	DEBT SERVICE	900101 000000		0.00	1,186.01	1,186.01	1,186.01	1,186.01	
				0.00	4,872.01	4,872.01	4,872.01	2,096.54	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LOWER MILLS								
2-57	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	6,440.00	6,440.00	6,440.00	1,587.70	
2-57	OCCUPANCY	140800 427000		0.00	761.00	761.00	761.00	189.61	
2-57	ARCH & ENG	143001 000000		389,000.00	562,765.00	173,765.00	0.00	0.00	
				389,000.00	569,966.00	180,966.00	7,201.00	1,777.31	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	OCCUPANCY	140800 427000		0.00	659.00	659.00	659.00	159.67	
2-58	FAMILY SERVICES	140800 768000		0.00	3,550.00	3,550.00	3,550.00	841.62	
2-58	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
2-58	LEAD PAINT REMOVAL 30	143001 837000		0.00	92,056.00	92,056.00	0.00	0.00	
2-58	SITE GROUNDS	145011 000000		100,000.00	409,000.00	309,000.00	409,000.00	0.00	Construction underway
2-58	STORM & SEWERS 50	145013 000000		100,000.00	0.00	(100,000.00)	0.00	0.00	
2-58	FIRE PROTECTION & SAFETY	146020 000000	Repair/ repaint fire escapes @ Rutland/ E. Springfield	0.00	0.00	0.00	0.00	0.00	
2-58	BASEMENTS/CELLARS 60	146019 704000		200,000.00	0.00	(200,000.00)	0.00	0.00	Project in planning
				410,000.00	515,265.00	105,265.00	413,209.00	1,001.29	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUSONIA								
2-61	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,680.00	3,680.00	3,680.00	912.07	
2-61	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-61	BUILDING ENV DESIGN 30	143001 712000		67,000.00	67,000.00	0.00	0.00	0.00	
2-61	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
				77,000.00	81,136.00	4,136.00	4,136.00	1,021.84	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HASSAN								
2-62	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,680.00	3,680.00	3,680.00	912.07	
2-62	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-62	BUILDING ENV DESIGN 30	143001 712000		75,000.00	95,994.65	20,994.65	72,784.65	37,846.25	
2-62	BUILDING EXTERIOR	146014 000000		750,000.00	243,555.00	(506,445.00)	0.00	0.00	Project in design
				825,000.00	343,685.65	(481,314.35)	76,920.65	38,868.09	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	SPRING STREET								
2-70	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,880.00	3,880.00	3,880.00	945.87	
2-70	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-70	DEBT SERVICE	900101 000000		0.00	2,870.23	2,870.23	2,870.23	2,870.23	
				0.00	7,206.23	7,206.23	7,206.23	3,925.87	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PATRICIA WHITE								
2-71	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	8,380.00	8,380.00	8,380.00	2,060.63	
2-71	OCCUPANCY	140800 427000		0.00	1,014.00	1,014.00	1,014.00	249.48	
2-71	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
2-71	ROOFS	146018 000000	All balcony roofs	0.00	0.00	0.00	0.00	0.00	
2-71	SECURITY	146019 000000		16,600.00	16,600.00	0.00	0.00	0.00	Project in design
2-71	504 COMPLIANCE 60	146021 812000		186,000.00	186,000.00	0.00	0.00	0.00	Construction underway
2-71	504 FORCE ACCOUNT	146021 812001		0.00	685,538.03	685,538.03	685,538.03	685,538.03	Construction complete
				212,600.00	907,532.03	694,932.03	694,932.03	687,848.14	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROSLYN APARTMENTS								
2-72	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	4,400.00	4,400.00	4,400.00	1,080.99	
2-72	OCCUPANCY	140800 427000		0.00	528.00	528.00	528.00	129.73	
2-72	SITE 30	143001 936000		7,000.00	7,000.00	0.00	0.00	0.00	
2-72	SITE GROUNDS	145011 000000	One HazMat shed	10,000.00	0.00	(10,000.00)	0.00	0.00	Project re-scheduled
2-72	SECURITY	146019 000000		16,600.00	16,600.00	0.00	0.00	0.00	Project in planning
2-72	DEBT SERVICE	900101 000000		0.00	1,612.50	1,612.50	1,612.50	1,612.50	
				33,600.00	30,140.50	(3,459.50)	6,540.50	2,823.22	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BELLFLOWER								
2-77	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	4,290.00	4,290.00	4,290.00	1,047.21	
2-77	OCCUPANCY	140800 427000		0.00	488.00	488.00	488.00	119.76	
2-77	BUILDING ENV DESIGN 30	143001 712000		7,000.00	7,000.00	0.00	0.00	0.00	
2-77	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	
2-77	ROOFS	146018 000000	All balcony roofs	0.00	0.00	0.00	0.00	0.00	
2-77	SECURITY	146019 000000		16,600.00	16,600.00	0.00	0.00	0.00	Project in planning
2-77	DEBT SERVICE	900101 000000		0.00	17,479.46	17,479.46	17,479.46	17,479.46	
				28,100.00	50,357.46	22,257.46	22,257.46	18,646.43	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH FAMILY								
2-82	OCCUPANCY	140800 427000		0.00	1,318.00	1,318.00	1,318.00	309.37	
2-82	FAMILY SERVICES	140800 768000		0.00	10,170.00	10,170.00	10,170.00	2,506.14	
2-82	ARCH & ENG	143001 000000		0.00	75,000.00	75,000.00	4,000.00	4,000.00	
2-82	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
2-82	UNDERGROUND STORAGE TANKS 50	145011 000000		0.00	10,336.94	10,336.94	10,336.94	10,336.94	
2-82	STORM & SEWERS 50	145013 000000	Limited underground lines as needed	0.00	0.00	0.00	0.00	0.00	Construction complete
2-82	HVAC	146016 000000		0.00	1,016,880.00	1,016,880.00	1,016,880.00	53,624.84	Construction underway
2-82	DEBT SERVICE	900101 000000		0.00	21,613.50	21,613.50	21,613.50	21,613.50	
				10,000.00	1,145,318.44	1,135,318.44	1,064,318.44	92,390.79	

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Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PEABODY SQUARE								
2-83	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,880.00	3,880.00	3,880.00	945.87	
2-83	OCCUPANCY	140800 427000		0.00	456.00	456.00	456.00	109.77	
2-83	BUILDING ENV DESIGN 30	143001 712000		5,000.00	5,000.00	0.00	0.00	0.00	
2-83	DEBT SERVICE	900101 000000		0.00	1,753.57	1,753.57	1,753.57	1,753.57	
				5,000.00	11,089.57	6,089.57	6,089.57	2,809.21	

[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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN FIELD								
2-89	OCCUPANCY	140800 427000		0.00	1,521.00	1,521.00	1,521.00	379.22	
2-89	FAMILY SERVICES	140800 768000		0.00	10,100.00	10,100.00	10,100.00	2,427.43	
2-89	CONSULTANTS 30	143001 741000		100,000.00	50,000.00	(50,000.00)	0.00	0.00	
2-89	ELECTRICAL 30	143001 755000		0.00	0.00	0.00	0.00	0.00	
2-89	ELECTRICAL 60	146015 000000	Waterproof all panels at secondary system	200,000.00	200,000.00	0.00	0.00	0.00	Project in design
2-89	HVAC	146016 000000	Replace one boiler	0.00	0.00	0.00	0.00	0.00	
2-89	BASEMENTS/CELLARS 60	146019 704000		225,000.00	225,000.00	0.00	0.00	0.00	Project in design
2-89	STAIRSWAYS 60	146021 950000	Repair all exterior stoops	500,000.00	598,680.00	98,680.00	598,680.00	0.00	Construction underway
				1,025,000.00	1,085,301.00	60,301.00	610,301.00	2,806.65	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	JOSEPH MALONE								
2-90	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	3,680.00	3,680.00	3,680.00	912.07	
2-90	OCCUPANCY	140800 427000		0.00	488.00	488.00	488.00	119.76	
2-90	DEBT SERVICE	900101 000000		0.00	1,977.65	1,977.65	1,977.65	1,977.65	
				0.00	6,145.65	6,145.65	6,145.65	3,009.48	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HIGHLAND PARK								
2-93	OCCUPANCY	140800 427000		0.00	152.00	152.00	152.00	29.94	
2-93	FAMILY SERVICES	140800 768000		0.00	510.00	510.00	510.00	150.29	
2-93	BUILDING ENV DESIGN 30	143001 712000		0.00	1,995.00	1,995.00	0.00	0.00	
2-93	STORM & SEWERS 50	145013 000000		20,000.00	20,000.00	0.00	0.00	0.00	
2-93	BUILDING EXTERIOR	146014 000000		498,356.00	496,361.00	(1,995.00)	0.00	0.00	Project in design
2-93	ELECTRICAL 60	146015 000000		20,000.00	20,000.00	0.00	0.00	0.00	
				538,356.00	539,018.00	662.00	662.00	180.23	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH ELDERLY								
2-95	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	4,390.00	4,390.00	4,390.00	1,080.99	
2-95	OCCUPANCY	140800 427000		0.00	528.00	528.00	528.00	129.78	
2-95	ARCH & ENG	143001 000000		0.00	27,000.00	27,000.00	0.00	0.00	
2-95	CONSULTANTS 30	143001 741000		10,000.00	10,000.00	0.00	0.00	0.00	
2-95	ELEVATORS 30	143001 760000		0.00	1,000.00	1,000.00	1,000.00	1,000.00	
2-95	STORM & SEWERS 50	145013 000000	Replace line(s) as needed	0.00	0.00	0.00	0.00	0.00	Construction complete
2-95	BUILDING EXTERIOR	146014 000000		0.00	193,261.20	193,261.20	36,261.20	36,261.20	Construction complete
2-95	FURNACE & BOILERS	146016 785000		0.00	22,900.00	22,900.00	0.00	0.00	Construction underway
2-95	DEBT SERVICE	900101 000000		0.00	8,969.42	8,969.42	8,969.42	8,969.42	
				10,000.00	268,048.62	258,048.62	51,148.62	47,441.39	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HAMPTON STREET								
2-98	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,870.00	2,870.00	2,870.00	709.39	
2-98	OCCUPANCY	140800 427000		0.00	825.00	825.00	825.00	529.60	
2-98	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	
2-98	DEBT SERVICE	900101 000000		0.00	8,708.02	8,708.02	8,708.02	8,708.02	
				4,500.00	16,903.02	12,403.02	12,403.02	9,947.01	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FREDERICK DOUGLASS								
2-126	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,760.00	2,760.00	2,760.00	675.61	
2-126	OCCUPANCY	140800 427000		0.00	325.00	325.00	325.00	79.84	
2-126	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	
2-126	DEBT SERVICE	900101 000000		0.00	13,061.46	13,061.46	13,061.46	13,061.46	
				4,500.00	20,646.46	16,146.46	16,146.46	13,816.91	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY09

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON MANOR								
2-127	ELDERLY ACTIVITY ADVISOR	140800 421000		0.00	2,770.00	2,770.00	2,770.00	675.57	
2-127	OCCUPANCY	140800 427000		0.00	325.00	325.00	325.00	79.84	
2-127	SITE 30	143001 936000		4,500.00	4,500.00	0.00	0.00	0.00	
2-127	DEBT SERVICE	900101 000000		0.00	15,392.65	15,392.65	15,392.65	15,392.65	
				4,500.00	22,987.65	18,487.65	18,487.65	16,148.06	

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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:	Grant Type and Number:	Federal FY of Grant: FFY10
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 Replacement Housing Factor Grant No:	Federal FY of Grant Approval: FFY10

Type of Grant

___Original Annual Statement
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
__Revised Annual Statement (revision no:)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)	5,155,807	5,155,807	0.00	0.00
3	1408 Management Improvements	2,465,289	2,465,289	0.00	0.00
4	1410 Administration	2,577,903	2,577,903	0.00	0.00
5	1411 Audit	25,000	25,000	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,744,000	1,744,000	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	1,318,000	1,318,000	0.00	0.00
10	1460 Dwelling Structures	8,444,000	8,444,000	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	60,000	60,000	0.00	0.00
13	1475 Nondwelling Equipment	173,317	173,317	0.00	0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	110,000	110,000	0.00	0.00
17	1499 Development Activities*				
18a	1501 Collateralization or Debt Service paid by PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Paym	3,679,382	3,679,382	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	26,340	26,340	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	25,779,038	25,779,038	0.00	0.00
21	Amount of line 20 Related to LBP Testing	610,000	610,000	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs	1,095,702	1,095,702	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	2,000,000	2,000,000	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	1,845,000	1,845,000	0.00	0.00

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

form **HUD-50075.1**(4/2008)

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUTHORITY WIDE								
2-00	OPERATION	1406		5,155,807.00	5,155,807.00	0.00	0.00	0.00	
2-00	AUTHORITY WIDE-MIP FUNDS	1408		10,000.00	10,000.00	0.00	0.00	0.00	
2-00	MIS	1408		266,312.00	266,312.00	0.00	0.00	0.00	
2-00	PUBLIC SAFETY	1408		1,095,702.00	1,095,702.00	0.00	0.00	0.00	
2-00	STAFF TRAINING	1408							
2-00	INTERNAL AUDIT	1408							
2-00	ELDERLY SERVICES	1408		401,669.00	401,669.00	0.00	0.00	0.00	
2-00	OCCUPANCY	1408		189,423.00	189,423.00	0.00	0.00	0.00	
2-00	FAMILY SERVICES	1408							
2-00	COMMUNITY SERVICES	1408		269,612.00	269,612.00	0.00	0.00	0.00	
2-00	GRIEVANCE PANEL	1408		69,208.00	69,208.00	0.00	0.00	0.00	
2-00	RISK MANAGEMENT	1408		111,810.00	111,810.00	0.00	0.00	0.00	
2-00	RENT COLLECTION	1408		51,553.00	51,553.00	0.00	0.00	0.00	
2-00	VACANCY REHAB	1408							
2-00	YOUTH SERVICES	1408							
2-00	ADMINISTRATIVE	1410		2,577,903.00	2,577,903.00	0.00	0.00	0.00	
2-00	AUDIT	1411		25,000.00	25,000.00	0.00	0.00	0.00	
2-00	ARCH / ENG(USTs)	1430		100,000.00	100,000.00	0.00	0.00	0.00	
2-00	ARCH / ENG (Lead)	1430		100,000.00	100,000.00	0.00	0.00	0.00	
2-00	ARCH / ENG (Electrical)	1430							
2-00	ARCH / ENG (Building Envelope)	1430		50,000.00	50,000.00	0.00	0.00	0.00	
2-00	CONSULTANTS	1430							
2-00	CONSULTANTS(Site)	1430							
2-00	CONSULTANTS(Development)	1430		100,000.00	100,000.00	0.00	0.00	0.00	
2-00	USTs	1450		50,000.00	50,000.00	0.00	0.00	0.00	Project in planning
2-00	ENVIRONMENTAL REMEDIATION	1450							
2-00	LEAD PAINT ABATEMENT	1460		500,000.00	500,000.00	0.00	0.00	0.00	Project in planning
2-00	ASBESTOS ABATEMENT	1460							
2-00	VACANT UNIT REHAB	1460							
2-00	OFFICE EQUIPMENT	1475		23,692.00	23,692.00	0.00	0.00	0.00	
2-00	COMPUTERS	1475		99,625.00	99,625.00	0.00	0.00	0.00	
2-00	VEHICLES	1475		50,000.00	50,000.00	0.00	0.00	0.00	
2-00	RELOCATION	1495		100,000.00	100,000.00	0.00	0.00	0.00	
2-00	RELOCATION(Lead)	1495		10,000.00	10,000.00	0.00	0.00	0.00	
2-00	RELOCATION(504 Compliance)	1495							
2-00	DEBT SERVICE	9000		3,679,382.00	3,679,382.00	0.00	0.00	0.00	
2-00	CONTINGENCY	1502		26,340.00	26,340.00	0.00	0.00	0.00	
				15,113,038.00	15,113,038.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CHARLESTOWN								
2-01	CLERKS	1430		125,000.00	125,000.00	0.00	0.00	0.00	
2-01	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-01	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-01	BUILDING EXTERIOR	1460	Stairhall Security at all buildings	750,000.00	750,000.00	0.00	0.00	0.00	Project in design
2-01	ELECTRICAL	1460	Stairhall Security at all buildings	500,000.00	500,000.00	0.00	0.00	0.00	Project in design
2-01	FIRE PROTECTION	1460	Stairhall Security at all buildings	750,000.00	750,000.00	0.00	0.00	0.00	Project in design
				2,140,000.00	2,140,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LENOX STREET								
2-04	CLERKS	1430		25,000.00	25,000.00	0.00	0.00	0.00	
2-04	PLUMBING	1460	Two basement waste lines	50,000.00	50,000.00	0.00	0.00	0.00	Project in design
				75,000.00	75,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CATHEDRAL								
2-06	CLERKS	1430		35,000.00	35,000.00	0.00	0.00	0.00	
2-06	ARCH / ENG (Building Env)	1430		25,000.00	25,000.00	0.00	0.00	0.00	
2-06	SITE	1450	Equipment Enclosures	200,000.00	200,000.00	0.00	0.00	0.00	Project in construction bidding
				260,000.00	260,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WHITTIER STREET								
2-11	CLERKS	1430		130,000.00	130,000.00	0.00	0.00	0.00	
2-11	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-11	ARCH / ENG (Elevators)	1430		50,000.00	50,000.00	0.00	0.00	0.00	
2-11	STORM AND SEWERS	1450	Replace as -needed	100,000.00	100,000.00	0.00	0.00	0.00	Project in design
2-11	BUILDING EXTERIOR	1460	Windows and caulking	300,000.00	300,000.00	0.00	0.00	0.00	Project in planning
2-11	ELECTRICAL	1460		1,644,000.00	1,644,000.00	0.00	0.00	0.00	Project in planning
2-11	HVAC	1460	Bathrooms Venting	520,000.00	520,000.00	0.00	0.00	0.00	Project in planning
				2,749,000.00	2,749,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BEECH STREET								
2-13				0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ALICE TAYLOR								
2-14	CLERKS	1430		65,000.00	65,000.00	0.00	0.00	0.00	
2-14	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-14	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-14	HVAC	1460		100,000.00	100,000.00	0.00	0.00	0.00	Project in planning
2-14	STAIRS	1460	At Mid-rise buildings	1,000,000.00	1,000,000.00	0.00	0.00	0.00	Project in construction bidding
				1,180,000.00	1,180,000.00	0.00	0.00	0.00	

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[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BROMLEY								
2-19	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-19	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
				15,000.00	15,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name: Boston Housing Authority				Grant Type and Number: Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					Federal FY of Grant: FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARY ELLEN McCORMACK								
2-23	CLERKS	1430		50,000.00	50,000.00	0.00	0.00	0.00	
2-23	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-23	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-23	STAIRS	1460	Exterior Stoops	500,000.00	500,000.00	0.00	0.00	0.00	Project in planning
				565,000.00	565,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	OLD COLONY								
2-24	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-24	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
				15,000.00	15,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARGARET COLLINS								
2-26	CLERKS	1430		25,000.00	25,000.00	0.00	0.00	0.00	
2-26	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-26	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
				105,000.00	105,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ANNAPOLIS								
2-27				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ASHMONT								
2-28				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
HOLGATE									
2-29				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FOLEY APARTMENTS								
2-30	CLERKS	1430		25,000.00	25,000.00	0.00	0.00	0.00	
2-30	ARCH / ENG (Electrical)	1430		25,000.00	25,000.00	0.00	0.00	0.00	
2-30	ARCH / ENG (Site)	1430		7,000.00	7,000.00	0.00	0.00	0.00	
2-30	SITE	1450	Paving, Garage	75,000.00	75,000.00	0.00	0.00	0.00	Project in planning
				132,000.00	132,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GROVELAND								
2-32	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-32	SITE	1450	One HazMat shed	34,000.00	34,000.00	0.00	0.00	0.00	Project in planning
				39,000.00	39,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
DAVISON									
2-34				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON								
2-35	CLERKS	1430		75,000.00	75,000.00	0.00	0.00	0.00	
2-35	ARCH / ENG (Electrical)	1430		25,000.00	25,000.00	0.00	0.00	0.00	
2-35	ARCH / ENG (Elevators)	1430		20,000.00	20,000.00	0.00	0.00	0.00	
2-35	ARCH / ENG (Non-Res)	1430		2,000.00	2,000.00	0.00	0.00	0.00	
2-35	ARCH / ENG (Roofs)	1430		6,000.00	6,000.00	0.00	0.00	0.00	
2-35	STORM AND SEWERS	1450		20,000.00	20,000.00	0.00	0.00	0.00	Project in planning
2-35	ELEVATORS	1460	equipment	1,060,000.00	1,060,000.00	0.00	0.00	0.00	Project in design
2-35	ROOFS	1460		15,000.00	15,000.00	0.00	0.00	0.00	Project in planning
2-35	NON-RESIDENTIAL	1470		20,000.00	20,000.00	0.00	0.00	0.00	Project in planning
				1,243,000.00	1,243,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WEST NINTH STREET								
2-36	CLERKS	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-36	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-36	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
				90,000.00	90,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CARROLL APARTMENTS								
2-37				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MEADE APARTMENTS								
2-38	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-38	SITE	1450	Repave parking	50,000.00	50,000.00	0.00	0.00	0.00	Project in planning
				55,000.00	55,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARTIN LUTHER KING								
2-40				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	EVA WHITE								
2-41				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WALNUT PARK								
2-42				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AMORY STREET								
2-45	ARCH / ENG (HVAC)	1430		20,000.00	20,000.00	0.00	0.00	0.00	
2-45	HVAC	1460	Ventilation	135,000.00	135,000.00	0.00	0.00	0.00	Project in planning
				155,000.00	155,000.00	0.00	0.00	0.00	

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PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GENERAL WARREN								
2-47	CLERKS	1430		20,000.00	20,000.00	0.00	0.00	0.00	
2-47	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-47	ARCH / ENG (Stairs)	1430		30,000.00	30,000.00	0.00	0.00	0.00	
2-47	ARCH / ENG (Site)	1430		130,000.00	130,000.00	0.00	0.00	0.00	
2-47	SITE	1450	All Exterior stairs	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
				260,000.00	260,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	TORRE UNIDAD								
2-49				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROCKLAND								
2-50	ARCH / ENG (Building Env)	1430		15,000.00	15,000.00	0.00	0.00	0.00	
				15,000.00	15,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CODMAN APARTMENTS								
2-51	CLERKS	1430		12,500.00	12,500.00	0.00	0.00	0.00	
2-51	ARCH / ENG (Non-Res)	1430		2,000.00	2,000.00	0.00	0.00	0.00	
2-51	NON-RESIDENTIAL	1470	Trash Compactor	20,000.00	20,000.00	0.00	0.00	0.00	Project in design
				34,500.00	34,500.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HERITAGE								
2-52									
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
ST. BOTOLPH									
2-53				0.00	0.00	0.00	0.00	0.00	

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PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PASCIUCCO								
2-54	ARCH / ENG (Non-Res)	1430		2,000.00	2,000.00	0.00	0.00	0.00	
2-54	NON-RESIDENTIAL	1470	Trash Compactor	20,000.00	20,000.00	0.00	0.00	0.00	Project in design
				22,000.00	22,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LOWER MILLS								
2-57				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name: Boston Housing Authority				Grant Type and Number: Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					Federal FY of Grant: FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-58	UNIT MOD	1460	Structural Repairs	20,000.00	20,000.00	0.00	0.00	0.00	Project in planning
				30,000.00	30,000.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUSONIA								
2-61	CLERKS	1430		50,000.00	50,000.00	0.00	0.00	0.00	
2-61	BUILDING EXTERIOR	1460	All Windows	600,000.00	600,000.00	0.00	0.00	0.00	Project in planning
				650,000.00	650,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HASSAN								
2-62				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

[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 II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	SPRING STREET								
2-70				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PATRICIA WHITE								
2-71									
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROSLYN APARTMENTS								
2-72	CLERKS	1430		20,000.00	20,000.00	0.00	0.00	0.00	
2-72	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-72	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-72	ARCH / ENG (Site)	1430		7,500.00	7,500.00	0.00	0.00	0.00	
2-72	SITE	1450	Haz Mat Shed	34,000.00	34,000.00	0.00	0.00	0.00	Project in planning
2-72	SITE	1450	Ext. Stairs	75,000.00	75,000.00	0.00	0.00	0.00	Project in planning
2-72	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
				221,500.00	221,500.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BELLFLOWER								
2-77	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-77	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
				80,000.00	80,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH FAMILY								
2-82	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-82	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
				15,000.00	15,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
PEABODY SQUARE									
2-83				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN FIELD								
2-89	ARCH / ENG (HVAC)	1430		35,000.00	35,000.00	0.00	0.00	0.00	
2-89	ARCH / ENG (HVAC)	1430		60,000.00	60,000.00	0.00	0.00	0.00	
2-89	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-89	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-89	ARCH / ENG (Site)	1430		50,000.00	50,000.00	0.00	0.00	0.00	
				160,000.00	160,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:				Grant Type and Number:					Federal FY of Grant:
Boston Housing Authority				Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:					FFY10
Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	JOSEPH MALONE								
2-90				0.00	0.00				
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HIGHLAND PARK								
2-93	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-93	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
				15,000.00	15,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH ELDERLY								
2-95	ARCH / ENG (Site)	1430		5,000.00	5,000.00	0.00	0.00	0.00	
2-95	ARCH / ENG (Electrical)	1430		10,000.00	10,000.00	0.00	0.00	0.00	
				15,000.00	15,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HAMPTON STREET								
2-89	CLERKS	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-98	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-98	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
2-98	STORM AND SEWER	1450	Replace Main Sewer	20,000.00	20,000.00	0.00	0.00	0.00	Project in planning
				110,000.00	110,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FREDERICK DOUGLASS								
2-126	CLERKS	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-126	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-126	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
2-126	STORM AND SEWER	1450	Replace Main Sewer	20,000.00	20,000.00	0.00	0.00	0.00	Project in planning
				110,000.00	110,000.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	Capital Fund Program Grant No: MA06-P002-501-10 CFFP (Yes/No): No Replacement Housing Factor Grant No:	FFY10

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON MANOR								
2-127	CLERKS	1430		10,000.00	10,000.00	0.00	0.00	0.00	
2-127	ARCH / ENG (Site)	1430		2,500.00	2,500.00	0.00	0.00	0.00	
2-127	SITE	1450	Repair Tripping Hazards	77,500.00	77,500.00	0.00	0.00	0.00	Project in planning
2-127	STORM AND SEWER	1450	Replace Main Sewer	20,000.00	20,000.00	0.00	0.00	0.00	Project in planning
				110,000.00	110,000.00	0.00	0.00	0.00	

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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:	Grant Type and Number:	Federal FY of Grant: CFRG
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09	Federal FY of Grant Approval:

Type of Grant

___Original Annual Statement
___Reserve for Disasters/Emergencies
_X_Revised Annual Statement (revision no: 4)
_X_Performance and Evaluation Report for Program Year Ending 9/30/10
___Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)				
3	1408 Management Improvements				
4	1410 Administration	2,120,884.80	2,120,884.80	2,120,884.80	347,994.02
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,134,306.00	1,134,306.18	1,134,306.18	788,361.31
8	1440 Site Acquisition				
9	1450 Site Improvement	342,000.00	342,000.00	342,000.00	16,450.00
10	1460 Dwelling Structures	19,119,063.20	19,119,063.22	19,119,063.22	7,871,932.96
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	613,479.00	613,478.80	613,478.80	388,347.39
17	1499 Development Activities*	10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
18a	1501 Collateralization or Debt Service paid by PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	33,329,733.00	33,329,733.00	33,329,733.00	19,413,085.68
21	Amount of line 20 Related to LBP Testing	0.00	4,279,872.00	4,279,872.00	1,079,337.74
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	1,767,812.00	1,767,812.00	1,767,812.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	5,261,831.00	5,261,831.00	5,261,831.00	3,543,608.56

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

form **HUD-50075.1**(4/2008)

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUTHORITY WIDE								
2-00	OPERATION	140600 000000							
2-00	MANAGEMENT IMPROVEMENTS	140800 000000							
2-00	MIS	140800 410000							
2-00	PUBLIC SAFETY	140800 412000							
2-00	ELDERLY ACTIVITY ADVISOR	140800 421000							
2-00	OCCUPANCY	140800 427000							
2-00	FAMILY SERVICES	140800 768000							
2-00	GRIEVANCE PANEL	140800 807000							
2-00	RISK MANAGEMENT	140800 899000							
2-00	RENT COLLECTION	140800 901000							
2-00	VACANCY REHAB	140800 967000							
2-00	ADMINISTRATIVE	141001 000000							
2-00	AUDIT	141101 000000							
2-00	LEAD PAINT REMOVAL 30	143001 837000							
2-00	ENVIRONMENTAL HAZARD	143001 838000							
2-00	UNDERGROUND STORAGE TANKS 30	143001 966000							
2-00	CLERK OF WORKS	143001 741000							
2-00	CONSTRUCTION REPS FOR 504	143001 741001							
2-00	DEVELOPMENT CONSULTANTS	143001 743001							
2-00	ASBESTOS REMOVAL	146021 830000							
2-00	LEAD PAINT REMOVAL 60	146021 837000							
2-00	VACANT UNIT REHAB	146021 967000							
2-00	OFFICE EQUIPMENT	147501 000000							
2-00	COMPUTERS	147501 742000							
2-00	VEHICLES	147507 000000							
2-00	RELOCATION MOVING & FAMILY	149501 000000							
2-00	RELOCATION FOR 504 PROGRAM	149501 812000							
2-00	RELOCATION FOR LEAD PAINT REMOVAL	149501 837000							
2-00	CONTINGENCY	150200 000000		0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CHARLESTOWN								
2-01	ADMINISTRATIVE	141001 000000		782,643.70	782,643.70	0.00	782,643.70	279,606.84	
2-01	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-01	FURNACE & BOILERS 30	143001 785000		98,900.00	98,900.00	0.00	98,900.00	93,955.00	
2-01	PLUMBING 30	143001 880000		316,059.00	316,059.00	0.00	316,059.00	194,379.00	
2-01	ROOF SURVEY 30	143001 904000		87,542.00	87,542.00	0.00	87,542.00	86,492.00	
2-01	HVAC	146016 000000	Non-energy related equipment	0.00	0.00	0.00	0.00		
2-01	FURNACE & BOILERS 60	146016 785000	Replace five boilers	1,203,696.00	1,203,696.00	0.00	1,203,696.00	1,203,696.00	Construction complete
2-01	PLUMBING 60	146017 000000	Replacement of all risers, fixtures and finishes to complete bathroom modernization at an additional 213 units (extension of CFFP project)	3,663,000.00	3,663,000.00	0.00	3,663,000.00	1,748,344.86	Construction underway
2-01	ROOFS	146018 000000	Replacement of roofs at Buildings 1 through 6, 8, 14, 15, 18	1,720,500.00	1,720,500.00	0.00	1,720,500.00	1,673,270.00	Construction complete
2-01	LEAD PAINT REMOVAL 60	146021 837000		430,000.00	430,000.00	0.00	430,000.00	333,602.32	Construction underway
2-01	RELOCATION MOVING & FAMILY	149501 000000	Temporary relocation of 213 families	306,740.00	306,740.00	0.00	306,740.00	236,427.36	Construction underway
2-01	CONTINGENCY	150200 000000		0.00	0.00	0.00	0.00	0.00	
				8,609,080.70	8,609,080.70	0.00	8,609,080.70	5,849,773.38	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LENOX STREET								
2-04	ADMINISTRATIVE	141001 000000		174,125.00	174,125.00	0.00	174,125.00	1,842.76	
2-04	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-04	FURNACE & BOILERS 30	143001 785000		22,750.00	22,750.00	0.00	22,750.00	20,702.50	
2-04	ROOF SURVEY 30	143001 904000		0.00	0.00	0.00	0.00	0.00	
2-04	HVAC	146016 000000	Replace two boilers, separate DHW heating and storage	0.00	0.00	0.00	0.00	0.00	
2-04	FURNACE & BOILERS 60	146016 785000		118,500.00	118,500.00	0.00	118,500.00	70,740.00	Construction complete
2-04	ROOFS	146018 000000	Replace roofs on all buildings w/ energy-efficient "white" roofs in tandem w/ installation of photo-voltaic collectors	1,600,000.00	1,600,000.00	0.00	1,600,000.00	0.00	Project in construction bidding
				1,915,375.00	1,915,375.00	0.00	1,915,375.00	93,285.26	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CATHEDRAL								
2-06	ADMINISTRATIVE	141001 000000		44,652.10	44,652.10	0.00	44,652.10	943.33	
2-06	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-06	HVAC STUDY 30	143001 816000		19,943.00	19,943.00	0.00	19,943.00	12,950.77	
2-06	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-06	HVAC	146016 000000	Replace boilers at 10-story buildings	130,000.00	130,000.00	0.00	130,000.00	130,000.00	Costruction complete
2-06	SECURITY	146019 000000	Make all elevators and lobbies security camera ready	296,578.00	296,578.00	0.00	296,578.00	0.00	Construction underway
2-06	LEAD PAINT REMOVAL 60	146021 837000		0.00	150,000.00	150,000.00	150,000.00	0.00	Construction underway
				491,173.10	641,173.10	150,000.00	641,173.10	143,894.10	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WHITTIER STREET								
2-11	ADMINISTRATIVE	141001 000000		10,624.70	10,624.70	0.00	10,624.70	0.00	
2-11	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-11	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-11	SECURITY	146019 000000	Make all elevators security camera ready	106,247.00	106,247.00	0.00	106,247.00	0.00	Construction underway
				116,871.70	116,871.70	0.00	116,871.70	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BEECH STREET								
2-13	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-13	DWELLING CONSTRUCTION	1460				0.00	0.00	0.00	
2-13	RE-DEVELOPMENT	149900 000000	to assist in re-development of Phase I which includes 100 affordable rental units and community center space	10,000,000.00	10,000,000.00	0.00	10,000,000.00	10,000,000.00	Costruction complete
				10,000,000.00	10,000,000.00	0.00	10,000,000.00	10,000,000.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ALICE TAYLOR								
2-14	ADMINISTRATIVE	141001 000000		19,600.00	19,600.00	0.00	19,600.00	814.09	
2-14	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-14	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-14	SECURITY	146019 000000	Make all elevators and lobbies security camera ready	196,000.00	196,000.00	0.00	196,000.00	0.00	Construction underway
2-14	LEAD PAINT REMOVAL 60	146021 837000		0.00	250,000.00	250,000.00	250,000.00	218,346.38	Construction underway
				215,600.00	465,600.00	250,000.00	465,600.00	219,160.47	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BROMLEY / HEATH								
2-19	ADMINISTRATIVE	141001 000000		341,987.20	341,987.20	0.00	341,987.20	26,732.77	
2-19	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-19	LEAD PAINT REMOVAL 60	146021 837000		3,419,872.00	3,019,872.00	(400,000.00)	3,019,872.00	441,534.08	Construction underway
				3,761,859.20	3,361,859.20	(400,000.00)	3,361,859.20	468,266.85	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARY ELLEN McCORMACK								
2-23	ADMINISTRATIVE	141001 000000		456,182.20	456,182.20	0.00	456,182.20	11,766.15	
2-23	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-23	PLUMBING 30	143001 880000		328,000.00	328,000.00	0.00	328,000.00	180,400.00	
2-23	PLUMBING 60	146017 000000	Replacement of all risers, fixtures and finishes to complete bathroom modernization at an additional 152 rowhouse units (extension of CFFP project)	3,497,083.20	3,497,083.22	0.02	3,497,083.22	1,139,047.00	Construction underway
2-23	LEAD PAINT REMOVAL 60	146021 837000		430,000.00	430,000.00	0.00	430,000.00	85,854.96	Construction underway
2-23	RELOCATION MOVING & FAMILY	149501 000000	Temporary relocation of 152 families	306,739.00	306,738.80	(0.20)	306,738.80	151,920.03	Construction underway
				5,018,004.40	5,018,004.22	(0.18)	5,018,004.22	1,568,988.14	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	OLD COLONY								
2-24	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-24	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-24	HVAC STUDY 30	143001 816000		0.00	0.00	0.00	0.00	0.00	
2-24	SITE 30	143001 936000		0.00	0.00	0.00	0.00	0.00	
2-24	SITE IMPROVEMENTS	145011 000000	Additional drainage and waterproofing to area surrounding Building XY at 290 Old Colony Avenue	0.00	0.00	0.00	0.00	0.00	
2-24	HVAC	146016 000000	Replace ventilation fans at addititional 227 units (extension of CFFP project)	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARGARET COLLINS								
2-26	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-26	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ANNAPOLIS								
2-27	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-27	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ASHMONT								
2-28	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-28	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HOLGATE								
2-29	ADMINISTRATIVE	141001 000000		5,000.00	5,000.00	0.00	5,000.00	0.00	
2-29	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-29	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-29	SECURITY	146019 000000	Make all elevators security camera ready	50,000.00	50,000.00	0.00	50,000.00	0.00	Construction underway
				55,000.00	55,000.00	0.00	55,000.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FOLEY APARTMENTS								
2-30	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-30	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-30	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-30	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GROVELAND								
2-32	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-32	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	DAVISON								
2-34	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-34	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON								
2-35	ADMINISTRATIVE	141001 000000		4,100.00	4,100.00	0.00	4,100.00	0.00	
2-35	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-35	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-35	SECURITY	146019 000000	Make all elevators security camera ready	41,000.00	41,000.00	0.00	41,000.00	0.00	Construction underway
				45,100.00	45,100.00	0.00	45,100.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WEST NINTH STREET								
2-36	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-36	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CARROLL APARTMENTS								
2-37	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-37	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MEADE APARTMENTS								
2-38	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-38	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	MARTIN LUTHER KING								
2-40	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-40	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-40	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-40	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	EVA WHITE								
2-41	ADMINISTRATIVE	141001 000000		2,209.40	2,209.40	0.00	2,209.40	0.00	
2-41	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-41	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-41	SECURITY	146019 000000	Make all elevators security camera ready	22,094.00	22,094.00	0.00	22,094.00	0.00	Construction underway
				24,303.40	24,303.40	0.00	24,303.40	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WALNUT PARK								
2-42	ADMINISTRATIVE	141001 000000		109,260.00	109,260.00	0.00	109,260.00	14,361.44	
2-42	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-42	BUILDING ENV DESIGN 30	143001 712000		95,000.00	95,000.00	0.00	95,000.00	77,450.00	
2-42	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-42	BUILDING EXTERIOR	146014 000000	Emergency repairs of masonry building envelope throughout	938,600.00	938,600.00	0.00	938,600.00	627,497.36	Construction underway
2-42	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				1,201,860.00	1,201,860.00	0.00	1,201,860.00	719,308.80	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AMORY STREET								
2-45	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-45	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-45	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-45	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	GENERAL WARREN								
2-47	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-47	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	TORRE UNIDAD								
2-49	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-49	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-49	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-49	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROCKLAND								
2-50	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-50	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-50	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-50	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	CODMAN APARTMENTS								
2-51	ADMINISTRATIVE	141001 000000		4,500.00	4,500.00	0.00	4,500.00	0.00	
2-51	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-51	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-51	SECURITY	146019 000000	Make all elevators security camera ready	45,000.00	45,000.00	0.00	45,000.00	0.00	Construction underway
				49,500.00	49,500.00	0.00	49,500.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HERITAGE								
2-52	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-52	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-52	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-52	SECURITY	146019 000000	Make all elevators security camera ready	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ST. BOTOLPH								
2-53	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-53	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-53	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-53	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PASCIUCCO								
2-54	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-54	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-54	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-54	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	LOWER MILLS								
2-57	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-57	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-57	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-57	SECURITY	146019 000000	Make all elevators security camera ready	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	W. NEWTON -RUTLAND-E. SPRINGFIELD STREETS								
2-58	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-58	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	AUSONIA								
2-61	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-61	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-61	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-61	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HASSAN								
2-62	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-62	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-62	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-62	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	SPRING STREET								
2-70	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-70	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PATRICIA WHITE								
2-71	ADMINISTRATIVE	141001 000000		1,967.80	1,967.80	0.00	1,967.80	0.00	
2-71	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-71	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-71	SECURITY	146019 000000	Make all elevators security camera ready	19,678.00	19,678.00	0.00	19,678.00	0.00	Construction underway
				21,645.80	21,645.80	0.00	21,645.80	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	ROSLYN APARTMENTS								
2-72	ADMINISTRATIVE	141001 000000		5,900.00	5,900.00	0.00	5,900.00	0.00	
2-72	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-72	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-72	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				64,900.00	64,900.00	0.00	64,900.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	BELLFLOWER								
2-77	ADMINISTRATIVE	141001 000000		17,500.00	17,500.00	0.00	17,500.00	1,886.66	
2-77	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-77	HVAC STUDY 30	143001 816000		30,000.00	30,000.00	0.00	30,000.00	25,901.53	
2-77	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-77	HVAC	146016 000000	Replace all boilers	100,000.00	100,000.00	0.00	100,000.00	100,000.00	Construction complete
2-77	SECURITY	146019 000000	Make all elevators security camera ready	45,000.00	45,000.00	0.00	45,000.00	0.00	Construction underway
				192,500.00	192,500.00	0.00	192,500.00	127,788.19	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH FAMILY								
2-82	ADMINISTRATIVE	141001 000000		51,036.30	51,036.30	0.00	51,036.30	8,153.32	
2-82	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-82	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-82	UNDERGROUND STORAGE TANKS 30	143001 966000		106,112.00	106,112.18	0.18	106,112.18	70,228.98	
2-82	UNDERGROUND STORAGE TANKS 30	145011 966000	Remove and Replace USTs at six buildings and any related site remediation	342,000.00	342,000.00	0.00	342,000.00	16,450.00	Construction underway
2-82	SECURITY	146019 000000	Make all elevators security camera ready	62,251.00	62,251.00	0.00	62,251.00	0.00	Construction underway
				561,399.30	561,399.48	0.18	561,399.48	94,832.30	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	PEABODY SQUARE								
2-83	ADMINISTRATIVE	141001 000000		18,900.00	18,900.00	0.00	18,900.00	1,886.66	
2-83	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-83	HVAC STUDY 30	143001 816000		30,000.00	30,000.00	0.00	30,000.00	25,901.53	
2-83	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-83	HVAC	146016 000000	Replace all boilers	100,000.00	100,000.00	0.00	100,000.00	100,000.00	Construction complete
2-83	SECURITY	146019 000000	Make all elevators security camera ready	59,000.00	59,000.00	0.00	59,000.00	0.00	Construction underway
				207,900.00	207,900.00	0.00	207,900.00	127,788.19	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FRANKLIN FIELD								
2-89	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-89	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-89	HVAC	146016 000000	Non-energy related equipment	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	JOSEPH MALONE								
2-90	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-90	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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PHA Name:	Grant Type and Number:	Federal FY of Grant:
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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HIGHLAND PARK								
2-93	ADMINISTRATIVE	141001 000000		0.00	0.00	0.00	0.00	0.00	
2-93	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	COMMONWEALTH ELDERLY								
2-95	ADMINISTRATIVE	141001 000000		4,096.40	4,096.40	0.00	4,096.40	0.00	
2-95	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-95	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-95	SECURITY	146019 000000	Make all elevators security camera ready	40,964.00	40,964.00	0.00	40,964.00	0.00	Construction underway
				45,060.40	45,060.40	0.00	45,060.40	0.00	

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Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	HAMPTON STREET								
2-98	ADMINISTRATIVE	141001 000000		4,500.00	4,500.00	0.00	4,500.00	0.00	
2-98	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-98	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-98	SECURITY	146019 000000	Make all elevators security camera ready	45,000.00	45,000.00	0.00	45,000.00	0.00	Construction underway
				49,500.00	49,500.00	0.00	49,500.00	0.00	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	The Capital Fund Recovery Grant No: MA06S002501-09 CFFP (Yes/No): No Replacement Housing Factor Grant No:	CFRG Stimulus

Dev. No./ Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	FREDERICK DOUGLASS								
2-126	ADMINISTRATIVE	141001 000000		4,500.00	4,500.00	0.00	4,500.00	0.00	
2-126	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-126	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-126	SECURITY	146019 000000	Make all elevators security camera ready	45,000.00	45,000.00	0.00	45,000.00	0.00	Construction underway
				49,500.00	49,500.00	0.00	49,500.00	0.00	

[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.

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				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
	WASHINGTON MANOR								
2-127	ADMINISTRATIVE	141001 000000		4,500.00	4,500.00	0.00	4,500.00	0.00	
2-127	CAPITAL PLANNING SYSTEM / NEEDS ASS	1430	Collect and input capital data into DHCD Capital Planning System	0.00	0.00	0.00	0.00	0.00	
2-127	SECURITY EQUIPMENT	143001 915000		0.00	0.00	0.00	0.00	0.00	
2-127	SECURITY	146019 000000	Make all elevators security camera ready	45,000.00	45,000.00	0.00	45,000.00	0.00	Construction underway
				49,500.00	49,500.00	0.00	49,500.00	0.00	

[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.

Supplement to HUD Form 50075: Plan Elements
April 6, 2012

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*Included with submission

6.0 PHA Plan Update

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait list Procedures**

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe) At the time of preliminary application as well as when the applicant nears the top of the wait list. In addition the BHA verifies eligibility for admission for proposed additions to current households family composition and for residual tenancy applicants.

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

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☒ Other (describe) relations with neighbors, credit history, utility payment history, and eligible immigration status

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

☒ PHA main administrative office

☒ PHA development site management office
☒ Other: by mail, by phone, via e-mail, site offices, and can download forms from the BHA website (www.bostonhousing.org)

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

1. How many site-based waiting lists will the PHA operate in the coming year? 47 public housing and 5 HOPE VI and 1 at Franklin Hill privately operated.

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

3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? All lists for which they meet the threshold eligibility criteria.

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☒ PHA main administrative office
☒ All PHA development management offices
☒ Management offices at developments with site-based waiting lists
☒ At the development to which they would like to apply
☒ Other: BHA website (www.bostonhousing.org), mail, phone, and via e-mail HOPE VI sites – Mission Main, Orchard Gardens, Orchard Commons, Washington Beech, and Maverick maintain and establish their own waiting lists (Franklin Hill – BHA will maintain the Section 8 project-based waiting list portion of Franklin Hill and private management will maintain all other lists at the site.)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One (for all applicants and approved emergency transfers)
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

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Deleted:
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Deleted: (for priority applicants and approved emergency transfers)

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? *However, given the demographics of the public housing wait list it is anticipated that new admissions at or below 30% of median area income will significantly exceed 40%.*

b. Transfer policies:

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

☒ Emergencies

☒ Overhoused: (by 2 BR or more)

☒ Underhoused: (by 3 BR or more)

☒ Medical justification: (in a life threatening situation)

☒ Administrative reasons determined by the PHA (e.g., to permit modernization work, address severe overhousing, make apartments with special features available to persons with disabilities, etc.)

☒ Resident choice: (state circumstances below) Elderly/Disabled living in family housing transfer to elderly/disabled housing; Non-Elderly Disabled residing in Elderly/Disabled Housing transferring to Family Housing; residents living in studio apartments for two years or longer and in good standing.

☒ Other: (list below) under or over housed transfers if site is 98% occupied.

Note: Transfers in checked boxes above take precedence over new admissions in highest priority category as follows: 1) Administrative Transfers will take precendence over all new admissions; 2) Emergency Transfers will take precedence over new admissions for every other fourth unit by development by bedroom size; 3) Under or Over housed Tranfers for every eight unit by development by bedroom size if the site is at the 98% occupancy rate.

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Deleted: (If ACOP submitted with this Plan is approved, BHA will change this to overhoused by 2 or more)

Deleted: ☐

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c. Preferences

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

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

Former Federal preferences:

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicant Only], Property Disposition, Condemnation, Displacement by any low-rent housing project or by public slum clearance or urban renewal project), Victims of reprisals or hate crimes

☒ Victims of domestic violence

☐ Substandard housing
☒ Homelessness
☒ High rent burden (rent is > 50 percent of income) (for Elderly/Disabled Program only)
☒ Imminent Landlord displacement (for Elderly/Disabled housing program only)

Other preferences: (select below)
☐ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☒ Other preference(s) (list below)

- Disabled head or co-head (family housing program only)
- Designated Housing Preference (for Elderly/Disabled housing program only)
- Displaced Resident from a unit in the City of Boston Preference

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

Date and Time: Only factor among residents/clients with same priority/preference status

Former Federal preferences:
1 Involuntary Displacement (Natural Disaster, Condemnation, Government Action, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicant Only] Displacement by any low-rent housing project or by public slum, victims of reprisals or hate crimes
1 Victims of domestic violence
1 Homelessness
2 High rent burden (Elderly/Disabled program only)
2 Imminent landlord displacement (Elderly/Disabled program only)

Other preferences (select all that apply)
☐ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☒ Other preference(s) (list below)

- Disabled head or co-head (family housing program only)
- Designated Housing Preference (for Elderly/Disabled housing program only)
- Displaced Resident from a unit in the City of Boston Preference

Deleted: Tenant of Record

4. Relationship of preferences to income targeting requirements:

☒ The PHA applies preferences within income tiers: Income tiers are used in our HOPE VI redevelopment sites and at our non-HOPE VI redevelopment sites, including West Broadway and Franklin Hill. We will consider implementing income tiers at any future redevelopment sites as well, including Washington Beech and Orient Heights. However, as with our current redevelopment projects, income tiering is in effect only after existing residents in good standing have the opportunity to return to the redeveloped site, regardless of their income.

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

☒ The PHA-resident lease

☒ The PHA's Admissions and Continued Occupancy policy

☒ PHA briefing seminars or written materials

☒ Other source (list): BHA website (www.bostonhousing.org), BHA Reasonable Accommodation in Housing Policy, BHA Pet Policies, Transfer Guide, VAWA Policy, Rent Manual – available at management offices.

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

☒ At an annual reexamination and lease renewal

☒ Any time family composition changes

☒ At family request for revision

☐ Other (list)

(6) Deconcentration and Income Mixing

Note: The Deconcentration Policy is in the Planning Library.

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

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

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

☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

☐ Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete this sub-component.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☐ Criminal or drug-related activity
☒ Other (describe below) Former landlord name and address upon request by prospective landlord as required by federal regulation.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
☒ PHA main administrative office Leased Housing Division-Occupancy Department, website (www.bostonhousing.org), mail, phone, via e-mail
☒ Other: There are several special admissions programs run by the BHA with non-profit partners which allow applications on a referral basis to eligible families.

(3) Search Time

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

If yes, state circumstances below:
Voucher Term Length, Tolling, Extension, Expiration and Withdrawal
(Numbers taken from Section 8 Administrative Plan, ex 7.2.1 refers to Chapter 7.)
7.2.1 Term Length

A Voucher has an initial term of 120 days. The term of the Voucher is the amount of time that a Family has to find approvable housing. Vouchers will expire 120 days from the date of the issuance unless the BHA suspends or extends the term of the Voucher. See sections 7.2.4 and 7.2.5. The Voucher will state the expiration date.

7.2.2 Expiration

The Voucher expires automatically on the date indicated on the Voucher unless the Voucher term changes due to an extension or suspension. See section 7.2.4. The initial Voucher states the expiration date

7.2.3 Withdrawal

The BHA may withdraw the Family's Voucher at any time if the BHA finds that the Family violated any of the Family obligations as listed in 24 CFR 982.551 or section13.4 of this Administrative Plan.

7.2.4 Voucher Suspension Policy

For the purposes of this section Suspension or Tolling means that the term of a Voucher does not continue to run when a Family submits the Request for Tenancy Approval (RTA) until the time the BHA approves or denies the request, or the RTA expires.

The RTA will expire if the Owner does not schedule an inspection appointment within sixty (60) days from the date the RTA is received by the BHA Inspection Department. The Suspension time will accrue until the RTA is no longer valid. The BHA will process one RTA per Family at a time. A Family may withdraw a RTA at any time. The BHA will notify the Family in writing of the new expiration date and the Suspension calculations by sending the Family an Agency Determination Form.

Suspension Example:

i. Voucher issued: May 1; Expiration date: August 31

ii. Family submits the RTA: May 15

iii. BHA denies the RTA: May 24 (Tolling/Suspension Time: 9 days)

iv. New Voucher expiration date: September 9

(a) *Calculation of new term.* If the Voucher was suspended because the Voucher holder submitted a RTA that is no longer valid, the Leasing Officer will use the Agency Determination Form to notify the Voucher holder in writing of the new Voucher expiration date. The BHA calculates the new expiration date by adding the number of days between the date the RTA was submitted and the date the RTA became invalid to the initial expiration date.

(b) *Additional suspension time for repairs to the unit*, If a Family submits a RTA, but the Apartment fails inspection and the Owner needs more time to bring it up to acceptable condition, or if the Apartment cannot be inspected immediately (e.g.; if the Apartment is being rehabilitated), the Inspections Department will give the Owner 30 days to make repairs. The BHA has sole discretion to decide if such additional time shall be granted.

7.2.5 Extension of Search Time

(a) *Generally.* A Family may apply for an extension by notifying the BHA in writing that they require more time to search for an Apartment. The BHA shall use its discretion to grant a Family requesting an extension of their Voucher term. The BHA will not grant a Voucher extension after the initial Voucher term expires. The BHA will give the Family written notice of an extension and the new expiration date by using the Agency Determination Form.

(b) *Circumstances for extension*. The BHA may grant extensions under each of the following non-exhaustive list of categories as circumstances warrant:

(1) The Voucher Holder was not able to actively search for housing due to extenuating circumstances beyond the control of the Voucher Holder (such as fire, flood, or other natural disaster, or death in the Family that required that the Voucher Holder travel out of the state). If these circumstances are verified, the BHA will extend the Voucher term for the number of days that the Voucher Holder was unable to actively search for housing;

(2) A Voucher Holder suffered from severe medical difficulties, an unexpected illness or hospitalization (including entering a rehabilitation program). Under these circumstances, the BHA will extend the Voucher term for as many days as an Applicant was hospitalized, in a rehabilitation center, or incapacitated due to illness;

(3) If the Family needs and requests an extension of the initial Voucher term as a Reasonable Accommodation for an individual with a disability or handicap as defined under applicable federal or state law.

Pending discrimination action. In cases of alleged discrimination where the Family has filed a complaint with either the United States Department of Housing and Urban Development (HUD), the Massachusetts Commission Against Discrimination (MCAD),a municipality's Fair Housing Commission, or filing a discrimination complaint in court, the BHA will extend the Family's Voucher for an additional one hundred and eighty (180) days pending resolution of the matter or a finding of probable cause.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner through no fault of your own, Inaccessibility, Property Disposition), victims of reprisals or hate crimes
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

1. Project-Based Voucher Residents who have completed 1 Year residency and are in good standing may opt for a tenant-based voucher when available.
2. Condemnation
3. Transfer from BHA public housing or Section 8 Moderate Rehabilitation Program because of health, safety, BHA rehabilitation programs, reasonable accommodation, and humanitarian reasons
4. One or two-persons both elderly, disabled or displaced families (including persons who are displaced as a result of expiring use) over other singles.
5. A participant in a supportive housing program for elderly or disabled persons shall be considered to be imminently in danger of homelessness and shall be eligible for Priority One status if the program participant: 1) has been a tenant in such program for not less than twelve (12) months; AND 2) has outgrown or completed the program's services; AND 3) as a result must relocate from such housing.
6. Displaced Resident from a unit in the City of Boston Preference,
7. Applicants referred by Heading Home for participation in the Enhancing Economic Self-Sufficiency (EESS) Program
8. Applicants referred by Home to Stay for participation in the Housing and Stabilizing Chronically Homeless with Supports and Employment (HSCHSE) Program
9. Applicants referred by Boston Public Health Commission for participation in the Linking Treatment to Housing Program
10. Applicants referred by Abt Associates for participation in The U.S. Congress and HUD Homeless Study Priority
11. Applicants referred by the Department of Housing and Community Development (DHCD) Leading the Way Home Priority

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

Date and Time: (Only a factor among residents with same priority status)

Former Federal preferences

1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition), victims of reprisals or hate crimes

1 Victims of domestic violence

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☒ Other preference(s) (list below)

Priority	Category
PBV	Project-Based Voucher Residents who have completed 1 Year residency and are in good standing may opt for a tenant-based voucher when available.*
Super	Transfer from BHA public housing or Section 8 Moderate Rehabilitation Program because of health, safety, BHA rehabilitation programs, reasonable accommodation, and humanitarian reasons*
1	Condemnation
1	Homeless families and individuals residing in shelters
1	A participant in a supportive housing program for elderly or disabled persons shall be considered to be imminently in danger of homelessness and shall be eligible for Priority One status if the program participant: 1) has been a tenant in such program for not less than twelve (12) months; AND 2) has outgrown or completed the program's services; AND 3) as a result must relocate from such housing.
Preference Points	One or two-person elderly, disabled or displaced families (including persons who are displaced as a result of expiring use) over other singles.
Preference Points	Displaced Resident from a unit in the City of Boston Preference

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*The Section 8 Tenant-Based Voucher waiting list is closed except for current BHA residents who are determined to qualify for a Super Priority One status and for current Project Based Housing Choice Voucher participants who meet the eligibility requirements as established in the Administrative Plan and they are ranked above all other Section 8 Tenant-Based Housing Choice waiting list applicants and effective 2010 upon HUD approval as an Amendment to the Administrative Plan referrals from City of Boston Interagency Council on Housing and Ending Homelessness Programs and Congress and HUD Homeless Study Priority . HUD approved changes to Leased Housing Admin Plan July 27, 2010 and changes were effective immediately.

The following chart further demonstrates the BHA's priority/preference categories and how they are ranked:

Section 8 Admissions Point System

(a) The **Priority point system** used by BHA to process new Admissions on all waiting lists is as follows:

PBV w/ 1 Year residency	**95 points**
Super Priority Applicants	**75 points**
City of Boston ICHH Programs Priority	**50 points**
US Congress & HUD Homelessness Study	**50 points**

DHCD Leading the Way Home	50 points
Priority One Applicants	**30 points**
Standard Applicants	**0 points**

(b) **Preference points** will be added to Priority points as follows for Applicants for Admission only:

Single Elderly or Disabled	**5 Points**
Disabled Veterans Preference	**4 points**
Families of Deceased Veterans Preference	**3 points**
All Other Veterans Preference	**2 points**
Displaced Boston Resident Preference	**2 points**
Working Families, Single Disabled, Single Elderly Preference	**1 points**

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

☒ Date and time of application (after lottery for Housing Choice Voucher Program tenant-based)

☐ Drawing (lottery) or other random choice technique

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

☒ This preference has previously been reviewed and approved by HUD for Displaced Tenant of Record from a unit in the City of Boston through no fault

☐ The PHA requests approval for this preference through this PHA Plan

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

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials

☒ Other: Section 8 Moderate Rehabilitation Administrative Plan, Leased Housing Reasonable Accommodation Policy, BHA Limited English Proficiency Policy, Individual program mailings (i.e. FSS program marketing), advocacy group meetings, support service groups, www.bostonhousing.org

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

☒ Through published notices

☒ Other: Press releases and Marketing to targeted support service groups

2. Financial Resources

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants		
1a. Public Housing Operating Fund	$71,678,303	
1b. Public Housing Capital Fund	$28,142,377	
1c. HOPE VI Revitalization	-----	
1d. HOPE VI Demolition	-----	
1e. Annual Contributions for Section 8 Tenant-Based Assistance	$172,105,263	
1f. Public Housing Drug Elimination Program (including any Technical Assistance funds)	-----	
1g. Resident Opportunity/Self-Sufficiency Grants	-----	
1h. Community Development Block Grant	-----	-----
1i. HOME	-----	-----
1j. Project Based Section 8	$7,485,266	
2. Prior Year Federal Grants (unobligated funds only)		
2a. CGP/RHF	$18,897,404	
2b. HOPE VI	$1,821,217	
2c. Resident Opp. and Self Sufficiency	$548,000	Supportive Services
3. Public Housing Dwelling Rental Income	$34,094,053	Operating
4. Other income, Vending /Laundry, Cell Towers	$836,535	Operating, Social Services
4a. Investment income	$94,024	Operating
4b. Non-dwelling rent	$13,570	Operating
5. Non-federal sources (list below)		
CFFP (unobligated)	$2,938,731	Capital
Donations	$12,000	Social Services
Total resources	$338,666,743	

3. Rent Determination Not Revised

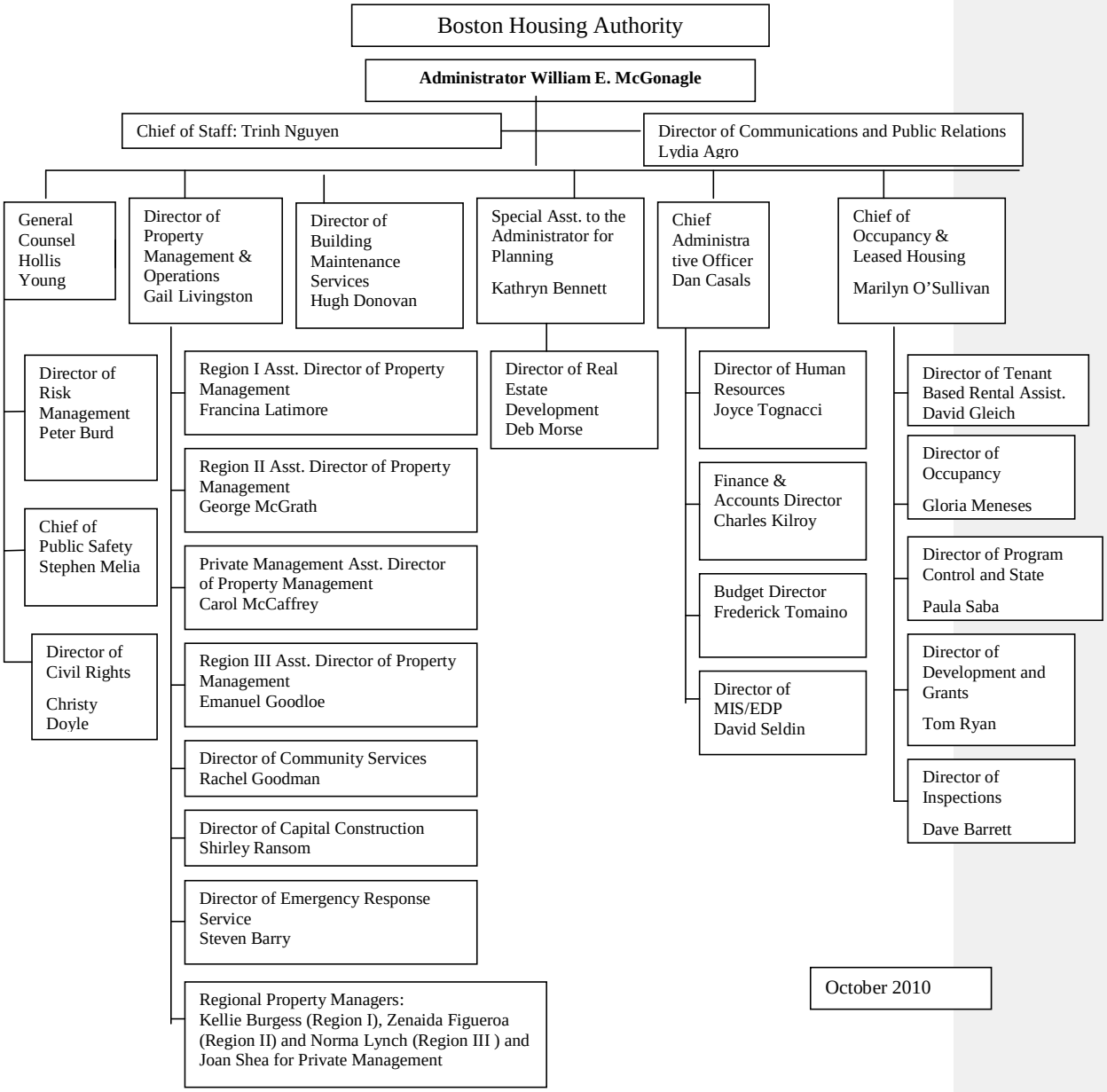
4. Operations and Management

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)

☒ An organization chart showing the PHA's management structure and organization is below.


Boston Housing Authority
Administrator William E. McGonagle
Chief of Staff: Trinh Nguyen
Director of Communications and Public Relations Lydia Agro
General Counsel Hollis Young
Director of Property Management & Operations Gail Livingston
Director of Building Maintenance Services Hugh Donovan
Special Asst. to the Administrator for Planning Kathryn Bennett
Chief Administrative Officer Dan Casals
Chief of Occupancy & Leased Housing Marilyn O'Sullivan
Director of Risk Management Peter Burd
Chief of Public Safety Stephen Melia
Director of Civil Rights Christy Doyle
Region I Asst. Director of Property Management Francina Latimore
Region II Asst. Director of Property Management George McGrath
Private Management Asst. Director of Property Management Carol McCaffrey
Region III Asst. Director of Property Management Emanuel Goodloe
Director of Community Services Rachel Goodman
Director of Capital Construction Shirley Ransom
Director of Emergency Response Service Steven Barry
Regional Property Managers: Kellie Burgess (Region I), Zenaida Figueroa (Region II) and Norma Lynch (Region III) and Joan Shea for Private Management
Director of Real Estate Development Deb Morse
Director of Human Resources Joyce Tognacci
Finance & Accounts Director Charles Kilroy
Budget Director Frederick Tomaino
Director of MIS/EDP David Seldin
Director of Tenant Based Rental Assist. David Gleich
Director of Occupancy Gloria Meneses
Director of Program Control and State Paula Saba
Director of Development and Grants Tom Ryan
Director of Inspections Dave Barrett
October 2010

☐ A brief description of the management structure and organization of the PHA follows:

DEVELOPMENT NAME	ADDRESS	BHA MANAGED	PRIVATELY MANAGED
Alice H. Taylor	71 Prentiss Street, Roxbury, MA 02120	X	
Amory Street	125 Amory Street, Jamaica Plain, 02119	X	
Annapolis	52 Summer Street, Dorchester, MA 02122	X	
Ashmont	374 Ashmont Street, Dorchester, MA 02124	X	
Ausonia	185 Fulton Street, Boston, MA 02109	X	
Bellflower	24 Bellflower Street, Dorchester, MA 02125	X	
Bromley Park	42 Horan Way, Jamaica Plain, MA 02130		X
Cathedral	617 Harrison Avenue, Boston, MA 02118	X	
Charlestown	55 Bunker Hill Avenue, Charlestown, MA 02129	X	
Codman	784 Washington Street, Dorchester, MA 02124	X	
Commonwealth	35 Fidelis Way, Brighton, MA 02135		X
Davison	101 Davison Street, Hyde Park, MA 02136	X	
Eva White	440 Tremont Street, Boston, MA 02116		X
Foley	199 "H" Street, South Boston, MA 02127	X	
Franklin Field	91 Ames Street, Dorchester, MA 02124	X	
Franklin Hill Aptmts.	113 Shandon Road, Dorchester, MA 02124		X
Frederick Douglass	755 Tremont Street, Roxbury, MA 02118	X	
General Warren	114 Rutherford Street, Charlestown, MA 02129		X
Groveland	15 Mary Moore Beatty Circle, Mattapan, MA 02126	X	
Hampton House	155 Northampton Street, Roxbury, MA 02118	X	
Hassan	705 River Street, Mattapan, MA 02126	X	
Heath Street	42 Horan Way, Jamaica Plain, MA 02130		X
Heritage	209 Summer Street, East Boston, MA 02128		X
Highland Park	16 Center Street, Roxbury, MA 02119		X
Holgate	125 Elm Hill Avenue, Roxbury, MA 02121	X	
J.J. Carroll	130 Chestnut Hill Street, Brighton, MA 02136		X
Lenox Street	136 Lenox Street, Roxbury, MA 02118	X	
Lower Mills	2262 Dorchester Avenue, Dorchester, MA 02124	X	
Malone	11 Gordon Avenue, Hyde Park, MA 02136	X	
Mary Ellen McCormack	354 Old Colony Avenue, South Boston, MA 02127	X	
Maverick Landing	42 Border Street, East Boston, MA 02128		X
Meade	5 Melville Avenue, Dorchester, MA 02124	X	
Martin Luther King Tower	280 Martin Luther King Boulevard, Roxbury, MA 02119	X	
Mission Main	43 Smith Street, Roxbury, MA 02120		X
Old Colony	255 East Ninth Street, South Boston, MA 02127	X	

DEVELOPMENT NAME	ADDRESS	BHA MANAGED	PRIVATELY MANAGED
Orchard Commons	2315 Washington Street, Roxbury, MA 02119		X
Orchard Gardens	25 Ambrose Street, Roxbury, MA 02119		X
Pascuicco	330 Bowdoin Street, Dorchester, MA 02122	X	
Patricia White	20 Washington Street, Brookline, MA 02146		X
Peabody/Englewood	1875 Dorchester Avenue, Dorchester, MA 02122	X	
Pond Street	29 Pond Street, Jamaica Plain, MA 02130	X	
Rockland	5300 Washington Street, West Roxbury, MA 02132	X	
Roslyn	1 Cliffmont Street, Roslindale, MA 02132	X	
Rutland/E. Springfield	Scattered Site	X	
St. Botolph	70 St. Botolph Street, Boston, MA 02116	X	
Spring Street	23 Spring Street, West Roxbury, MA 02132	X	
Torre Unidad	80 West Dedham Street, Roxbury, MA 02119	X	
Walnut Park	1990 Columbus Avenue, Roxbury, MA 02119	X	
Washington/Beech	4550 Washington Street, Roslindale, MA 02130		X
Washington Manor	1701 Washington Street, Roxbury, MA 02118	X	
Washington Street	35 Fidelis Way, Brighton, MA 02135		X
West Newton Street	630 Tremont Street, Boston, MA 02118	X	
West Ninth Street	195 W. 9th Street, South Boston, MA 02127	X	
Whittier Street	1170 Tremont Street, Roxbury, MA 02120	X	

Note: Sample contracts with management companies have been included with the Agency Plan supporting documents available in the Planning Department. In addition, the management assessment form used to evaluate performance at each site for both private management companies and in-house managers is available. Resident input in the evaluation of private management companies is considered through 1-2 private meetings with the resident organizations during the term of the contracts and prior to selection of contractors during contract renewal processes. Regular interaction between Local Tenant Organizations and BHA supervisory staff informs and guides in assessing management performance at sites directly managed by the BHA.

B. HUD Programs Under PHA Management

_ List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	**Units or Families Served at Year Beginning**	**Expected Turnover**
Public Housing	8901*	881
Section 8 Vouchers	13,309**	450
Section 8 Certificates	0	
Section 8 Project Based	1427****	100*****

voucher Program		
Section 8 Mod Rehab	782	180
Section 8 New Construction / Substantial Rehab Program	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Veterans Administration Supportive Housing (VASH)	260***	12
Mainstream Housing Program	300***	10
Designated Housing Program vouchers for non-elderly disabled currently on BHA's Elderly/Disabled Public Housing Program waiting list	200***	7
Family Unification Program	300***	5
NAACP	400***	15
Grandfamilies Program	50***	3
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		N/A
Elderly and Disabled Resident Services Program	3527	361
Supportive Housing Services Program	77	15
HOPE VI Resident Services Program	1167	N/A
Section 8 Family Self-Sufficiency Program	369	N/A
Resident Employment Program	175******	N/A
Public Housing Family Self-Sufficiency	36	N/A

Resident Services Program (ROSS funded)	165	N/A

* total federal development only anticipated occupancy on 4/1/11. If the proposal to reposition 450 units from public housing to project based voucher program is approved during this Plan year, the ACC number would be reduced.

**This figure includes all HCVP and VASH baseline units. The number of units under lease will vary based on Annual Appropriations.

***These figures represent the maximum units which may be utilized under each Annual Contributions Contract.

****Includes all units currently under contract, units at Heritage and Lower Mills moving to PBV in March 2011 and new units to be leased in BHA FY 2012(starts April 2011).

***** Projected turnover number for PBV is high due to availability of tenant based vouchers to participants residing in PBV units for at least one year

******Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

Section 3 residents are:

- Public housing residents or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD's income limits.

-NA- These programs provide assistance to all eligible applicants so turnover rates are not applicable.

C. Management and Maintenance Policies

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

(1) Agency-wide policies (govern both Public Housing and Section 8): (list below)

- Cash Management and Investment Policy
- Civil Rights Protection Plan
- Confidentiality & Confidentiality Agreement Policy
- Drug Free Workplace Policy
- EIV Security Manual
- Limited English Proficiency Policy
- Minority Participation Policy
- Procurement Policy
- Resident Employment Provision

- Sexual Harassment Policy
- Storm Policy for Staff Attendance
- Technology Resources Usage Policy (E-mail)
- Tenant Grievance Procedures
- Tobacco Free Workplace Policy
- Violence Against Women Act Policy

(1) Public Housing Maintenance and Management:

- (Site-Based) Admissions and Continued Occupancy Policy (ACOP)
- Community Service Policy
- Deconcentration Policy
- Demolition/Disposition Policy
- Designated Housing Plan
- Pest Control Policy
- Pet Policy for the Elderly/Disabled Program
- Pet Policy for the Family Program
- Reasonable Accommodation Policy for Public Housing
- Rent Manual
- Resident Relocation and Rehousing Policy
- Site Based Purchasing System Policy
- Standard Operating Procedures for Maintenance
- Tenant Participation (LTO) Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Reasonable Accommodations in Rental Assistance Policies and Procedures
- Section 8 Moderate Rehabilitation Administrative Plan

5. **Grievance Procedure** **Not Revised**

6. **Designated Housing for Elderly and Disabled Families**

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

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

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

Designation of Public Housing Activity Description
1a. Development name: All Elderly/Disabled Program Developments (See supplemental table below) 1b. Development (project) number: All Elderly/Disabled Program Developments (See supplemental table below)
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☒ (in ratio of 70% elderly, 30% disabled at each site)
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (06/18/07)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously-approved Designation Plan
6. Number of units affected: 3527 7. Coverage of action (select one)

☐ Part of the development
☒ Total development (See supplemental table below)

Update to 2011 plan: The BHA continues to monitor the percentages of elderly and non-elderly disabled households living in each Elderly/Disabled Development on an ongoing basis. When the percentage of elderly households occupying a development reaches 65%, the development will be flagged so that each subsequent offer of housing will be reviewed by a Manager in the Occupancy Department. When the percentage of elderly households occupying a development reaches 70%, the BHA will turn off Designated Housing preference points to elderly applicant households for this development. If the percentage of elderly households occupying a development falls below 70%, the BHA will turn on Designated Housing Preference points to elderly applicant households for this development.

Designation of Public Housing: Supplemental Table

Dev	Development	Elderly Preference*	Available Units	Elderly	Non-elderly Disabled
MA002107119	BROMLEY PARK E/D**	Y	43	29	12
MA002000226	POND STREET		43	32	11
MA002000227	ANNAPOLIS STREET		54	43	9
MA002000228	ASHMONT STREET		51	37	10
MA002000229	HOLGATE APARTMENTS		78	57	21
MA002000230	FOLEY APARTMENTS	Y	94	65	28
MA002000232	GROVELAND	Y	37	21	16
MA002000234	DAVISON	Y	42	27	15
MA002000235	WASHINGTON STREET		77	57	20
MA002000236	WEST NINTH STREET		81	63	18
MA002000237	J J CARROLL		62	45	17
MA002000238	MEADE APARTMENTS	Y	38	26	12
MA002000240	MLK TOWERS		98	71	27
MA002000241	EVA WHITE		97	72	25
MA002000242	WALNUT PARK	Y	147	91	56
MA002000244	FREDERICK DOUGLAS		73	52	20
MA002000245	AMORY STREET	Y	167	109	58
MA002000247	GENERAL WARREN	Y	91	62	29
MA002000249	TORRE UNIDAD	Y	184	128	55
MA002000250	ROCKLAND TOWERS	Y	63	43	19
MA002000251	CODMAN APARTMENTS		98	71	27
MA002000252	HERITAGE *** APARTMENTS****	Y	248	165	78
MA002000253	ST. BOTOLPH STREET		127	95	32
MA002000254	PASCIUCCO	Y	86	60	26
MA002000257	LOWER MILLS****	Y	171	115	56
MA002000261	AUSONIA HOMES		97	68	29
MA002000262	HASSAN APARTMENTS	Y	95	64	31
MA002000270	SPRING STREET		100	73	26
MA002000271	PATRICIA WHITE		211	165	46
MA002000272	ROSLYN APTS		114	80	34

MA002000277	BELLFLOWER STREET		111	82	28
MA002000283	PEABODY SQUARE		96	79	17
MA002000290	MALONE APTS	Y	93	65	27
MA002000295	COMMONWEALTH ELDERLY		113	80	32
MA002000298	HAMPTON HOUSE		74	54	20
MA002000299	WASHINGTON MANOR	Y	73	49	23
	Total	16	3527	2495	1010

*Elderly Preference as of September 30, 2009

**Only Includes units at 295 and 297 Centre Street, units #'s BP0003 - BP00028 and BP0033 - BP0056. Overall, this is a family development but these units are set aside for the elderly and non-elderly disabled and have their own site-based waiting list.

***Excludes unit #'s HE0001 through HE0020. These units are part of Heritage Clippership which serves families.

***Heritage and Lower Mills changed to Project Based Voucher in early 2011 with a small number of units remaining as Public Housing at each site.

Deleted: *BHA expects

Deleted: to

7. **Community Service and Self-Sufficiency**

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY
(Memorandum of Agreement pending.)

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies
Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

☒ Public housing rent determination policies
☐ Public housing admissions policies
☒ Section 8 admissions policies
☒ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☒ Preference/eligibility for public housing homeownership option participation
☒ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Elderly and Disabled Resident Services Program	3527	Open to all residents	Development Office; case manager's office	Public Housing
Supportive Housing Services Program	77	Waiting list	Justice Resource Institute (16) Vinfen (18) Latino Health Institute (18) Elders Living at Home (25)	Public Housing
HOPE VI Resident Services Program	1167	Recruited on site; wait list if necessary	Orchard Gardens resident services staff; Maverick Landing Community Services, Inc.; Housing Opportunities unlimited at Washington Beech	Public Housing
NAACP	400	Specific criteria	PHA Main Office	Section 8
Veterans Administration Supportive Housing	260	Specific criteria	VA Medical Center in Boston	Section 8
Section 8 Family Self-Sufficiency Program	369	Open to Section 8 participants	PHA Main Office	Section 8
Public Housing Family Self-	36	Specific	Development	Public Housing

Sufficiency Program		Criteria	Offices, PHA Main Office	
Resident Services Program (ROSS Program)	165	Specific Criteria	Alice Taylor, Cathedral, Franklin Field, Lenox, Whittier St, & W. Newton Developments primarily	Public Housing
Resident Employment Program	175*	Specific criteria	PHA Main Office Development Offices	Public Housing

*Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

Section 3 residents are:

- Public housing residents or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD's income limits.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2009 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	36	21 as of 10/4/10
Section 8	0	369 as of 10/01/10

b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

Boston Housing Authority

IMPLEMENTATION OF PUBLIC HOUSING

COMMUNITY SERVICE REQUIREMENTS

In compliance with the Quality Housing and Work Responsibility Act of 1998, the Boston Housing Authority has developed a policy to implement the resident community service requirement. This policy describes the way the BHA will implement the community service requirement and includes the following provisions:

- Definitions of community service and economic self-sufficiency
- How residents will be notified
- Definitions of exemptions from participation
- How the exemptions will be verified, both at the beginning of the program and as a ongoing part of program administration
- How compliance will be determined
- How non-compliance will be treated
- BHA's cooperation with other organizations.

BHA's residential lease has been modified to include the community service requirement and a community service policy has been approved as part of the 2001 Annual BHA Plan. All residents will be informed of the implementation of the community service requirement. Those residents who appear to be required to perform community service will be sent an information sheet that provides a description of the requirement, qualifying activities, the exemptions and how the exemptions will be verified.

Residents became subject to the requirement on October 31, 2003.

Each year at the time of their annual recertification resident compliance with the community service requirement will be determined and exemption status will be re-verified. Residents will be notified of this at least 90 days before the recertification date and required documentation will be specified in the notice. If a resident does not complete community service as required he or she will have one additional year to make up the required service. If the non-compliant resident does not do so or leave the unit, lease termination proceedings will commence.

The policy includes a description of qualifying work and self-sufficiency activities. These activities include: unsubsidized employment, subsidized private or public sector employment, on the job training, job search and job readiness assistance, vocational educational training, job skills training, education directly related to employment, attendance at a secondary school or GED program or provision of child care services to an individual participating in a community service program.

8. **Safety and Crime Prevention**

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

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

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

☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☒ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti
☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☒ Other: Incidence of alleged civil rights violations.

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

☒ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☒ PHA employee reports
☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☒ Other: Regular consultation with Tenant Task Forces
Review of Civil Rights Administrative Report Forms
Consultation with Boston Police Department Community Disorders Unit

3. Which developments are most affected? (list below) Family and Elderly/Disabled Developments

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

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

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

1. Installation of various electronic equipment including surveillance equipment
2. Regular Crime Prevention Education
3. Institution of new key security systems
4. Enhanced lease enforcement activity
5. Employment of nationally-accredited police force
6. Expanded training program and new uniforms for Safety Officers
7. Bicycle patrol

2. Which developments are most affected? (list below) All developments

C. Coordination between PHA and the police

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

☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan [BHA Police remain committed to this coordination effort despite the loss of the HUD DEP Grant.]
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents
☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☒ Other activities: Multi-law enforcement task force geared to addressing violent crime, youth and gang violence in identified "Hot spots" and drug interdiction.

2. Which developments are most affected? (list below) All developments [including – Bromley Heath, Charlestown, Mission Main, Alice Taylor, Orchard Gardens, Franklin Hill, Franklin Field, Lenox Camden, and Cathedral.]

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

9. **Pets**	**Not Revised**
10. Civil Rights Certification	**Not Revised**
12. Fiscal Year Audit	**Not Revised**
13. Asset Management	**Not Revised**

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13. Violence Against Women Act

BOSTON HOUSING AUTHORITY
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

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.

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 BHA's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by BHA of all its federally subsidized public housing and Section 8 rental assistance programs under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*).

II. Goals and Objectives

This Policy has the following principal goals and objectives:

A. Maintaining compliance, including training of appropriate staff managing BHA properties, with all applicable legal requirements imposed by VAWA;

B. Participating, with others, in protecting the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by BHA;

C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, or stalking;

D. Cooperating, with others, in formation and maintenance of collaborative arrangements between BHA, 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 BHA; and

E. Responding in accordance with BHA policies and procedures to incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by BHA.

III. Other BHA Policies and Procedures

This Policy shall be referenced in and attached to BHA's Five-Year Public Housing Agency Plan and, where appropriate, provisions consistent with this Policy shall be incorporated in and made a part of BHA's Admissions and Continued Occupancy Policy (ACOP), BHA's Section 8 Administrative Plan (Admin Plan), and other BHA policies. BHA's annual public housing agency plan shall also contain information concerning BHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall contradict any previously adopted policy or procedure of BHA, 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.

C. *Stalking* – means –

(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. *Denial of Assistance*. BHA 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. *Admissions Preference.* Applicants for Public Housing and Section 8 housing assistance from BHA will receive a priority in admission by virtue of their status as victims of domestic violence. This priority is described for Public Housing in the BHA's ACOP and for Section 8 in its Admin Plan.

C. *Mitigation of Disqualifying Information.* When requested by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, dating violence and/or stalking, BHA, may 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, BHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence, dating violence and/or stalking and its probable relevance to the potentially disqualifying information. BHA may disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence, dating violence and/or stalking.

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 BHA in administration of its programs:

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 BHA 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 a member of the household 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 BHA' 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 BHA 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 BHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or BHA, 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, BHA 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 BHA. Leases used for all public housing operated by BHA and leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by BHA, shall contain provisions setting forth the substance of this paragraph or as required by the U.S. Department of Housing & Urban Development.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification. For those seeking protection under this Policy, t*he law allows, but does not require, BHA 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., BHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by BHA. If there is reason to believe that verification is incomplete or inaccurate, the BHA may require additional documentation of the incident(s). Such documentation requirement shall not place the victim in danger. As necessary, the BHA shall work with the victim to identify appropriate sources of documentation. Section 8 owners or managers receiving rental assistance administered by BHA 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 can be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to BHA 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) and available from BHA, 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. If there is reason to believe that the certification is incomplete or inaccurate, the BHA may require additional documentation of the incident(s). Such documentation requirement shall not place the victim in danger. As necessary, the BHA shall work with the victim to identify appropriate sources of documentation.
2. *Other documentation* - by providing to BHA 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. A form is available from BHA. 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 BHA 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 BHA, 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. Time for response will be extended upon a showing of good cause.

C. *Waiver of verification requirement*. The Administrator of the BHA or her Designee, 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 Administrator/Designee, 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 BHA 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 not 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 BHA shall be notified in writing concerning their right to confidentiality and the limits on such right to confidentiality.

IX. Transfer to New Residence

A. *Application for transfer*. The opportunity to transfer in Public Housing due to incidents of domestic violence, dating violence and/or stalking is described in the BHA's Admissions and Continued Occupancy Policy (ACOP). The opportunity to relocate in the Section 8 rental assistance program due to incidents of domestic violence, dating violence and/or stalking is described in the BHA Administrative

Plan. Except with respect to portability of Section 8 assistance, as provided in section B below, the decision to approve or disapprove a transfer shall be made in accordance with the ACOP or Administrative Plan, as applicable. This policy does not create any additional right on the part of any public housing tenant or Section 8-assisted tenant to be granted a transfer.

B. *Portability*. Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit in another location (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 the 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 BHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by BHA 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 BHA policies regarding family break-up are contained in BHA's ACOP and its Section 8 Administrative Plan.

XI. Relationships with Service Providers

It is the policy of BHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence, dating violence and/or stalking. If BHA staff become aware that an individual assisted by BHA is a victim of domestic violence, dating violence or stalking, BHA will provide the victim with written materials about such providers of shelter or services. However, and notwithstanding the foregoing, this Policy does not create any legal obligation requiring BHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence, dating violence and/or stalking or to make a referral in any particular case. BHA's annual public housing agency plan shall describe those providers of shelter or services to victims of domestic violence, dating violence and/or stalking known to BHA.

XII. Notification

BHA 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.

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 BHA as approved by its Administrator following an opportunity for notice and comment by interested parties.

Description of VAWA activities, services, or programs:

BHA staff provide information and referral services to victims of domestic violence. Periodic VAWA and domestic violence trainings have occurred and will continue to occur with both internal and external trainers.

Both the Public Housing Admissions and Continued Occupancy Policy and the Leased Housing Administrative Plan contain a priority for serving victims of domestic violence for admission. The BHA public housing transfer policy gives a priority for victims of domestic violence as an emergency transfer.

The BHA public safety department provides protective services above and beyond that of the Boston Police Department to BHA victims of domestic violence to both prevent domestic violence and to enhance survivor safety. BHA Police Department Officers receive extensive police academy training and updates on domestic violence. They are able to advise victims as to seeking protective orders and resources.

A partial listing of Violence Against Women Act Resources is below. These resources are posted on the BHA public drive and all staff have been advised of its location alongside the VAWA policy.

A partial listing of Violence Against Women Act Resources:
April 2011

Asian Task Force Against Domestic Violence (Boston office)	617-338-2350x244
Asian Task Force Against Domestic Violence (Lowell, MA office)	978-454-3651
Asian Task Force Against Domestic Violence 24hr. Multilingual Hotline	617-338-2355
Association of Haitian Women in Boston	617-287-0096
BARCC 24hr. Boston Area Rape Crisis Center	617-492-7273
Boston Area Rape Crisis Center (Cambridge, MA)	617-492-8306 x1262
Boston Medical Center	617-414-7734
Boston Police 24hr. Domestic Violence Unit	617-343-4350
Community Legal Services and Counseling Center (Cambridge, MA)	617-661-1010x146
Cooperative Economics for Women (Revere, MA)	781-289-4950
Department of Social Services	1-800-792-5200
Disability Abuse 24hr. Hotline	1-800-426-9009
Domestic Violence Services Network (Concord, MA)	978-318-3421
Elder Abuse 24hr. Hotline	1-800-922-2275
Finding Options for Change Understanding and Safety (Lowell, MA)	978-458-6282
Greater Boston Legal Services	617-371-1234
Greater Boston Legal Services (alternate number)	617-603-1614
HaborCOV (Chelsea, MA)	617-884-9799x137
Independence House (Hyannis, MA)	508-771-6507x243

International Institute of Boston	617-695-9990x172
Jewish Family and Children's Services (Waltham, MA)	781-647-5327
Lowell Community Health Center (Lowell, MA)	978-746-3147
Massachusetts Alliance of Portuguese Speakers (Cambridge, MA)	617-864-7600
Mass Coalition for the Deaf and Hard of Hearing	1-800-882-1155
Mass Coalition for the Deaf and Hard of Hearing TTY	617-695-7600 TTY
MGH Chelsea Health Care Center (Chelsea, MA)	617-887-4224
Massachusetts Immigrant and Refugee Advocacy Coalition	617-350-5480x216
Massachusetts Law Reform Institute	617-357-0700x305
Massachusetts Office for Victim Assistance	617-727-5200
Mayor’s 24hr. Housing Hotline	617-635-4500
Merrimack Valley Legal Services, Inc. (Lowell, MA)	978-888-0004
Multicultual AIDS Coalition	617-442-1622
Newton Wellesley Hospital (Newton, MA)	617-243-6521
Nigerian American Community Organization	617-424-7890
Nigerian American Community Organization (alternate number)	617-913-5684
Parental Stress 24hr. Hotline	1-800-632-8188
Refugee and Immigrant Assistance Center	617-238-2434
SafeLink 24hr. Statewide Domestic Violence Hotline	1-877-785-2020
SafeLink 24hr. Statewide Domestic Violence Hotline TTY	877-521-2601 TTY
Samaritans 24hr. Suicide Hotline	617-247-0220
Simmons College	617-521-2480
Somerville Commissions (Somerville, MA)	617-625-6600x2406
Teen 24hr. Hotline	1-800-999-9999
Transition House (Cambridge, MA)	617-868-1655
United Way Help Line	1-800-231-4377
Victim Rights Law Center	617-399-6720
Whittier Street Health Center	617-989-3249

Supplement to HUD Form 50075: Plan Elements
April 6, 2012

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*Included with submission

6.0 PHA Plan Update

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait list Procedures**

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe) At the time of preliminary application as well as when the applicant nears the top of the wait list. In addition the BHA verifies eligibility for admission for proposed additions to current households family composition and for residual tenancy applicants.

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

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☒ Other (describe) relations with neighbors, credit history, utility payment history, and eligible immigration status

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

☒ PHA main administrative office

☒ PHA development site management office
☒ Other: by mail, by phone, via e-mail, site offices, and can download forms from the BHA website (www.bostonhousing.org)

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

1. How many site-based waiting lists will the PHA operate in the coming year? 47 public housing and 5 HOPE VI and 1 at Franklin Hill privately operated.

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

3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? All lists for which they meet the threshold eligibility criteria.

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☒ PHA main administrative office
☒ All PHA development management offices
☒ Management offices at developments with site-based waiting lists
☒ At the development to which they would like to apply
☒ Other: BHA website (www.bostonhousing.org), mail, phone, and via e-mail HOPE VI sites – Mission Main, Orchard Gardens, Orchard Commons, Washington Beech, and Maverick maintain and establish their own waiting lists (Franklin Hill – BHA will maintain the Section 8 project-based waiting list portion of Franklin Hill and private management will maintain all other lists at the site.)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One (for all applicants and approved emergency transfers)
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? *However, given the demographics of the public housing wait list it is anticipated that new admissions at or below 30% of median area income will significantly exceed 40%.*

b. Transfer policies:

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

☒ Emergencies

☒ Overhoused: (by 2 BR or more)

☒ Underhoused: (by 3 BR or more)

☒ Medical justification: (in a life threatening situation)

☒ Administrative reasons determined by the PHA (e.g., to permit modernization work, address severe overhousing, make apartments with special features available to persons with disabilities, etc.)

☒ Resident choice: (state circumstances below) Elderly/Disabled living in family housing transfer to elderly/disabled housing; Non-Elderly Disabled residing in Elderly/Disabled Housing transferring to Family Housing; residents living in studio apartments for two years or longer and in good standing.

☒ Other: (list below) under or over housed transfers if site is 98% occupied.

Note: Transfers in checked boxes above take precedence over new admissions in highest priority category as follows: 1) Administrative Transfers will take precendence over all new admissions; 2) Emergency Transfers will take precedence over new admissions for every other fourth unit by development by bedroom size; 3) Under or Over housed Tranfers for every eight unit by development by bedroom size if the site is at the 98% occupancy rate.

c. Preferences

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

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

Former Federal preferences:

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicant Only], Property Disposition, Condemnation, Displacement by any low-rent housing project or by public slum clearance or urban renewal project), Victims of reprisals or hate crimes

☒ Victims of domestic violence

☐ Substandard housing
☒ Homelessness
☒ High rent burden (rent is > 50 percent of income) (for Elderly/Disabled Program only)
☒ Imminent Landlord displacement (for Elderly/Disabled housing program only)

Other preferences: (select below)
☐ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☒ Other preference(s) (list below)

- Disabled head or co-head (family housing program only)
- Designated Housing Preference (for Elderly/Disabled housing program only)
- Displaced Resident from a unit in the City of Boston Preference

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

Date and Time: Only factor among residents/clients with same priority/preference status

Former Federal preferences:
1 Involuntary Displacement (Natural Disaster, Condemnation, Government Action, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicant Only] Displacement by any low-rent housing project or by public slum, victims of reprisals or hate crimes
1 Victims of domestic violence
1 Homelessness
2 High rent burden (Elderly/Disabled program only)
2 Imminent landlord displacement (Elderly/Disabled program only)

Other preferences (select all that apply)
☐ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☒ Other preference(s) (list below)

- Disabled head or co-head (family housing program only)
- Designated Housing Preference (for Elderly/Disabled housing program only)
- Displaced Resident from a unit in the City of Boston Preference

4. Relationship of preferences to income targeting requirements:

☒ The PHA applies preferences within income tiers: Income tiers are used in our HOPE VI redevelopment sites and at our non-HOPE VI redevelopment sites, including West Broadway and Franklin Hill. We will consider implementing income tiers at any future redevelopment sites as well, including Washington Beech and Orient Heights. However, as with our current redevelopment projects, income tiering is in effect only after existing residents in good standing have the opportunity to return to the redeveloped site, regardless of their income.

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

☒ The PHA-resident lease

☒ The PHA's Admissions and Continued Occupancy policy

☒ PHA briefing seminars or written materials

☒ Other source (list): BHA website (www.bostonhousing.org), BHA Reasonable Accommodation in Housing Policy, BHA Pet Policies, Transfer Guide, VAWA Policy, Rent Manual – available at management offices.

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

☒ At an annual reexamination and lease renewal

☒ Any time family composition changes

☒ At family request for revision

☐ Other (list)

(6) Deconcentration and Income Mixing

Note: The Deconcentration Policy is in the Planning Library.

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

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

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

☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

☐ Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete this sub-component.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☐ Criminal or drug-related activity
☒ Other (describe below) Former landlord name and address upon request by prospective landlord as required by federal regulation.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
☒ PHA main administrative office Leased Housing Division-Occupancy Department, website (www.bostonhousing.org), mail, phone, via e-mail
☒ Other: There are several special admissions programs run by the BHA with non-profit partners which allow applications on a referral basis to eligible families.

(3) Search Time

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

If yes, state circumstances below:
Voucher Term Length, Tolling, Extension, Expiration and Withdrawal
(Numbers taken from Section 8 Administrative Plan, ex 7.2.1 refers to Chapter 7.)

7.2.1 Term Length

A Voucher has an initial term of 120 days. The term of the Voucher is the amount of time that a Family has to find approvable housing. Vouchers will expire 120 days from the date of the issuance unless the BHA suspends or extends the term of the Voucher. See sections 7.2.4 and 7.2.5. The Voucher will state the expiration date.

7.2.2 Expiration

The Voucher expires automatically on the date indicated on the Voucher unless the Voucher term changes due to an extension or suspension. See section 7.2.4. The initial Voucher states the expiration date

7.2.3 Withdrawal

The BHA may withdraw the Family's Voucher at any time if the BHA finds that the Family violated any of the Family obligations as listed in 24 CFR 982.551 or section13.4 of this Administrative Plan.

7.2.4 Voucher Suspension Policy

For the purposes of this section Suspension or Tolling means that the term of a Voucher does not continue to run when a Family submits the Request for Tenancy Approval (RTA) until the time the BHA approves or denies the request, or the RTA expires.

The RTA will expire if the Owner does not schedule an inspection appointment within sixty (60) days from the date the RTA is received by the BHA Inspection Department. The Suspension time will accrue until the RTA is no longer valid. The BHA will process one RTA per Family at a time. A Family may withdraw a RTA at any time. The BHA will notify the Family in writing of the new expiration date and the Suspension calculations by sending the Family an Agency Determination Form.

Suspension Example:

i. Voucher issued: May 1; Expiration date: August 31

ii. Family submits the RTA: May 15

iii. BHA denies the RTA: May 24 (Tolling/Suspension Time: 9 days)

iv. New Voucher expiration date: September 9

(a) *Calculation of new term*. If the Voucher was suspended because the Voucher holder submitted a RTA that is no longer valid, the Leasing Officer will use the Agency Determination Form to notify the Voucher holder in writing of the new Voucher expiration date. The BHA calculates the new expiration date by adding the number of days between the date the RTA was submitted and the date the RTA became invalid to the initial expiration date.

(b) *Additional suspension time for repairs to the unit*, If a Family submits a RTA, but the Apartment fails inspection and the Owner needs more time to bring it up to acceptable condition, or if the Apartment cannot be inspected immediately (e.g.; if the Apartment is being rehabilitated), the Inspections Department will give the Owner 30 days to make repairs. The BHA has sole discretion to decide if such additional time shall be granted.

7.2.5 Extension of Search Time

(a) *Generally*. A Family may apply for an extension by notifying the BHA in writing that they require more time to search for an Apartment. The BHA shall use its discretion to grant a Family requesting an extension of their Voucher term. The BHA will not grant a Voucher extension after the initial Voucher term expires. The BHA will give the Family written notice of an extension and the new expiration date by using the Agency Determination Form.

(b) *Circumstances for extension*. The BHA may grant extensions under each of the following non-exhaustive list of categories as circumstances warrant:

(1) The Voucher Holder was not able to actively search for housing due to extenuating circumstances beyond the control of the Voucher Holder (such as fire, flood, or other natural disaster, or death in the Family that required that the Voucher Holder travel out of the state). If these circumstances are verified, the BHA will extend the Voucher term for the number of days that the Voucher Holder was unable to actively search for housing;

(2) A Voucher Holder suffered from severe medical difficulties, an unexpected illness or hospitalization (including entering a rehabilitation program). Under these circumstances, the BHA will extend the Voucher term for as many days as an Applicant was hospitalized, in a rehabilitation center, or incapacitated due to illness;

(3) If the Family needs and requests an extension of the initial Voucher term as a Reasonable Accommodation for an individual with a disability or handicap as defined under applicable federal or state law.

Pending discrimination action. In cases of alleged discrimination where the Family has filed a complaint with either the United States Department of Housing and Urban Development (HUD), the Massachusetts Commission Against Discrimination (MCAD),a municipality's Fair Housing Commission, or filing a discrimination complaint in court, the BHA will extend the Family's Voucher for an additional one hundred and eighty (180) days pending resolution of the matter or a finding of probable cause.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner through no fault of your own, Inaccessibility, Property Disposition), victims of reprisals or hate crimes
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

1. Project-Based Voucher Residents who have completed 1 Year residency and are in good standing may opt for a tenant-based voucher when available.
2. Condemnation
3. Transfer from BHA public housing or Section 8 Moderate Rehabilitation Program because of health, safety, BHA rehabilitation programs, reasonable accommodation, and humanitarian reasons
4. One or two-persons both elderly, disabled or displaced families (including persons who are displaced as a result of expiring use) over other singles.
5. A participant in a supportive housing program for elderly or disabled persons shall be considered to be imminently in danger of homelessness and shall be eligible for Priority One status if the program participant: 1) has been a tenant in such program for not less than twelve (12) months; AND 2) has outgrown or completed the program's services; AND 3) as a result must relocate from such housing.
6. Displaced Resident from a unit in the City of Boston Preference.
7. Applicants referred by Heading Home for participation in the Enhancing Economic Self-Sufficiency (EESS) Program
8. Applicants referred by Home to Stay for participation in the Housing and Stabilizing Chronically Homeless with Supports and Employment (HSCHSE) Program
9. Applicants referred by Boston Public Health Commission for participation in the Linking Treatment to Housing Program
10. Applicants referred by Abt Associates for participation in The U.S. Congress and HUD Homeless Study Priority
11. Applicants referred by the Department of Housing and Community Development (DHCD) Leading the Way Home Priority

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

Date and Time: (Only a factor among residents with same priority status)

Former Federal preferences

1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition), victims of reprisals or hate crimes

1 Victims of domestic violence

Other preferences (select all that apply)

☒ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☒ Other preference(s) (list below)

Priority	Category
PBV	Project-Based Voucher Residents who have completed 1 Year residency and are in good standing may opt for a tenant-based voucher when available.*
Super	Transfer from BHA public housing or Section 8 Moderate Rehabilitation Program because of health, safety, BHA rehabilitation programs, reasonable accommodation, and humanitarian reasons*
1	Condemnation
1	Homeless families and individuals residing in shelters
1	A participant in a supportive housing program for elderly or disabled persons shall be considered to be imminently in danger of homelessness and shall be eligible for Priority One status if the program participant: 1) has been a tenant in such program for not less than twelve (12) months; AND 2) has outgrown or completed the program's services; AND 3) as a result must relocate from such housing.
Preference Points	One or two-person elderly, disabled or displaced families (including persons who are displaced as a result of expiring use) over other singles.
Preference Points	Displaced Resident from a unit in the City of Boston Preference

*The Section 8 Tenant-Based Voucher waiting list is closed except for current BHA residents who are determined to qualify for a Super Priority One status and for current Project Based Housing Choice Voucher participants who meet the eligibility requirements as established in the Administrative Plan and they are ranked above all other Section 8 Tenant-Based Housing Choice waiting list applicants and effective 2010 upon HUD approval as an Amendment to the Administrative Plan referrals from City of Boston Interagency Council on Housing and Ending Homelessness Programs and Congress and HUD Homeless Study Priority . HUD approved changes to Leased Housing Admin Plan July 27, 2010 and changes were effective immediately.

The following chart further demonstrates the BHA's priority/preference categories and how they are ranked:

Section 8 Admissions Point System

(a) The **Priority point system** used by BHA to process new Admissions on all waiting lists is as follows:

PBV w/ 1 Year residency	**95 points**
Super Priority Applicants	**75 points**
City of Boston ICHH Programs Priority	**50 points**
US Congress & HUD Homelessness Study	**50 points**

DHCD Leading the Way Home	50 points
Priority One Applicants	**30 points**
Standard Applicants	**0 points**

(b) **Preference points** will be added to Priority points as follows for Applicants for Admission only:

Single Elderly or Disabled	**5 Points**
Disabled Veterans Preference	**4 points**
Families of Deceased Veterans Preference	**3 points**
All Other Veterans Preference	**2 points**
Displaced Boston Resident Preference	**2 points**
Working Families, Single Disabled, Single Elderly Preference	**1 points**

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

☒ Date and time of application (after lottery for Housing Choice Voucher Program tenant-based)

☐ Drawing (lottery) or other random choice technique

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

☒ This preference has previously been reviewed and approved by HUD for Displaced Tenant of Record from a unit in the City of Boston through no fault

☐ The PHA requests approval for this preference through this PHA Plan

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

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials

☒ Other: Section 8 Moderate Rehabilitation Administrative Plan, Leased Housing Reasonable Accommodation Policy, BHA Limited English Proficiency Policy, Individual program mailings (i.e. FSS program marketing), advocacy group meetings, support service groups, www.bostonhousing.org

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

☒ Through published notices

☒ Other: Press releases and Marketing to targeted support service groups

2. Financial Resources

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants		
1a. Public Housing Operating Fund	$71,678,303	
1b. Public Housing Capital Fund	$28,142,377	
1c. HOPE VI Revitalization	-----	
1d. HOPE VI Demolition	-----	
1e. Annual Contributions for Section 8 Tenant-Based Assistance	$172,105,263	
1f. Public Housing Drug Elimination Program (including any Technical Assistance funds)	-----	
1g. Resident Opportunity/Self-Sufficiency Grants	-----	
1h. Community Development Block Grant	-----	-----
1i. HOME	-----	-----
1j. Project Based Section 8	$7,485,266	
2. Prior Year Federal Grants (unobligated funds only)		
2a. CGP/RHF	$18,897,404	
2b. HOPE VI	$1,821,217	
2c. Resident Opp. and Self Sufficiency	$548,000	Supportive Services
3. Public Housing Dwelling Rental Income	$34,094,053	Operating
4. Other income, Vending /Laundry, Cell Towers	$836,535	Operating, Social Services
4a. Investment income	$94,024	Operating
4b. Non-dwelling rent	$13,570	Operating
5. Non-federal sources (list below)		
CFFP (unobligated)	$2,938,731	Capital
Donations	$12,000	Social Services
Total resources	$338,666,743	

3. Rent Determination Not Revised

4. Operations and Management

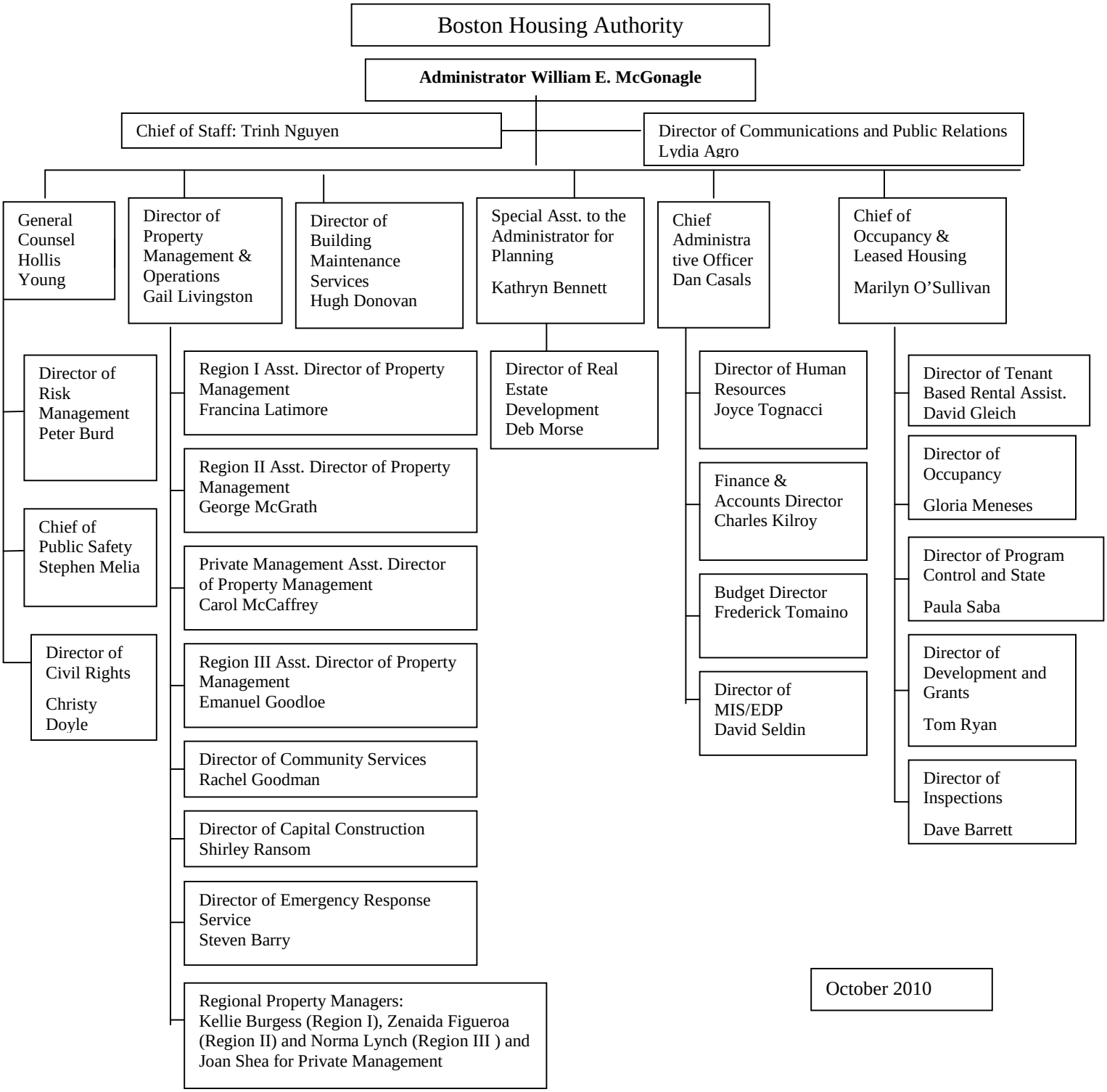
Exemptions from this Component: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is below.


Boston Housing Authority
Administrator William E. McGonagle
Chief of Staff: Trinh Nguyen
Director of Communications and Public Relations Lydia Agro
General Counsel Hollis Young
Director of Property Management & Operations Gail Livingston
Director of Building Maintenance Services Hugh Donovan
Special Asst. to the Administrator for Planning Kathryn Bennett
Chief Administrative Officer Dan Casals
Chief of Occupancy & Leased Housing Marilyn O'Sullivan
Director of Risk Management Peter Burd
Chief of Public Safety Stephen Melia
Director of Civil Rights Christy Doyle
Region I Asst. Director of Property Management Francina Latimore
Region II Asst. Director of Property Management George McGrath
Private Management Asst. Director of Property Management Carol McCaffrey
Region III Asst. Director of Property Management Emanuel Goodloe
Director of Community Services Rachel Goodman
Director of Capital Construction Shirley Ransom
Director of Emergency Response Service Steven Barry
Regional Property Managers: Kellie Burgess (Region I), Zenaida Figueroa (Region II) and Norma Lynch (Region III) and Joan Shea for Private Management
Director of Real Estate Development Deb Morse
Director of Human Resources Joyce Tognacci
Finance & Accounts Director Charles Kilroy
Budget Director Frederick Tomaino
Director of MIS/EDP David Seldin
Director of Tenant Based Rental Assist. David Gleich
Director of Occupancy Gloria Meneses
Director of Program Control and State Paula Saba
Director of Development and Grants Tom Ryan
Director of Inspections Dave Barrett
October 2010

☐ A brief description of the management structure and organization of the PHA follows:

DEVELOPMENT NAME	ADDRESS	BHA MANAGED	PRIVATELY MANAGED
Alice H. Taylor	71 Prentiss Street, Roxbury, MA 02120	X	
Amory Street	125 Amory Street, Jamaica Plain, 02119	X	
Annapolis	52 Summer Street, Dorchester, MA 02122	X	
Ashmont	374 Ashmont Street, Dorchester, MA 02124	X	
Ausonia	185 Fulton Street, Boston, MA 02109	X	
Bellflower	24 Bellflower Street, Dorchester, MA 02125	X	
Bromley Park	42 Horan Way, Jamaica Plain, MA 02130		X
Cathedral	617 Harrison Avenue, Boston, MA 02118	X	
Charlestown	55 Bunker Hill Avenue, Charlestown, MA 02129	X	
Codman	784 Washington Street, Dorchester, MA 02124	X	
Commonwealth	35 Fidelis Way, Brighton, MA 02135		X
Davison	101 Davison Street, Hyde Park, MA 02136	X	
Eva White	440 Tremont Street, Boston, MA 02116		X
Foley	199 “H” Street, South Boston, MA 02127	X	
Franklin Field	91 Ames Street, Dorchester, MA 02124	X	
Franklin Hill Aptmts.	113 Shandon Road, Dorchester, MA 02124		X
Frederick Douglass	755 Tremont Street, Roxbury, MA 02118	X	
General Warren	114 Rutherford Street, Charlestown, MA 02129		X
Groveland	15 Mary Moore Beatty Circle, Mattapan, MA 02126	X	
Hampton House	155 Northampton Street, Roxbury, MA 02118	X	
Hassan	705 River Street, Mattapan, MA 02126	X	
Heath Street	42 Horan Way, Jamaica Plain, MA 02130		X
Heritage	209 Summer Street, East Boston, MA 02128		X
Highland Park	16 Center Street, Roxbury, MA 02119		X
Holgate	125 Elm Hill Avenue, Roxbury, MA 02121	X	
J.J. Carroll	130 Chestnut Hill Street, Brighton, MA 02136		X
Lenox Street	136 Lenox Street, Roxbury, MA 02118	X	
Lower Mills	2262 Dorchester Avenue, Dorchester, MA 02124	X	
Malone	11 Gordon Avenue, Hyde Park, MA 02136	X	
Mary Ellen McCormack	354 Old Colony Avenue, South Boston, MA 02127	X	
Maverick Landing	42 Border Street, East Boston, MA 02128		X
Meade	5 Melville Avenue, Dorchester, MA 02124	X	
Martin Luther King Tower	280 Martin Luther King Boulevard, Roxbury, MA 02119	X	
Mission Main	43 Smith Street, Roxbury, MA 02120		X
Old Colony	255 East Ninth Street, South Boston, MA 02127	X	

DEVELOPMENT NAME	ADDRESS	BHA MANAGED	PRIVATELY MANAGED
Orchard Commons	2315 Washington Street, Roxbury, MA 02119		X
Orchard Gardens	25 Ambrose Street, Roxbury, MA 02119		X
Pascuicco	330 Bowdoin Street, Dorchester, MA 02122	X	
Patricia White	20 Washington Street, Brookline, MA 02146		X
Peabody/Englewood	1875 Dorchester Avenue, Dorchester, MA 02122	X	
Pond Street	29 Pond Street, Jamaica Plain, MA 02130	X	
Rockland	5300 Washington Street, West Roxbury, MA 02132	X	
Roslyn	1 Cliffmont Street, Roslindale, MA 02132	X	
Rutland/E. Springfield	Scattered Site	X	
St. Botolph	70 St. Botolph Street, Boston, MA 02116	X	
Spring Street	23 Spring Street, West Roxbury, MA 02132	X	
Torre Unidad	80 West Dedham Street, Roxbury, MA 02119	X	
Walnut Park	1990 Columbus Avenue, Roxbury, MA 02119	X	
Washington/Beech	4550 Washington Street, Roslindale, MA 02130		X
Washington Manor	1701 Washington Street, Roxbury, MA 02118	X	
Washington Street	35 Fidelis Way, Brighton, MA 02135		X
West Newton Street	630 Tremont Street, Boston, MA 02118	X	
West Ninth Street	195 W. 9th Street, South Boston, MA 02127	X	
Whittier Street	1170 Tremont Street, Roxbury, MA 02120	X	

Note: Sample contracts with management companies have been included with the Agency Plan supporting documents available in the Planning Department. In addition, the management assessment form used to evaluate performance at each site for both private management companies and in-house managers is available. Resident input in the evaluation of private management companies is considered through 1-2 private meetings with the resident organizations during the term of the contracts and prior to selection of contractors during contract renewal processes. Regular interaction between Local Tenant Organizations and BHA supervisory staff informs and guides in assessing management performance at sites directly managed by the BHA.

B. HUD Programs Under PHA Management

_ List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	**Units or Families Served at Year Beginning**	**Expected Turnover**
Public Housing	8901*	881
Section 8 Vouchers	13,309**	450
Section 8 Certificates	0	
Section 8 Project Based	1427****	100*****

voucher Program		
Section 8 Mod Rehab	782	180
Section 8 New Construction / Substantial Rehab Program	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Veterans Administration Supportive Housing (VASH)	260***	12
Mainstream Housing Program	300***	10
Designated Housing Program vouchers for non-elderly disabled currently on BHA's Elderly/Disabled Public Housing Program waiting list	200***	7
Family Unification Program	300***	5
NAACP	400***	15
Grandfamilies Program	50***	3
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		N/A
Elderly and Disabled Resident Services Program	3527	361
Supportive Housing Services Program	77	15
HOPE VI Resident Services Program	1167	N/A
Section 8 Family Self-Sufficiency Program	369	N/A
Resident Employment Program	175******	N/A
Public Housing Family Self-Sufficiency	36	N/A

Resident Services Program (ROSS funded)	165	N/A

* total federal development only anticipated occupancy on 4/1/11. If the proposal to reposition 450 units from public housing to project based voucher program is approved during this Plan year, the ACC number would be reduced.
**This figure includes all HCVP and VASH baseline units. The number of units under lease will vary based on Annual Appropriations.
***These figures represent the maximum units which may be utilized under each Annual Contributions Contract.
****Includes all units currently under contract, units at Heritage and Lower Mills moving to PBV in March 2011 and new units to be leased in BHA FY 2012(starts April 2011).
***** Projected turnover number for PBV is high due to availability of tenant based vouchers to participants residing in PBV units for at least one year

******Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

Section 3 residents are:

- Public housing residents or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD's income limits.

-NA- These programs provide assistance to all eligible applicants so turnover rates are not applicable.

C. Management and Maintenance Policies

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

(1) Agency-wide policies (govern both Public Housing and Section 8): (list below)

- Cash Management and Investment Policy
- Civil Rights Protection Plan
- Confidentiality & Confidentiality Agreement Policy
- Drug Free Workplace Policy
- EIV Security Manual
- Limited English Proficiency Policy
- Minority Participation Policy
- Procurement Policy
- Resident Employment Provision

- Sexual Harassment Policy
- Storm Policy for Staff Attendance
- Technology Resources Usage Policy (E-mail)
- Tenant Grievance Procedures
- Tobacco Free Workplace Policy
- Violence Against Women Act Policy

(1) Public Housing Maintenance and Management:

- (Site-Based) Admissions and Continued Occupancy Policy (ACOP)
- Community Service Policy
- Deconcentration Policy
- Demolition/Disposition Policy
- Designated Housing Plan
- Pest Control Policy
- Pet Policy for the Elderly/Disabled Program
- Pet Policy for the Family Program
- Reasonable Accommodation Policy for Public Housing
- Rent Manual
- Resident Relocation and Rehousing Policy
- Site Based Purchasing System Policy
- Standard Operating Procedures for Maintenance
- Tenant Participation (LTO) Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Reasonable Accommodations in Rental Assistance Policies and Procedures
- Section 8 Moderate Rehabilitation Administrative Plan

5. Grievance Procedure Not Revised

6. Designated Housing for Elderly and Disabled Families

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

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

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

Designation of Public Housing Activity Description
1a. Development name: All Elderly/Disabled Program Developments (See supplemental table below) 1b. Development (project) number: All Elderly/Disabled Program Developments (See supplemental table below)
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☒ (in ratio of 70% elderly, 30% disabled at each site)
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (06/18/07)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously-approved Designation Plan
6. Number of units affected: 3527 7. Coverage of action (select one)

☐ Part of the development
☒ Total development (See supplemental table below)

Update to 2011 plan: The BHA continues to monitor the percentages of elderly and non-elderly disabled households living in each Elderly/Disabled Development on an ongoing basis. When the percentage of elderly households occupying a development reaches 65%, the development will be flagged so that each subsequent offer of housing will be reviewed by a Manager in the Occupancy Department. When the percentage of elderly households occupying a development reaches 70%, the BHA will turn off Designated Housing preference points to elderly applicant households for this development. If the percentage of elderly households occupying a development falls below 70%, the BHA will turn on Designated Housing Preference points to elderly applicant households for this development.

Designation of Public Housing: Supplemental Table

Dev	Development	Elderly Preference*	Available Units	Elderly	Non-elderly Disabled
MA002107119	BROMLEY PARK E/D**	Y	43	29	12
MA002000226	POND STREET		43	32	11
MA002000227	ANNAPOLIS STREET		54	43	9
MA002000228	ASHMONT STREET		51	37	10
MA002000229	HOLGATE APARTMENTS		78	57	21
MA002000230	FOLEY APARTMENTS	Y	94	65	28
MA002000232	GROVELAND	Y	37	21	16
MA002000234	DAVISON	Y	42	27	15
MA002000235	WASHINGTON STREET		77	57	20
MA002000236	WEST NINTH STREET		81	63	18
MA002000237	J J CARROLL		62	45	17
MA002000238	MEADE APARTMENTS	Y	38	26	12
MA002000240	MLK TOWERS		98	71	27
MA002000241	EVA WHITE		97	72	25
MA002000242	WALNUT PARK	Y	147	91	56
MA002000244	FREDERICK DOUGLAS		73	52	20
MA002000245	AMORY STREET	Y	167	109	58
MA002000247	GENERAL WARREN	Y	91	62	29
MA002000249	TORRE UNIDAD	Y	184	128	55
MA002000250	ROCKLAND TOWERS	Y	63	43	19
MA002000251	CODMAN APARTMENTS		98	71	27
MA002000252	HERITAGE *** APARTMENTS****	Y	248	165	78
MA002000253	ST. BOTOLPH STREET		127	95	32
MA002000254	PASCIUCCO	Y	86	60	26
MA002000257	LOWER MILLS****	Y	171	115	56
MA002000261	AUSONIA HOMES		97	68	29
MA002000262	HASSAN APARTMENTS	Y	95	64	31
MA002000270	SPRING STREET		100	73	26
MA002000271	PATRICIA WHITE		211	165	46
MA002000272	ROSLYN APTS		114	80	34

MA002000277	BELLFLOWER STREET		111	82	28
MA002000283	PEABODY SQUARE		96	79	17
MA002000290	MALONE APTS	Y	93	65	27
MA002000295	COMMONWEALTH ELDERLY		113	80	32
MA002000298	HAMPTON HOUSE		74	54	20
MA002000299	WASHINGTON MANOR	Y	73	49	23
	Total	16	3527	2495	1010

*Elderly Preference as of September 30, 2009

**Only Includes units at 295 and 297 Centre Street, units #'s BP0003 - BP00028 and BP0033 - BP0056. Overall, this is a family development but these units are set aside for the elderly and non-elderly disabled and have their own site-based waiting list.

***Excludes unit #'s HE0001 through HE0020. These units are part of Heritage Clippership which serves families.

***Heritage and Lower Mills changed to Project Based Voucher in early 2011 with a small number of units remaining as Public Housing at each site.

7. **Community Service and Self-Sufficiency**

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY
(Memorandum of Agreement pending.)

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies
Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

☒ Public housing rent determination policies
☐ Public housing admissions policies
☒ Section 8 admissions policies
☒ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☒ Preference/eligibility for public housing homeownership option participation
☒ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Elderly and Disabled Resident Services Program	3527	Open to all residents	Development Office; case manager's office	Public Housing
Supportive Housing Services Program	77	Waiting list	Justice Resource Institute (16) Vinfen (18) Latino Health Institute (18) Elders Living at Home (25)	Public Housing
HOPE VI Resident Services Program	1167	Recruited on site; wait list if necessary	Orchard Gardens resident services staff; Maverick Landing Community Services, Inc.; Housing Opportunities unlimited at Washington Beech	Public Housing
NAACP	400	Specific criteria	PHA Main Office	Section 8
Veterans Administration Supportive Housing	260	Specific criteria	VA Medical Center in Boston	Section 8
Section 8 Family Self-Sufficiency Program	369	Open to Section 8 participants	PHA Main Office	Section 8
Public Housing Family Self-	36	Specific	Development	Public Housing

Sufficiency Program		Criteria	Offices, PHA Main Office	
Resident Services Program (ROSS Program)	165	Specific Criteria	Alice Taylor, Cathedral, Franklin Field, Lenox, Whittier St, & W. Newton Developments primarily	Public Housing
Resident Employment Program	175*	Specific criteria	PHA Main Office Development Offices	Public Housing

*Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

Section 3 residents are:

- Public housing residents or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD's income limits.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2009 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	36	21 as of 10/4/10
Section 8	0	369 as of 10/01/10

b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

☒ Informing residents of new policy on admission and reexamination

☐ Actively notifying residents of new policy at times in addition to admission and reexamination.

☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

☒ Establishing a protocol for exchange of information with all appropriate TANF agencies

☐ Other: (list below)

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

Boston Housing Authority

IMPLEMENTATION OF PUBLIC HOUSING

COMMUNITY SERVICE REQUIREMENTS

In compliance with the Quality Housing and Work Responsibility Act of 1998, the Boston Housing Authority has developed a policy to implement the resident community service requirement. This policy describes the way the BHA will implement the community service requirement and includes the following provisions:

- Definitions of community service and economic self-sufficiency
- How residents will be notified
- Definitions of exemptions from participation
- How the exemptions will be verified, both at the beginning of the program and as a ongoing part of program administration
- How compliance will be determined
- How non-compliance will be treated
- BHA's cooperation with other organizations.

BHA's residential lease has been modified to include the community service requirement and a community service policy has been approved as part of the 2001 Annual BHA Plan. All residents will be informed of the implementation of the community service requirement. Those residents who appear to be required to perform community service will be sent an information sheet that provides a description of the requirement, qualifying activities, the exemptions and how the exemptions will be verified.

Residents became subject to the requirement on October 31, 2003.

Each year at the time of their annual recertification resident compliance with the community service requirement will be determined and exemption status will be re-verified. Residents will be notified of this at least 90 days before the recertification date and required documentation will be specified in the notice. If a resident does not complete community service as required he or she will have one additional year to make up the required service. If the non-compliant resident does not do so or leave the unit, lease termination proceedings will commence.

The policy includes a description of qualifying work and self-sufficiency activities. These activities include: unsubsidized employment, subsidized private or public sector employment, on the job training, job search and job readiness assistance, vocational educational training, job skills training, education directly related to employment, attendance at a secondary school or GED program or provision of child care services to an individual participating in a community service program.

8. **Safety and Crime Prevention**

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

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

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

☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☒ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti
☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☒ Other: Incidence of alleged civil rights violations.

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

☒ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☒ PHA employee reports
☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☒ Other: Regular consultation with Tenant Task Forces
Review of Civil Rights Administrative Report Forms
Consultation with Boston Police Department Community Disorders Unit

3. Which developments are most affected? (list below) Family and Elderly/Disabled Developments

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

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

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

1. Installation of various electronic equipment including surveillance equipment
2. Regular Crime Prevention Education
3. Institution of new key security systems
4. Enhanced lease enforcement activity
5. Employment of nationally-accredited police force
6. Expanded training program and new uniforms for Safety Officers
7. Bicycle patrol

2. Which developments are most affected? (list below) All developments

C. Coordination between PHA and the police

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

☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan [BHA Police remain committed to this coordination effort despite the loss of the HUD DEP Grant.]
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents
☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☒ Other activities: Multi-law enforcement task force geared to addressing violent crime, youth and gang violence in identified "Hot spots" and drug interdiction.

2. Which developments are most affected? (list below) All developments [including – Bromley Heath, Charlestown, Mission Main, Alice Taylor, Orchard Gardens, Franklin Hill, Franklin Field, Lenox Camden, and Cathedral.]

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

9. **Pets**	**Not Revised**
10. Civil Rights Certification	**Not Revised**
12. Fiscal Year Audit	**Not Revised**
13. Asset Management	**Not Revised**

13. Violence Against Women Act

BOSTON HOUSING AUTHORITY
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

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.

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 BHA's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by BHA of all its federally subsidized public housing and Section 8 rental assistance programs under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*).

II. Goals and Objectives

This Policy has the following principal goals and objectives:

A. Maintaining compliance, including training of appropriate staff managing BHA properties, with all applicable legal requirements imposed by VAWA;

B. Participating, with others, in protecting the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by BHA;

C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, or stalking;

D. Cooperating, with others, in formation and maintenance of collaborative arrangements between BHA, 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 BHA; and

E. Responding in accordance with BHA policies and procedures to incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by BHA.

III. Other BHA Policies and Procedures

This Policy shall be referenced in and attached to BHA's Five-Year Public Housing Agency Plan and, where appropriate, provisions consistent with this Policy shall be incorporated in and made a part of BHA's Admissions and Continued Occupancy Policy (ACOP), BHA's Section 8 Administrative Plan (Admin Plan), and other BHA policies. BHA's annual public housing agency plan shall also contain information concerning BHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall contradict any previously adopted policy or procedure of BHA, 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.

C. *Stalking* – means –

(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. *Denial of Assistance*. BHA 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. *Admissions Preference.* Applicants for Public Housing and Section 8 housing assistance from BHA will receive a priority in admission by virtue of their status as victims of domestic violence. This priority is described for Public Housing in the BHA's ACOP and for Section 8 in its Admin Plan.

C. *Mitigation of Disqualifying Information*. When requested by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, dating violence and/or stalking, BHA, may 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, BHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence, dating violence and/or stalking and its probable relevance to the potentially disqualifying information. BHA may disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence, dating violence and/or stalking.

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 BHA in administration of its programs:

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 BHA 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 a member of the household 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 BHA' 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 BHA 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 BHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or BHA, 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, BHA 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 BHA. Leases used for all public housing operated by BHA and leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by BHA, shall contain provisions setting forth the substance of this paragraph or as required by the U.S. Department of Housing & Urban Development.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification. For those seeking protection under this Policy, t*he law allows, but does not require, BHA 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., BHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by BHA. If there is reason to believe that verification is incomplete or inaccurate, the BHA may require additional documentation of the incident(s). Such documentation requirement shall not place the victim in danger. As necessary, the BHA shall work with the victim to identify appropriate sources of documentation. Section 8 owners or managers receiving rental assistance administered by BHA 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 can be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to BHA 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) and available from BHA, 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. If there is reason to believe that the certification is incomplete or inaccurate, the BHA may require additional documentation of the incident(s). Such documentation requirement shall not place the victim in danger. As necessary, the BHA shall work with the victim to identify appropriate sources of documentation.
2. *Other documentation* - by providing to BHA 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. A form is available from BHA. 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 BHA 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 BHA, 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. Time for response will be extended upon a showing of good cause.

C. *Waiver of verification requirement.* The Administrator of the BHA or her Designee, 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 Administrator/Designee, 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 BHA 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 not 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 BHA shall be notified in writing concerning their right to confidentiality and the limits on such right to confidentiality.

IX. Transfer to New Residence

A. *Application for transfer.* The opportunity to transfer in Public Housing due to incidents of domestic violence, dating violence and/or stalking is described in the BHA's Admissions and Continued Occupancy Policy (ACOP). The opportunity to relocate in the Section 8 rental assistance program due to incidents of domestic violence, dating violence and/or stalking is described in the BHA Administrative

Plan. Except with respect to portability of Section 8 assistance, as provided in section B below, the decision to approve or disapprove a transfer shall be made in accordance with the ACOP or Administrative Plan, as applicable. This policy does not create any additional right on the part of any public housing tenant or Section 8-assisted tenant to be granted a transfer.

B. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit in another location (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 the 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 BHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by BHA 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 BHA policies regarding family break-up are contained in BHA's ACOP and its Section 8 Administrative Plan.

XI. Relationships with Service Providers

It is the policy of BHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence, dating violence and/or stalking. If BHA staff become aware that an individual assisted by BHA is a victim of domestic violence, dating violence or stalking, BHA will provide the victim with written materials about such providers of shelter or services. However, and notwithstanding the foregoing, this Policy does not create any legal obligation requiring BHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence, dating violence and/or stalking or to make a referral in any particular case. BHA's annual public housing agency plan shall describe those providers of shelter or services to victims of domestic violence, dating violence and/or stalking known to BHA.

XII. Notification

BHA 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.

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 BHA as approved by its Administrator following an opportunity for notice and comment by interested parties.

Description of VAWA activities, services, or programs:

BHA staff provide information and referral services to victims of domestic violence. Periodic VAWA and domestic violence trainings have occurred and will continue to occur with both internal and external trainers.

Both the Public Housing Admissions and Continued Occupancy Policy and the Leased Housing Administrative Plan contain a priority for serving victims of domestic violence for admission. The BHA public housing transfer policy gives a priority for victims of domestic violence as an emergency transfer.

The BHA public safety department provides protective services above and beyond that of the Boston Police Department to BHA victims of domestic violence to both prevent domestic violence and to enhance survivor safety. BHA Police Department Officers receive extensive police academy training and updates on domestic violence. They are able to advise victims as to seeking protective orders and resources.

A partial listing of Violence Against Women Act Resources is below. These resources are posted on the BHA public drive and all staff have been advised of its location alongside the VAWA policy.

A partial listing of Violence Against Women Act Resources:
April 2011

Asian Task Force Against Domestic Violence (Boston office)	617-338-2350x244
Asian Task Force Against Domestic Violence (Lowell, MA office)	978-454-3651
Asian Task Force Against Domestic Violence 24hr. Multilingual Hotline	617-338-2355
Association of Haitian Women in Boston	617-287-0096
BARCC 24hr. Boston Area Rape Crisis Center	617-492-7273
Boston Area Rape Crisis Center (Cambridge, MA)	617-492-8306 x1262
Boston Medical Center	617-414-7734
Boston Police 24hr. Domestic Violence Unit	617-343-4350
Community Legal Services and Counseling Center (Cambridge, MA)	617-661-1010x146
Cooperative Economics for Women (Revere, MA)	781-289-4950
Department of Social Services	1-800-792-5200
Disability Abuse 24hr. Hotline	1-800-426-9009
Domestic Violence Services Network (Concord, MA)	978-318-3421
Elder Abuse 24hr. Hotline	1-800-922-2275
Finding Options for Change Understanding and Safety (Lowell, MA)	978-458-6282
Greater Boston Legal Services	617-371-1234
Greater Boston Legal Services (alternate number)	617-603-1614
HaborCOV (Chelsea, MA)	617-884-9799x137
Independence House (Hyannis, MA)	508-771-6507x243

International Institute of Boston	617-695-9990x172
Jewish Family and Children's Services (Waltham, MA)	781-647-5327
Lowell Community Health Center (Lowell, MA)	978-746-3147
Massachusetts Alliance of Portuguese Speakers (Cambridge, MA)	617-864-7600
Mass Coalition for the Deaf and Hard of Hearing	1-800-882-1155
Mass Coalition for the Deaf and Hard of Hearing TTY	617-695-7600 TTY
MGH Chelsea Health Care Center (Chelsea, MA)	617-887-4224
Massachusetts Immigrant and Refugee Advocacy Coalition	617-350-5480x216
Massachusetts Law Reform Institute	617-357-0700x305
Massachusetts Office for Victim Assistance	617-727-5200
Mayor’s 24hr. Housing Hotline	617-635-4500
Merrimack Valley Legal Services, Inc. (Lowell, MA)	978-888-0004
Multicultual AIDS Coalition	617-442-1622
Newton Wellesley Hospital (Newton, MA)	617-243-6521
Nigerian American Community Organization	617-424-7890
Nigerian American Community Organization (alternate number)	617-913-5684
Parental Stress 24hr. Hotline	1-800-632-8188
Refugee and Immigrant Assistance Center	617-238-2434
SafeLink 24hr. Statewide Domestic Violence Hotline	1-877-785-2020
SafeLink 24hr. Statewide Domestic Violence Hotline TTY	877-521-2601 TTY
Samaritans 24hr. Suicide Hotline	617-247-0220
Simmons College	617-521-2480
Somerville Commissions (Somerville, MA)	617-625-6600x2406
Teen 24hr. Hotline	1-800-999-9999
Transition House (Cambridge, MA)	617-868-1655
United Way Help Line	1-800-231-4377
Victim Rights Law Center	617-399-6720
Whittier Street Health Center	617-989-3249

BOSTON HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

FOR THE PUBLIC HOUSING PROGRAMS

ADMISSIONS AND CONTINUED OCCUPANCY POLICY
FOR THE PUBLIC HOUSING PROGRAMS

Latest Revision 10/09/2011

This is an important document. If you require interpretation, please call the telephone number below or come to our offices.
Este es un documento importante. Si necesita interpretación, por favor llame al número de teléfono que aparece abajo o visite nuestras oficinas.
這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室
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សូមជូនដំណឹងនៅលេខខាងក្រោមនេះ ឬ
អញ្ជើញមកជាមួយនឹងការសម្គាល់ នៅការិយាល័យរបស់យើងខ្ញុំ។
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این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفا با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.
Telephone No.: (617) 988-3400

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FOR THE PUBLIC HOUSING PROGRAMS
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CHAPTER 1: INTRODUCTION AND POLICY

1.1 Introduction

Boston Housing Authority's Mission Statement: It is the mission of the Boston Housing Authority ("*BHA*" or "*the Authority*") to provide stable, quality affordable housing for low- and moderate-income persons; to deliver these services with integrity and mutual accountability; and to create living environments which serve as catalysts for the transformation from dependence to economic self-sufficiency.

This Admissions and Continued Occupancy Policy (ACOP) describes the admission, occupancy and transfer policies by which the BHA determines eligibility for admission, selects prospective residents, assigns apartments, admits residents, and processes transfers, in a fair and nondiscriminatory manner.

This ACOP is applicable to BHA Public Housing Developments only. The BHA's Hope VI Program developments utilize a separate HUD approved admissions and occupancy system which can be obtained from the property management agent for those developments.

1.2 Statement of Nondiscrimination

1.2.1 Compliance with Federal and State Laws

It is the policy of the BHA to comply fully with existing Federal and State laws[1] protecting the individual rights of applicants, residents, or staff and any laws subsequently enacted.

1.2.2 Civil Rights and Fair Housing

The Authority does not discriminate because of race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status or marital status, in the leasing, rental, sale or transfer of apartments, buildings, and related facilities, including land that it owns or controls.[2]

---

[1] Title VI of the Civil Rights Act of 1964 and the implementing regulations at 24 CFR Part 1; Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendment Act of 1988); Executive Order 11063 on Equal Opportunity in Housing and the implementing regulations at 24 CFR Part 107; Section 504 of the Rehabilitation Act of 1973 and the implementing regulations at 24 CFR Part 8; the Age Discrimination Act of 1975 and the implementing regulations at 24 CFR Part 146; and the implementing regulations at 24 CFR Parts 100,108,110, and 121. Title II of the Americans with Disabilities Act and the implementing regulations at 28 CFR Part 35 and M.G.L. Chapter 151B. For BHA's state-aided housing, applicable regulations are found at 760 CMR 4.00, 5.00 and 6.00 covering housing developed under the Chapter 200, Chapter 667 and Chapter 705 programs.

[2] Buildings must be owned by the Authority and covered by a contract for annual contributions under the United States Housing Act of 1937 for properties in the Federal program, and/or a Massachusetts Department of

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The BHA shall not, on account of race, color, sex, religion, age, sexual orientation, disability, handicap, national origin, ethnicity, marital status or familial status:[3]

1. Deny to any Household the opportunity to apply for housing, or deny to any qualified Applicant the opportunity to lease housing suitable to his/her needs;

2. Provide housing which is different from that provided others except as required or permitted by law and in accordance with this Policy;

3. Subject any person to segregation or disparate treatment;

4. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;

5. Treat a person differently in determining eligibility or other requirements for admission;

6. Deny a person access to the same level of services available to other similarly situated individuals; or

7. Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program.

1.2.3 Fair Admissions

The BHA shall not automatically deny admission to a particular group or category of otherwise eligible Applicants (e.g., Households with children born to unmarried parents or Households whose Head of Household or Co-Head of Household is a student).

Each Applicant in a particular group or category must be treated on an individual basis in the normal processing routine.

1.2.4 Reasonable Accommodations

The BHA shall make reasonable accommodations in policies and procedures and, if necessary and reasonable, make certain structural modifications for persons with disabilities (Applicants or residents) in accordance with the BHA's **Reasonable Accommodation in Housing Policy**.

Housing and Community Development Contract for Financial Assistance or operating funds for properties in the State program.

[3] See M.G.L. Chapter. 151B, § 4 and 42 U.S.C. § 3601

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- The BHA cannot refuse to make a Reasonable Accommodation in rules, policies, practices or services when such accommodation may be necessary to afford a person with a physical or mental impairment equal opportunity to use and enjoy a BHA apartment, including public and common use areas.

- The BHA must make a modification to existing premises, when requested by a Disabled person, if the modification is reasonable and necessary to afford equal opportunity to use and enjoy BHA premises.

- An accommodation or structural modification is not reasonable if it would impose an undue administrative and financial burden on the BHA, or fundamentally alter the nature of the public housing program. The burden of demonstrating that a requested accommodation is unreasonable and imposes an undue administrative and financial burden, or fundamentally alters the nature of the public housing program is on the BHA. If granting the requested accommodation would create an undue administrative and financial burden, the BHA shall approve the request to the extent that it can do so without undergoing the undue burden or fundamental program alteration as described above.

Requests for accommodation with respect to documents used by the BHA should be made to the Authority's TDD phone number, TTY phone number, Civil Rights Department, Occupancy Department, Development Manager's Office, or the Housing Service Center. In addition, although there are many different staff members who may review a request for reasonable accommodation, the BHA has a Reasonable Accommodation Coordinator who may be contacted for assistance. The Reasonable Accommodation Coordinator can be reached in the BHA's Office of Civil Rights. The BHA Reasonable Accommodation in Public Housing Policy may also be consulted.

1.2.5 Records of Applications for Admission and Transfer

BHA records with respect to applications for admission and transfer shall indicate the following for each application:

1. Date and time of receipt;

2. The Applicant's choice(s) of development(s).

3. The determination of the BHA as to eligibility or non-eligibility of the applicant or resident;

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4. Where eligible, the apartment size for which eligible.

5. Where eligible the Priority and/or Preference category granted, if any and the date such eligibility is granted.

6. Race of Household Members (for statistical purposes only)

7. Status as a Disabled Household or Household Member (See Section 5.3.2.G)

8. Name(s) of Household Member(s)

9. Address of Household including mailing address

10. Client number.

1.2.6 Records of Apartments Offered

The BHA will maintain a record of apartments offered and to whom offered, including the date, location, apartment identification, client number, circumstances of each offer, each acceptance or rejection, and the reason for any rejection.

1.2.7 Applicant/Transfer Applicant Appeal Procedure

An Applicant or resident who believes himself/herself to have been aggrieved by any action, inaction or decision of the BHA in the processing of his/her application for admission or transfer application shall have the right to a hearing. Applicants for admission are entitled to an appeal before a hearing officer pursuant to the provisions of this Policy (see Section 4.1.4) and transfer applicants before the BHA Grievance Panel pursuant to **BHA's Grievance Policy**.

1.3 Accessibility and Plain Language

1.3.1 Accessible Facilities and Programs

Facilities and programs used by Applicants and residents shall be made accessible. Application and management offices, hearing rooms, community centers, laundry facilities, craft and game rooms and other public spaces will be available for use by residents with disabilities. If these facilities are not already accessible (and located on accessible routes), they will be made accessible so long as this does not impose an undue financial and administrative burden on the Authority.

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1.3.2 Plain Language Paperwork

Documents intended for use by Applicants and residents will be presented in accessible formats for those with vision or hearing impairments and they will be written simply and clearly to enable Applicants and residents with learning or cognitive disabilities to understand as much as possible. Requests for accommodation with respect to documents used by the BHA should be made to the Authority's TDD phone number, TTY phone number, Civil Rights Department, Occupancy Department, or the Housing Service Center.

1.3.3 Forms of Communication other than Plain Language Paperwork

At the point of initial contact BHA staff shall ask all Applicants whether they need some form of communication other than plain language paperwork. Some alternatives might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the Applicant to receive, interpret and explain housing materials. The BHA will pay for sign language interpreters for the hearing impaired.

1.3.4 English Language Ability

Some Applicants will not be able to read (or to read English), so staff must be prepared to read and explain documents that they would normally hand to an Applicant to be read or filled out. Applicants who read or understand little English may need to be provided with an interpreter who can explain what is occurring. The BHA will make an effort to have its written materials translated into those languages frequently spoken by Applicants and to provide oral interpretation, upon request, in accordance with its Limited English Proficiency Policy (LEP).

1.4 Broad Range of Incomes (Income Mixing) and Deconcentration (Family Developments Only)

In accordance with the Congressional mandate in the Quality Housing and Work Responsibility Act of 1998 and with the approval of the Commonwealth of Massachusetts' Department of Housing and Community Development (DHCD), the Boston Housing Authority has adopted the federally required policies to provide for deconcentration of poverty and to encourage income mixing in all Family (general occupancy) developments. BHA offers the plan below to facilitate both deconcentration and income mixing in BHA developments. The goals of the plan are to provide a sufficient mixture of

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extremely low-income, very-low, and low-income Households at all BHA developments, and to avoid circumstances wherein higher-income or lower-income developments are created with respect to the Authority-wide average income.

1.4.1 Definitions

For the purposes of this Admissions and Continued Occupancy Policy (ACOP), Lower-Income Households are defined as Households whose annual income does not exceed eighty (80) percent of the Boston area median income (AMI), with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development. In accordance with 24 CFR 5.603, HUD may establish income ceilings higher or lower than 80% of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low household incomes. However, with regard to state developments, state income rules of eligibility as defined in 760 CMR 5.00 or any successor regulations will apply. Within this category of Lower-Income Households, the following definitions apply:

1. **Low-Income Household**

   A Low-Income Household is defined as a Household whose annual income exceeds fifty (50) percent but *does not* exceed eighty (80) percent of the Boston AMI, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development or Massachusetts Department of Housing and Community Development.

2. **Very Low-Income Household**

   A Very Low-Income Household is defined as a Household whose annual income exceeds thirty (30) percent of the Boston AMI but *does not* exceed fifty (50) percent of the AMI for the area with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development or Massachusetts Department of Housing and Community Development.
   .

3. **Extremely Low-Income Household**

   An Extremely Low-Income Household is defined as a Household whose annual income does not exceed thirty (30) percent of the AMI for the Boston area, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and

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Urban Development or Massachusetts Department of Housing and Community Development.

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1.4.2 Broad Range of Incomes (Income-Mixing)

It is the goal of BHA to attain, within a reasonable period of time, a resident population in each development composed of Lower-Income Households with a broad range of incomes. BHA will make an effort to assure that each of its developments will include Households with a broad range of incomes generally representative of the range of Lower-Income Households in the City of Boston.

To achieve and maintain the basic objective of housing Households with a broad range of incomes, BHA will review its waiting list to determine whether there is a representative income mix of Low, Very-Low, and Extremely-Low Income Households. If there is not a representative income mix, BHA will consider strategies to encourage a greater income mix including, but not limited to, conducting targeted outreach efforts and/or establishing income Preferences.

Regardless of any discretionary strategies the BHA may adopt to achieve the goal of income mixing, the BHA will ensure that it meets the following targeting requirements as set forth by federal regulation:

- In federal developments only, at least 40% of new admissions to the BHA's public housing program during each fiscal year will be Extremely–Low Income Households. (See Section 5.1.4 for additional Income Qualification criteria).

- BHA may reduce the required percentage of public housing apartments to which Extremely-Low Income Households must be admitted to the extent that the BHA has credits, in the same fiscal year, for admissions of Extremely-Low Income Households to its Section 8 tenant-based assistance program beyond the number required for that program. However, the BHA may not have more credits than the lesser of the following:

    - Ten percent of the total number of Households admitted to the Section 8 tenant-based assistance program during the fiscal year; **OR**

    - The number of the BHA's public housing apartments in developments located in census tracts with a poverty rate of 30 percent or more that are made available and filled by eligible

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Households who are not Extremely-Low income Households.

- During any fiscal year and regardless of the number of credits from Section 8 tenant-based assistance admissions, at least 30 percent of BHA admissions to public housing apartments will be Extremely–Low income Households.

1.4.3 Deconcentration

The admissions policies contained in this ACOP are designed to deconcentrate poverty. This objective will be achieved by bringing higher-income Households into lower-income developments and/or lower-income Households into higher-income developments. While information regarding specifics of each development is contained each year in the BHA's Annual Plan, which is submitted to HUD and DHCD, below is an outline of BHA's deconcentration policy.

The BHA will accomplish the deconcentration goal in a uniform and non-discriminatory manner. While targeting certain levels of income for admission to BHA public housing, BHA will not intentionally concentrate lower-income Households, as defined below, in one public housing development or building within a development.

1. Deconcentration – Identification Procedures

Annually, the BHA will calculate the average income at all BHA Family developments ("the Authority-wide average income"). The Authority will also calculate the average income of all Households at each Development separately ("the Development average income"). Developments in which the Development average income is *above* 115% of the Authority-wide average income will be considered "higher-income" developments. Likewise, Developments in which the Development average income is *below* 85% of the Authority-wide average income will be considered "lower-income" Developments.

- Definitions

  - The Authority-wide average income: The average income of all Households residing in BHA Family developments. Such an average is used as a base measure from which Developments are either determined to be "higher-income" or "lower-income" for purposes of the BHA's deconcentration policy.

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- The Development average income: The average income of all Households residing in a single BHA Family Housing development.

- Higher-income Development: A development in which the Development average income is above 115% of the Authority-wide average income.

- Lower-income Development: A development in which the Development average income is below 85% of the Authority-wide average income.

2. Remedial Action

Based upon the above-mentioned analysis, the BHA will review the need to offer incentives to eligible families that would help accomplish the deconcentration objectives at individual developments.

Should the average income at a development(s) vary more than 15% from the Authority-wide average, the BHA may utilize some or all of the policies and/or incentives listed below:

- Establish an income Preference in order to reach Applicant Households with lower or higher incomes as appropriate.
- Initiate affirmative marketing strategies to all eligible income groups.
- Provide additional applicant consultation and information.
- Provide additional supportive services and amenities.
- Provide rent incentives authorized by Quality Housing and Work Responsibility Act of 1998 ("QHWRA").
- Targeting investment and capital improvements towards a development(s) below 85% of the Authority-wide average income.

1.4.4 Monitoring

As part of the BHA's Annual Plan submission to HUD and as part of an annual report to DHCD, the BHA will annually monitor the income levels of Households residing in BHA housing and on the waiting list to assess

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its progress in attaining the deconcentration and income mixing goals. The BHA will calculate and compare the average Household incomes at each development with the Authority-wide average, as described above. In addition, the income status of Applicants on the BHA's waiting list will be analyzed to determine the percentage of Applicants with "Low," "Very Low" and "Extremely Low" incomes.

The BHA will also ascertain its progress in meeting the income-targeting goal that requires in federal developments that 40% of new admissions must be Extremely-Low Income Households. If the monitored data indicates any problems, BHA will alter its marketing and deconcentration strategies in accordance with this policy and federal and State requirements.

1.5 Civil Rights Protection Plan

It is the policy and obligation of the Boston Housing Authority to administer all aspects of its housing programs without regard to race, color, age, sex, sexual orientation, national origin, ethnicity, religion, familial or marital status or handicap/disability. The BHA's **Civil Rights Protection Plan** ("CRPP") approved by the U.S. Department of Justice on July 26, 1999, is designed to protect Applicants, residents and their visitors from threats, harassment, violence or abuse while they are on BHA property. (Please refer to the BHA's CRPP for specific policies and procedures).

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CHAPTER 2: MARKETING AND OUTREACH

2.1 Marketing Policy

It is the policy of the BHA to conduct marketing and outreach as needed to maintain an adequate application pool representative of the eligible population in the area. In marketing its developments, it is the policy of the BHA to comply fully with existing Federal and State laws protecting the individual rights of applicants, residents, or staff and any laws subsequently enacted. (See Section 1.2 Statement of Nondiscrimination including all subsections.)

2.1.1 Marketing has two primary purposes:

1. to make all potential applicants aware of the housing and related services that BHA offers its residents; and

2. to attract specific groups of applicants, such as,

- those with Low- and Very low-income levels, as defined in Chapter 1, section 1.4.1 "Definitions," of this policy,
- Disabled Persons who require units with accessible features, or
- those determined by an annual analysis of site-based waiting lists to be the least likely to apply for the housing market area.

2.2 Marketing Requirements

The following requirements apply to BHA marketing efforts:

2.2.1 Fair Housing

Materials must comply with the Fair Housing Act requirements with respect to wording, logo, size of type etc.

2.2.2 Accurate Descriptions

Materials shall accurately describe each development, its apartments by size and type, its application process, waiting list, estimated wait time, amenities and Priority and Preference structure and shall include the availability of apartments with accessible features, and any designation that applies to the property.

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2.2.3 Plain Language

Marketing materials shall be in "plain language". The BHA shall make an effort to use print media, videos and multi-media in a variety of languages.

2.2.4 Eligibility

Marketing materials shall make clear to individuals and Households, who is eligible for housing including people with physical and/or mental disabilities.

2.2.5 Reasonable Accommodations and Structural Modifications

BHA's marketing materials will include notice of the Authority's responsibility to provide reasonable accommodations and structural modifications for people with disabilities if reasonably required on account of disability.

2.3 Marketing and Outreach Strategies

2.3.1 When BHA Will Market Apartments

The BHA will undertake marketing efforts whenever there is a need to do so in order to address: changes required as a result of legislative or regulatory requirements; fair housing needs; apartment vacancy or turnover considerations; deconcentration and income mixing needs; an insufficient pool of Applicants on the waiting list; or any other factor which may require marketing efforts to further public housing program goals. The BHA shall assess these factors at least annually as part of its Agency Plan in order to determine the need and scope of the marketing effort.

2.3.2 Affirmative Marketing

2.3.2.1 The BHA shall undertake appropriate affirmative fair marketing efforts whenever the Authority identifies a need to augment the number of applicants on any of its site–based waiting lists. (See Section 2.1.1.2 and Section 3.2) [4]**Outreach**

1. Print Media
The BHA will establish a listing of publications in which marketing will be done through the use of print media. As necessary, the BHA will utilize any or all of these publications to facilitate outreach to those groups identified under Section 2.1.1.2.

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A listing of publications serving BHA's housing market area is:

Newspaper	Street	Town	Zip
Allston-Brighton TAB	PO Box 9113	Needham	02492
Back Bay Courant	294 Washington St., Suite 429	Boston	02108
Banker and Tradesman	280 Summer Street	Boston	02210
Bay State Banner	68 Fargo Street, 8th Fl	Boston	02210
Bay Windows	631 Tremont Street	Boston	02118
Beacon Hill Times	25 Myrtle Street	Boston	02114
Boston Business Journal	200 High Street	Boston	02110
Boston City Paper	492 E. Broadway	South Boston	02127
Boston Haitian Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125
Boston Irish Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125
Boston Seaport Journal/Travel N.E.	256 Marginal Street	East Boston	02128
Boston TAB	PO Box 9113	Needham	02492
Carriage News (Taxi News)	PO Box 326	South Boston	02127
Charlestown Patriot	1 Thompson Square	Charlestown	02129
Dorchester Argus Citizen	PO Box 6	South Boston	02127
Dorchester Community News	1454 Dorchester Ave.	Dorchester	02122
Dorchester Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125

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East Boston Sun Journal Transcript	PO Box 9103	Revere	02151
East Boston Times	40 William Kelly Square	East Boston	02128
El Mundo	408 South Huntington Avenue	Boston	02130
El Universal	1736 Washington Street	Boston	02118
Fenway News	PO Box 230307 Astor Station	Boston	02123
Hyde Park Bulletin	11 Fairmont Avenue	Hyde Park	02136
Hyde Park Tribune/JP Citizen	1261 Hyde Park Ave	Hyde Park	02136
In Newsweekly	450 Harrison Ave	Boston	02116
Independent Newspapers	385 Broadway, Suite 105	Revere	02151
Jamaica Plain Gazette/MHGazette	PO Box 1139, 7 Harris Ave	Jamaica Plain	02130
Jewish Advocate	15 School Street	Boston	02108
La Semana	911 Massachusetts Ave.	Boston	02118
Metro Newspaper	354 Congress Street	Boston	02210
Parents Paper	670 Center Street	Jamaica Plain	02130
Parkway/W. Roxbury Transcript	PO Box 9113	Needham	02492
People's Voice	PO Box 940, 554 Washington	Dorchester	02124
Post Gazette (North End)	PO Box 130135, 5	Boston	02113

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	Prince St		
Regional Review (North End)	PO Box 1187	Saugus	01906
Sampan	200 Tremont Street	Boston	02116
Sing Tao	130 Lincoln St	Boston	02111
South Boston Online	490 Broadway	South Boston	02127
South Boston Tribune	PO Box 6	South Boston	02127
South End News	631 Tremont Street	Boston	02118
Spare Change	1151 Massachusetts Avenue	Cambridge	02138
Wade Publications, LTD	PO Box 400811	N. Cambridge	02140
West Roxbury Bulletin	1842 Center Street	West Roxbury	02132
West Roxbury Transcript	PO Box 9113	Needham	02492
World Journal	75 Kneeland Street	Boston	02111

3. Social Service Agencies/Community Organizations

The BHA will maintain a listing of Social Service Agencies and Community Organizations that serve households in the BHA's market area. The BHA shall utilize this listing as necessary to facilitate outreach to groups as identified in Section 2.1.1.2.

In addition, a specific effort shall be made to provide marketing materials to all agencies, including MASS ACCESS, that serve and advocate for potentially eligible applicants (e.g. the disabled/ handicapped) in order that accessible/adaptable apartments are brought to the attention of people who can best take advantage of these apartments' accessible or adaptable features. (See Section 6.3 Occupancy of Accessible Apartments and Apartments with Adapted Features)

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A listing of Social Service Agencies/Community Organizations serving households in BHA's housing market area is:

Company	Address	City	State	ZipCode
Abour Hospital	49 Robinwood Avenue	Jamaica Plain	MA	02130
Action for Boston Community Development	178 Tremont Street	Boston	MA	02111
Action for Boston Community Development, Inc.	178 Tremont Street	Boston	MA	02111
AIDS Action Committee of Massachusetts	131 Clarendon Street	Boston	MA	02116
AIDS Housing Corporation	29 Stanhope Street	Boston	MA	02116
Alianza Hispana	413 Dudley Street	Roxbury	MA	02119
American Association of Retired Persons	1 Boston Place	Boston	MA	02108
Bentley College	175 Forest Street	Waltham	MA	02154
Beth Israel/Deaconess Medical Center	330 Brookline Avenue	Boston	MA	02215
Bethel Tabernacle Pentecostal Church	10 St. George Street	Roxbury	MA	02118
Blue Cross Blue Shield of Massachusetts, Inc.	401 Park Drive	Boston	MA	02215-2909
Boston Addiction Services	723 Massachusetts Avenue	Boston	MA	02114
Boston Aging Concerns	67 Newbury Street	Boston	MA	02116
Boston Center for Independent Living	95 Berkeley Street	Boston	MA	02116
Boston Center for Independent Living	95 Berkeley Street	Boston	MA	02116
Boston College	38 Commonwealth Avenue	Chestnut Hill	MA	01760
Boston College Law School	855 Centre Street	Newton	MA	02159
Boston Community Services	780 American Legion Highway	Roslindale	MA	02131
Boston Digital Bridge Foundation	1 City Hall Plaza	Boston	MA	02201
Boston Senior Home Care	100 Chauncy Street	Boston	MA	02111
Boston Teachers Union		Dorchester	MA	02125
Boston University	19 Deerfield Street	Boston	MA	02215
Boston Worker's Assistant Center	33 Harrison Avenue	Boston	MA	02111
Bowdoin Street Community Health Center	230 Bowdoin Street	Dorchester	MA	02122
Brandeis University	P.O.Box 9110 Mail Stop U4	Waltham	MA	02254
Brigham & Women's Hospital	72 Francis Street	Boston	MA	02215
Brookside Community Health Center	3297 Washington Street	Jamaica Plain	MA	02130
Cambridge College	1000 Massachusetts Avenue	Cambridge	MA	02138
Cambridge Housing Authority	270 Green Street	Cambridge	MA	02139
Cardinal Cushing Center for the Spanish	76 Union Park Street	Roxbury	MA	02118
Cardinal Medeiros Center for the Homeless	140 Shawmut Avenue	Roxbury	MA	02118
Carney-Caritas Hospital	2100 Dorchester Avenue	Dorchester	MA	02124
Casa Myrna Vazquez	P.O. Box 180019	Roxbury	MA	02118
Cathedral LTPC	617 Harrison Avenue	Roxbury	MA	02118
Catholic Charities of Boston	49 Franklin Street	Boston	MA	02110
Center for Public Representation	246 Walnut Street	Newton	MA	02460
Central Boston Elder Services	812 Huntington Avenue	Boston	MA	02115
CHAPA	18 Tremont Street	Boston	MA	02108

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Charlestown Health Care Center	73 High Street	Charlestown	MA 02129
Church Park	221 Massachusetts Avenue	Boston	MA 02115
City of Boston, Commission for Persons with Disabilities	1 City Hall Plaza	Boston	MA 02201
City of Boston, Emergency Shelter Commission	1 City Hall Plaza	Boston	MA 02201
City of Boston, Fair Housing Commission	1 City Hall Plaza	Boston	MA 02201
City of Boston, Office of Civil Rights	1 City Hall Plaza	Boston	MA 02201
City of Boston, Office of Personnel Management	1 City Hall Plaza	Boston	MA 02210
Clark University	950 Main Street	Worcester	MA 01610
Codman Square Community Health Center	637 Washington Street	Dorchester	MA 02124
Committee for Boston Public Housing, Inc	100 Terrace Street	Roxbury	MA 02120
Community Work Service	174 Portland Street	Boston	MA 02114
Council of Elders	2055 Columbus Avenue	Roxbury	MA 02119
Council of Large Public Housing Authorities	1250 Eye Street NW	Washington	DC 20001
Covenant Congregational Church	455 Arborway	Jamaica Plain	MA 02130
Dana Farber Cancer Institute	44 Binney Street	Boston	MA 02215
Dana Farber Cancer Institute	44 Binney Street	Boston	MA 02215
Dimock Community Health Center	55 Dimock Street	Roxbury	MA 02119
Dimock Community Health Center	55 Dimock Street	Roxbury	MA 02119
Disability Law Center	11 Beacon Street	Boston	MA 02108
Disabled American Veterans	JFK Federal Bldg.	Boston	MA 02203
Dorchester House Multi-Service Center	1353 Dorchester Avenue	Dorchester	MA 02122
Dorchester House Multi-Service Center	1353 Dorchester Avenue	Dorchester	MA 02122
Dudley Street Neighborhood Initiative	513 Dudley Street	Roxbury	MA 02119
E.R.I	432 Columbia Street	Cambridge	MA 02141
Ebenezer Baptist Church	157 West Springfield Street	Roxbury	MA 02118
Ecumenical Social Action Commission, Inc.	3134 Washington Street	Jamaica Plain	MA 02130
Egleston Square Neighborhood Association	3134 Washington Street	Roxbury	MA 02119
Episcopal Diocese of Massachusetts	138 Tremont Street	Boston	MA 02111
ETHOS	555 Amory Street	Jamaica Plain	MA 02130
Fairmount LTPC	43 Bow Street	Hyde Park	MA 02136
Families in Transition	316 Huntington Avenue	Boston	MA 02115
Family Services of Greater Boston	31 Heath Street	Jamaica Plain	MA 02130
Father Bill's Place	38 Broad Street	Quincy	MA 02169
Faulkner Hospital	1153 Centre Street	Jamaica Plain	MA 02130
Fenway Community Health Center	7 Haviland Street	Boston	MA 02115
Fenway Community Health Center	7 Haviland Street	Boston	MA 02115
Franciscan Children's Hospital	30 Warren Street	Brighton	MA 02135
Golden Age Center	382 Main Street	Charlestown	MA 02129
Greater Boston Elderly Legal Services	197 Friend Street	Boston	MA 02114
Greater Boston Housing Initiatives	105 Chauncy Street	Boston	MA 02111
Greater Boston Legal Services	197 Friend Street	Boston	MA 02114
Greater Boston Legal Services	197 Friend Street	Boston	MA 02114

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Greater Boston Rehabilitation Service	31 Msgr. O'Brien Hwy	Cambridge	MA 02141
Haitian Multi-Service Center	12 Bicknell Street	Dorchester	MA 02121
Harborlight/Salvation Army	407 Shawmut Avenue	Roxbury	MA 02118
Harvard Pilgrim Healthcare	126 Brookline Avenue	Hyde Park	MA 02136
Harvard University	54 Dunster Street	Cambridge	MA 02138
HomeStart	105 Chauncy Street	Boston	MA 02111
HomeStart	105 Chauncy Street	Boston	MA 02111
Housing Opportunity Unlimited	320 Mount Vernon Street	Dorchester	MA 02125
International Institute of Boston	287 Commonwealth Avenue	Boston	MA 02115
International Union of Operating Engineers	120 Mount Hope Street	Roslindale	MA 02131
Jewish Vocational Services	105 Chauncy Street	Boston	MA 02111
Jewish Vocational Services	26 West Street	Boston	MA 02111
Jobs for Youth-Boston, Inc.	125 Tremont Street	Boston	MA 02108
JP Neighborhood Development Corporation	31 Germania Street	Jamaica Plain	MA 02130
Justice Resource Institute	270 Huntington Avenue	Boston	MA 02115
Kingston House Mission	39 Kingston Street	Boston	MA 02111
Kit Clark Senior Services	1500 Dorchester Avenue	Dorchester	MA 02122
Laborers Union Local	265 East 9th Street	South Boston	MA 02127
Lemuel Shattuck Hospital	170 Morton Street	Jamaica Plain	MA 02130
Lemuel Shattuck Shelter	170 Morton Street	Jamaica Plain	MA 02130
Lesley College	29 Everett Street	Cambridge	MA 02139
Manhattan Agency	152 Howard Avenue	Dorchester	MA 02125
Masjid Al Quran	35 Intervale Street	Dorchester	MA 02121
Mass. Advocacy Center	100 Boylston Street	Boston	MA 02116
Mass. Association for the Blind	200 Ivy Street	Brookline	MA 02146
Mass. Association of Older Americans	110 Arlington Street	Boston	MA 02115
Mass. Association of Older Americans	110 Arlington Street	Boston	MA 02115
Mass. Association of Older Americans	110 Arlington Street	Boston	MA 02115
Mass. Association of Retarded Citizens	217 South Street	Waltham	MA 02154
Mass. Behavioral Health Partnership	150 Federal Street	Boston	MA 02110
Mass. Commission for the Blind	48 Boylston Street	Boston	MA 02116
Mass. Commission for the Deaf & Hard of Hearing	150 Mount Vernon Street	Dorchester	MA 02125
Mass. Department of Employment & Training	19 Staniford Street	Boston	MA 02114
Mass. Department of Employment and Training	19 Staniford Street	Boston	MA 02114
Mass. Department of Mental Health	25 Staniford Street	Boston	MA 02114
Mass. Department of Mental Health	85 E Newton Street	Roxbury	MA 02118
Mass. Department of Mental Retardation	160 North Washington St.	Boston	MA 02114
Mass. Department of Social Services	24 Farnsworth Street	Boston	MA 02210
Mass. Department of Social Services	24 Farnsworth Street	Boston	MA 02110
Mass. Housing & Shelter Alliance	5 Park Street	Boston	MA 02108
Mass. Immigrant & Refugee Advocates	105 Chauncy Street	Boston	MA 02111
Mass. Job Training, Inc.	90 Washington Street	Dorchester	MA 02121
Mass. Job Training, Inc.	1 Orr Square	Revere	MA 02151
Mass. Job Training, Inc.	1 Orr Square	Revere	MA 02151

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Mass. Job Training, Inc.	600 Washington Street	Dorchester	MA 02122
Mass. League of Community Health Centers	100 Boylston Street	Boston	MA 02116
Mass. Senior Action Council, Inc.	565 Warren Street	Dorchester	MA 02121
Mass. Senior Action Council, Inc.	565 Warren Street	Dorchester	MA 02121
Mass. Senior Action Council, Inc.	565 Warren Street	Dorchester	MA 02121
Massachusetts General Hospital	55 Fruit Street	Boston	MA 02114
Massachusetts House of Representatives	State House	Boston	MA 02133
Massachusetts Institute of Technology	70 Memorial Drive	Cambridge	MA 02142
Mattapan Community Health Center	1425 Blue Hill Avenue	Mattapan	MA 02126
Maximus	30 Winter Street	Boston	MA 02108
Metro North Worker's Assistance Center	196 Boston Avenue	Medford	MA 02155
Metropolitan Boston Housing Partnership	125 Lincoln Street	Boston	MA 02111-2503
Mission Hill Extension LTPC	2609 Ruggles Street	Roxbury	MA 02120
NAACP of Greater Boston	330 Dr. Martin Luther King, Jr. Blvd.	Roxbury	MA 02119
NAHRO	630 Eye Street NW	Washington	DC 20001
National Association of Letter Carriers	626 Dorchester Avenue	South Boston	MA 02127
New England Baptist Hospital	125 Parker Hill Avenue	Roxbury	MA 02120
New England Baptist Hospital	125 Parker Hill Ave	Roxbury	MA 02120
New England Council of Carpenters	803 Summer Street	South Boston	MA 02127
New England Rehabilitation Center	1269 Beacon Street	Brookline	MA 02146
New England School of Law	154 Stuart Street	Boston	MA 02116
NOAAH c/o KMX Parners	2300 M Street NW	Washington	DC 20037
Northeastern University	400 Huntington Avenue	Boston	MA 02115
One With One	PO Box 35404	Brighton	MA 02135
Orchard Park LTPC	1154 Harrison Avenue, #137	Roxbury	MA 02119
Partners HealthCare System, Inc.	800 Boylston Street, Ste. 1150	Boston	MA 02199-8001
People's Baptist Church	134 Camden Street	Roxbury	MA 02118
Pine Street Inn	444 Harrison Avenue	Roxbury	MA 02118
Pleasant Hill Baptist Church	155 Humboldt Avenue	Dorchester	MA 02121
Project Free	93 Ames Street	Dorchester	MA 02124
Riverside Cambridge Community Center	217 Western Avenue	Cambridge	MA 02139
Rosie's Place	889 Harrison Avenue	Roxbury	MA 02118
Roxbury Multi-Service Center	317 Blue Hill Avenue	Dorchester	MA 02121
RoxComp	435 Warren Street	Roxbury	MA 02119
RoxComp/Orchard Park Health Center	116 Eustis Street	Roxbury	MA 02119
Russian Community Association of MA	215B Harvard Avenue	Boston	MA 02134
S.D.I.	50 Otis Hill Road	Norwell	MA 02061
S.T.R.I.V.E.	533 Washington Street	Dorchester	MA 02121
Saint Mark's Congregational Church	200 Townsend Street	Dorchester	MA 02121
Salvation Army Family Shelter	23 Vernon Street	Roxbury	MA 02119
Simmons College	300 The Fenway	Boston	MA 02115
Sojourner House	85 Rockland Street	Roxbury	MA 02119
Somerville Housing Authority	30 Memorial Road	Somerville	MA 02145
South Cove Community Health Center	145 South Street	Boston	MA 02111
Spaulding Rehabilitation Hospital	125 Nashua Street	Boston	MA 02114
St. Elizabeth's Medical Center	736 Cambridge Street	Brighton	MA 02135

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St. Francis House	39 Boylston Street	Boston	MA 02116
Suffolk University	20 Ashburton Place	Boston	MA 02108
Suffolk University Law School	41 Temple Street	Boston	MA 02114
Teamster's Local 122	765 East Third Street	South Boston	MA 02127
Ten Point Coalition	215 Forest Hills Avenue	Jamaica Plain	MA 02130
The Laboure Center	275 West Broadway	South Boston	MA 02127
Travelers Aid Society of Boston	711 Atlantic Avenue	Boston	MA 02111
Travelers Aid Society of Boston	711 Atlantic Avenue	Boston	MA 02111
Tufts New England Medcal Center	750 Washington Street	Boston	MA 02110
Tufts New England Medical Center	750 Washington Street	Boston	MA 02111
Twelfth Baptist Church	160 Warren Street	Roxbury	MA 02119
United Food & Commerical Workers	725 South Street	Roslindale	MA 02131
Uphams Corner Community Health Center	415 Columbia Road	Dorchester	MA 02125
Urban Edge Housing Corporation	PO Box 1209	Jamaica Plain	MA 02130
Urban League of Eastern Massachusetts	88 Warren Street	Roxbury	MA 02119
VA Medical Center	150 S. Huntington Avenue	Jamaica Plain	MA 02130
Veterans Administration Outpatient Clinic	251 Causeway Street	Boston	MA 02114
Visiting Nurse Association of Boston	320 Washington Street	Brighton	MA 02135
Wheelock College	45 Pilgrim Road	Boston	MA 02115

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CHAPTER 3: PRELIMINARY APPLICATIONS AND PROCESSING

3.1 Application Forms

Preliminary application forms shall be available at the Boston Housing Authority's Central Office located at 52 Chauncy Street, Boston; in its Housing Service Center, located at 56 Chauncy Street, Boston, on the BHA's web-site and at other locations, as determined by the Authority. Applications shall also be available by mail and may be downloaded from the BHA's web-site at www.bostonhousing.org. A **preliminary application** will be accepted from anyone who wishes to apply provided that: the Waiting List for the development(s) in which they are interested is open.

3.2 Development Choice

The BHA maintains separate waiting lists for each of its public housing developments. Applicants may choose to apply for any or all of the developments for which they meet the minimum threshold requirements (See Section 5.1.2). Applicants may add or remove developments choices at any time prior to entering the final eligibility screening process except for reasonable accommodation and/or extenuating circumstances which will be reviewed on a case-by-case basis. Once the applicant is contacted by the BHA to schedule the personal interview appointment no changes in development choice(s) shall be accepted. Failure to schedule the personal interview appointment or complete the screening process for one of the developments of choice shall result in the withdrawal from all BHA public housing waiting lists.

Single individuals may elect to be placed either on the studio waiting list of a development(s) of choice **or** on the one-bedroom waiting list of a development(s) of choice.

Note: An unborn child shall be counted as a person in determining apartment size for admission purposes only. Therefore, a single individual if pregnant does not qualify to elect a studio or one-bedroom waiting list(s).

Some BHA studio waiting lists have a shorter waiting period to near the top of the waiting list. Therefore, as a result the Applicant may be contacted sooner to begin their final eligibility screening process. Applicants who elect studio waiting list(s) and are housed in a studio apartment, shall have the option to apply for an Emergency Transfer to move to a one-bedroom apartment at a development of choice **if**:

a) Has resided in the studio apartment at least for two years; and
b) Is a Resident in good standing. No waivers of this requirement shall be approved.

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c) Approved Emergency Transfers shall be offered every other 4th available unit by waiting list by bedroom size and appropriate unit type.

3.2.1Monitoring

As part of the Annual Plan submission to HUD and as part of a semi-annual report to DHCD, the BHA will monitor the racial, ethnic, and disability-related composition of Households residing at each BHA development and on each development waiting list. The purpose of this monitoring will be to assess changes in racial, ethnic, or disability-related Household composition at each BHA development that may have occurred during the implementation of the site-based waiting list.

In addition, at least every three years the BHA shall contract with an independent agency specializing in fair housing, to employ independent testers or other means satisfactory to HUD and DHCD, to assure that its site-based waiting lists are not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist. The BHA shall provide the results of this review to HUD and DHCD and shall take steps to remedy any problems found during the review including steps necessary to affirmatively further fair housing.

3.2.2 Remedial Action

Based upon the above-mentioned monitoring, the BHA will review the need to take steps to remedy any problems that surfaced during the review. These steps may include some or all of the following:

- Initiate affirmative marketing strategies
- Provide additional applicant consultation and information
- Provide additional supportive services and amenities
- Target investment and capital improvements towards a development
- Modify marketing efforts in response to assessment of occupancy patterns and the composition of the waiting lists.

3.3 Processing Applications for Admission

3.3.1 Processing

It is the BHA's policy to accept and process applications in accordance with applicable BHA, Federal and State regulations and handbooks.

3.3.2 Assignment of Application Control Number

All applications shall be assigned a chronological application control number and shall be dated and time stamped when they are completed

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at a BHA application-taking location. All Applicants shall be given a date and time stamped receipt that informs Applicants of their responsibility to notify the BHA of any change of address or Household composition and to respond to application update requests sent to them.

3.3.3 Communications

1. BHA to Applicants

All communications with Applicants will be by first class mail, except when an Applicant who is a Disabled Person requests some other form of communication (for example, a telephone call, communication with a designated third party, etc.). Failure to respond to BHA communications may result in withdrawal of an Applicant from all waiting lists.

2. Applicants to BHA

It is the responsibility of each Applicant to inform the BHA in writing of any change in address, telephone number, Household composition, change in Priority, Good Cause, or other information, which may affect the status of the application while on the waiting lists. For an Applicant with no fixed address, such as homeless Households, the address of a social service agency may be used for BHA contacts; however, if the Applicant finds permanent housing, the address must be reported to the BHA in writing at once.

3.3.4 Waiting List Updates

On a regular cycle determined by the Authority, the BHA will send each Applicant on its waiting lists a notice (or other form of communication specified by an Applicant with a Disability) in which an appropriate response notice is enclosed. The notice will request each Applicant to return the response if s/he is still interested in public housing and to indicate on the response any changes in Household size, income, address, and other information as requested. Applicants will have twenty (20) calendar days from date of the notice to respond to the update notice.

As responses are returned, an Applicant's waiting list position is updated for each individual development for which they have applied. If an Applicant does not return the response, the Application is withdrawn from all waiting lists and the Applicant notified of the opportunity to appeal pursuant to Section 4.1.4 (Applicant Appeals/Informal Hearings) of this policy.

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If an update letter to an Applicant is returned to the BHA because the Applicant is no longer at the address to which it was mailed, and the Applicant has not notified the BHA in writing of an address change, the application will be withdrawn from all waiting lists and the Applicant notified of the opportunity to appeal pursuant Section 4.1.4 (Applicant Appeals-Informal Hearings**)** of this policy.

3.3.5 All Applicants will be given a Notice entitled: ***Notice to All Applicants: Options for Applicants with Disabilities****.* This notice explains the BHA's responsibilities for providing reasonable accommodations and recites examples of what a reasonable accommodation might entail.

3.3.6 Preliminary application forms will not be accepted unless they are complete, legible and signed by the Head of Household and Co-Head of Household (if applicable). (*See section 1.3.3 for more information on forms of communication other than plain language paperwork*).

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CHAPTER 4: ESTABLISHING AND MAINTAINING WAITING LISTS FOR THE PUBLIC HOUSING PROGRAMS

4.1 Waiting List Management

In the state housing program the BHA shall maintain separate waiting lists for each of its public housing developments. For its federal housing programs the BHA shall maintain waiting lists based on individual developments or on the designated Asset Management Projects (AMPs). In the event that any two or more developments are designated as one AMP, the BHA may continue to maintain a separate site-based waiting list for each development if HUD regulations and policies allow. If required by HUD the BHA shall combine the site-based waiting lists into one consolidated AMP-based list, after giving notice to the affected applicants on those waiting lists. It is the policy of the BHA to administer its waiting lists as required by the U.S. Department of Housing and Urban Development (HUD) and the Massachusetts Department of Housing and Community Development (DHCD) regulations and any approved waivers to said regulations**.**

4.1.1 Opening and Closing Waiting Lists

1. With respect to one or more development waiting lists/AMP waiting list, the BHA may limit application intake, suspend application intake and close waiting lists in whole or in part except as otherwise provided in Federal or State regulations. The BHA will also update its waiting lists by removing the names of those Applicants who are no longer interested or no longer qualify for housing or cannot be reached by mail, utilizing information provided by the Applicant and in accordance with procedures in 4.1.3.

2. During the period when a waiting list is closed, the BHA **will not** maintain a list of individuals who wish to be notified when the waiting list is reopened.

4.1.2 Determining if a Waiting List may be Closed

The BHA will use the following method to determine whether the waiting list for a public housing development/AMP will be partially or completely closed. The BHA may elect to close the list by Priority and/or Preference category and by bedroom size.

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1. How to Determine When a Waiting List May Be Closed

a. Staff will compute the average number of move-ins to each public housing development/AMP per year by Priority and/or Preference categories. In addition, staff will compute the average number of move-ins over the past two years by apartment size.

b. Each waiting list will then be examined to determine how many Applicants are already on the waiting list in the Priority categories established by the BHA's Priority and Preference system described in this Admissions and Continued Occupancy Policy (see 4.2)

c. If the number of Applicants in the Priority categories **is less than** five (5) times the average number of move-ins by bedroom size per year, the waiting list will not be closed.

d. If the number of Applicants in the Priority categories is equal to or greater than five (5) times the average number of move-ins by bedroom size per year, the waiting list may be closed because the average wait of a new Applicant in these Priority categories would be more than one year.

e. At any point after the waiting list has been closed, if the number of Applicants in the Priority categories drops below five (5) times the average number of move-ins per year, the BHA will reopen the waiting list and begin accepting new Applications. The BHA may elect to re-open a waiting list in whole or in part. For example, the BHA may elect to accept Applications only from individuals who appear to qualify for Priority categories or Applicants with disabilities who require an Accessible Apartment or an apartment with special features or for certain bedroom sizes.

f. When the waiting list is to be closed or re-opened, notification will be placed in the lobby of BHA's central

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office Housing Service Center, development management offices, social service agencies and other housing application centers and notices will be placed in the media. The notification and notices will specify the development(s)/AMP(s) waiting list(s) affected by the closing or re-opening.

BHA will notify HUD and DHCD prior to closing and re-opening of any waiting list.

4.1.3 Removal of Applications from All Waiting Lists

Applicant's names will be removed from the Waiting Lists of all developments/AMPs they have selected by:

- being housed
- being withdrawn (See Section 4.1.3.1)
- being determined Ineligible (See Section 4.1.3.2)

In addition, an applicant may withdraw from any or all of the BHA waiting lists at any time by their own written request.

Applicants whose applications are removed from any waiting list are entitled to an informal hearing where they may appeal this decision. A Request for an appeal must be made **in writing** and must be received by the BHA within 20 calendar days of the date of the notice removing them from the waiting list

The BHA will hold the files of Applicants removed from any waiting list for seven (7) years.

1. Withdrawal of an Application

Circumstances that will lead to withdrawal of an Applicant's name from any or all waiting lists include:

a. The Applicant requests **in writing** that his/her name be removed; **OR**

b. The BHA has made reasonable efforts to contact the Applicant to determine continued interest or to schedule an interview but has been unsuccessful. Properly addressed correspondence mailed (or sent by other methods designated by an Applicant who is a Disabled Person) to the latest address provided by the Applicant in writing that is returned by the U.S. Postal Service shall

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constitute documentation of a reasonable effort to contact the Applicant; **OR**

c. Failure of the Applicant to keep an appointment:

1. If an Applicant fails to keep an appointment and fails to notify the Authority**, within ten days,** of his/her inability to keep an appointment, his/her name will be withdrawn from all waiting lists. A statement to this effect will appear on the forms used by BHA to advise Applicants of scheduled interviews or of information required.

2. The Authority will consider Mitigating Circumstances such as health problems, incidents of domestic or dating violence or stalking, or lack of transportation in evaluating whether the Application should be withdrawn as described above. The Authority will also consider a reasonable accommodation that may be necessary for Applicants who are Disabled Persons to keep appointments or provide information. Consideration of Mitigating Circumstances does not relieve the Applicant of the responsibility to provide the information or notify the BHA in writing.

d. The Applicant has failed to supply sufficient information necessary for screening, see Chapter 5.

e. Refusal of an appropriate offer of housing for reasons other than those that qualify as a basis for Reasonable Accommodation will result in withdrawal of the Application from all waiting lists.

f. Failure to respond to the BHA's annual waiting list update.

2. Determination of Ineligibility

Applications will be determined Ineligible for the following reasons:

a. The Applicant failed to pay an outstanding balance owed to the BHA or other Federal or State housing assistance program;

b. The Applicant failed to meet the Applicant selection or home visit criteria pursuant to this policy;

c. The Applicant failed to pay a previous utility balance that result in a current denial of service by the utility supplier to the Applicant.

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3. Notice of Withdrawal or Ineligibility

Applicants removed from a waiting list (s) will receive a written notice, which will:

a. Inform the Applicant why s/he is being withdrawn or determined Ineligible;

b. Advise the Applicant of his/her right to request an appeal of the action in an informal hearing within twenty (20) calendar days of the date of the notice. Such request must be in writing and must state clearly the Applicant's reason for requesting the informal hearing.

c. Advise the Applicant that if s/he or a Household Member has a disability, or is a victim of domestic or dating violence or stalking not previously disclosed that the disclosure of such condition or situation would initiate the consideration of Mitigating Circumstances and/or Reasonable Accommodation.

d. Advise the applicant of his/her right to contest Applicant Background Check and Eviction Report information or CORI information in accordance with Federal and State law if that is a basis for determination of Ineligibility.

e. Provide a description of BHA's Informal Hearing process and advise Applicants that they have a right to be represented by an attorney or other individual at the informal hearing, review the contents of their file in advance of the hearing, the right to submit additional documents and evidence at the hearing, the right to request a reasonable accommodation and the right, after receiving a decision, to request reconsideration.

f. Explain the rights of an Applicant to a state aided program to request a review of the decision by the Massachusetts Department of Housing and Community Development within twenty-one (21) calendar days of the initial decision or after a decision on reconsideration.

4.1.4 Applicant Appeals – Informal Hearings

1. Right to an Informal Hearing

All Applicants who are determined Ineligible for admission, issued a Notice of Withdrawal, denied Priority status or Preference(s)or denied Reasonable Accommodation or Good Cause by the BHA will be sent a notice that:

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a. Informs the Applicant of the reason(s) for Ineligibility, withdrawal or denial of Priority status or Preference(s)or denial of Reasonable Accommodation or Good Cause ;

b. Advises the Applicant of his/her right to contest the decision in an informal hearing provided a request for a hearing is received within 20 calendar days of the date the Notice of Adverse Action is issued. Such request must be in writing and must state clearly the basis for requesting the informal hearing and be sent to the address provided on the notice;

c. Advises the Applicant of his/her right to contest Applicant Background Check and Eviction Report information and/or CORI information in accordance with Federal and/or State law if that is the basis for determination of Ineligibility;

d. Advises the Applicant that if s/he has a disability or is a victim of domestic or dating violence or stalking, not previously disclosed, that the disclosure of such condition or situation could lead to the consideration of Mitigating Circumstances and/or a reasonable accommodation, if it is related to the disability or the domestic or dating violence or stalking situation. Advises the Applicant that if s/he or a Household Member requests Mitigating Circumstances and/or reasonable accommodation at the time of or after requesting an informal hearing, the decision regarding the Mitigating Circumstances and/or accommodation will be made by the hearing officer.

e. Provides a description of BHA's informal hearing process and advises Applicants that they have the right to be represented by an attorney or other individual at the informal hearing, review the contents of their file in advance of the hearing, the right to submit additional documents and evidence and to testify at the hearing, the right to request reconsideration and for Applicants to a state-aided program, the right to request a review of the decision by the Massachusetts Department of Housing and Community Development.

2. Scheduling the Informal Hearing

Upon receipt of the Applicant's written request, staff in the BHA's Office of Civil Rights shall schedule an informal hearing. The hearing shall be scheduled within a 30-day period following the receipt of the Applicant's request for an informal hearing unless the applicant requests it to be postponed as a "reasonable accommodation" or for "good cause" see 760 CMR 5.13(1)(d).

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A "**Notice of Informal Hearing**" shall be sent by the BHA Office of Civil Rights to the Applicant's address of record listing the date, time and place of the hearing. The notice shall also restate the Applicant's rights to present evidence and testify, review their file, request a reasonable accommodation or interpreter and be represented by an attorney or other individual at the hearing. The hearing shall be held at a convenient time and at an accessible location for the Applicant and the BHA. If an Applicant requests a reasonable accommodation at the time of or after requesting an informal hearing, the decision regarding the accommodation will be made by the hearing officer.

3. Applicant Rights during the Informal Hearing

During the hearing, the BHA will put forth its evidence in support of a determination of Ineligibility, Withdrawal, denial of Priority status or Preference(s) or denial of Good Cause or Reasonable Accommodation. The Applicant will be afforded an opportunity to present evidence and testimony rebutting the basis for the BHA's determination.

4. Due Process Requirements

The informal hearing will conform to the following due process requirements:

a. If the Applicant requests, the BHA employee who made the decision must be present to provide available facts, and to be questioned, if still a BHA employee.

b. An employee of the Authority who did not participate in the original decision must conduct the hearing.

c. The decision must be based solely on evidence presented at the hearing as well as any evidence previously received by the BHA. All evidence submitted at the hearing shall be considered de novo, and the matter shall not be sent back to the Occupancy Department for reconsideration due to submission of new evidence.

d. The Applicant and/or his/her representative has a right to inspect the file prior to the hearing, provided the Applicant provides BHA with written authorizations permitting the representative to have access to the contents of the Applicant's file including CORI information.

e. Either the Applicant or the BHA may request after close of the hearing that the record remain open for submission of new or rebuttal evidence. The Hearing Officer shall designate a date by which the record shall be closed and may extend it for good cause. The Applicant shall receive notice in writing of the date on which the record will close and of any extension. If BHA wishes to consider

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additional evidence not submitted at the hearing or submitted after the hearing, it shall give written notice to the Applicant with an opportunity to review such evidence and a reasonable period for the Applicant to respond.

5. Informal Hearing Decisions

After the informal hearing, all Applicants will be sent an "**Informal Hearing Decision**" from the BHA hearing officer. This notice shall:

a. Provide a summary of the hearing;

b. Provide the decision of the hearing officer, together with findings and determination;

c. Provide an explanation of the regulations and/or other applicable provisions utilized in making the decision;

d. Explain the rights of the Applicant to seek reconsideration by the BHA within 14 days of the decision;

e. Explain the rights of an Applicant to a state-aided program to request a review of the decision by the Massachusetts Department of Housing and Community Development within 21 calendar days of the decision or decision on reconsideration pursuant to 760 CMR 5.13(4).

f. All informal hearing decisions shall be made within 15 working days of the close of the hearing or the record, whichever is later.

6. Reversal of BHA's Determination of Ineligibility, Application Withdrawal, Denial of Priority Status or Preference(s), Denial of Good Cause or Reasonable Accommodation

a. If, as a result of information presented by the Applicant at the informal hearing, the BHA reverses its decision to reject the Applicant, no new application is required and the application will be returned to its appropriate place on the waiting list(s) for all developments/AMPs previously selected by the Applicant using the original date and time of application and applicable Priority and/or Preference(s).

b. If the BHA reverses its decision to withdraw the Applicant, the process described above will repeat.

c. If the decision to deny Priority status and/or Preference(s), Good Cause or Reasonable Accommodation is reversed, the Applicant's position on the waiting list(s) for all developments/AMPs previously selected by the Applicant will be restored in accordance with the determination.

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7. **Confirmation of the BHA's Determination of Ineligibility, application withdrawal, Denial of Priority Status or Preference(s), Denial of Good Cause or Reasonable Accommodation**

a. If the decision or an appeal upholds the determination of Ineligibility, the Applicant may submit a new application for admission at a time when a waiting list is open but no earlier than 18 months after the decision of Ineligibility is confirmed. This period of time may permit the Applicant and/or Household Member to correct the behavior or situation that resulted in rejection. A shorter period, as determined by the Authority, to be appropriate under the circumstances of the rejection, or any new Application, may be allowed.

b. Applicants who are found ineligible for any of the following reasons may re-apply at anytime **if** they meet the preliminary eligibility requirements when they submit a new application and they shall be given a new application date effective the date the application is received by the BHA's Occupancy Department: 1) the Applicant's total household income was over the income limits; 2) the Applicant had failed to pay an outstanding balance owed to the BHA or other Federal or State housing assistance program; 3) the entire household had no eligible immigration status; 4) the pro-rated rent amount was more than 50% of the total household income; and/or 5) the applicant was not elderly or disabled and, therefore, did not qualify for the elderly/disabled housing program.

c. Applicants who are withdrawn may submit a new Application at any time provided a waiting list is open.

d. Applicants denied Priority Status, Preference(s), Good Cause or Reasonable Accommodation may re-apply for the same or a different Priority or Preference at any time provided a waiting list is open except as provided for in this policy.

Note: Intentional misrepresentation by an Applicant may result in federal or state criminal prosecution for fraud, and removal from the waiting list, and disqualification from further consideration for admission or transfer for a three (3) year period beginning on the date of such determination by the BHA.

4.2 Priorities and Preferences

Certain BHA Applicants may qualify for a Priority and/or Preference, which affects the position of those Applicants on each BHA waiting list.

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4.2.1 Definitions

1. **Priority** is defined as a housing-related situation that affects a Household's present residential status. To qualify for a Priority, the Applicants need to verify that their last permanent residence is/was at a unit within the City of Boston. The BHA gives points to Applicants with a Priority that ranks those Applicants higher on each waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others are. An Applicant will always be assigned to the highest Priority for which they qualify. Specific Priority definitions and point information can be found later in this chapter in sections 4.4.3 and 4.4.5.

2. **Preference** refers to points given to BHA Applicants who are veterans, Boston Residents, employed in Boston, offered employment in Boston, a Disabled Person (Family Developments/AMPs only) or Elderly Households who apply for certain developments in accordance with State regulations and the BHA's Designated Housing Program (See Section 10.3, Designated Housing and Section 10.4 Elderly Preference). Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on each BHA waiting list. An Applicant may qualify for more than one Preference at a time.

4.2.2 Verification

BHA will provide to each potential Applicant a description of each Priority and Preference available to Applicants. BHA will verify the Priority and/or Preference during the application process-as part of both the preliminary and final eligibility processes (See Section 4.4.3).

4.2.3 Matching of the Applicant and the Apartment Characteristics

Before applying Priorities and Preferences, BHA will determine the appropriate apartment size, and special needs requirements if any, based on Household composition and special needs required. In making the selection of a Household for an apartment with accessible features, the BHA will give preference to Households with the greatest number of Priority/Preference points, the earliest approval date for said Priority/Preference points and earliest application date that include a person with disabilities who has a specific need for the apartment features.

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4.2.4 Ranking by Priority and/or Preference Points

Applicants will be ranked on each selected development's/AMPs waiting list by Priority and/or Preference points, which are described below. Date Priority and/or Preference points are granted and original Application date will further rank each Applicant.

Although the BHA has adopted specific ranking categories, the order in which they are ranked is different in the BHA's State and Federal Public Housing Programs. A chart for each program listing the ranking categories and the order in which they are ranked follows:

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Note: Approved Administrative Transfers will be offered housing before all ranking clients. Approved Emergency Transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type. On-site Under or Over Housed transfers shall be offered every 8th unit by development by bedroom size when the site is at 98% occupancy. See Chapter 6.

BHA PRIORITY CATEGORIES

Federal Housing Programs	State Housing Programs
Administrative Transfers	**Administrative Transfers**
Priority One: Displaced Due to Disaster Displaced Due to Domestic Violence Victim of Hate Crime Avoidance of Reprisal/Witness Protection Court Ordered no Fault Eviction Condemnation Urban Renewal Other Government Action Inaccessibility of Dwelling Unit Homelessness	**Priority One:** Displaced Due to Natural Disaster
Priority Two: **(Elderly/Disabled** **Program Only)** Excessive Rent Burden Imminent Landlord Displacement	**Priority Two:** Urban Renewal Condemnation
	Priority Three: •Displaced Due to Domestic •Violence •Victim of Hate Crime •Avoidance of Reprisal/Witness Protection •Court Ordered No Fault Eviction •Inaccessibility of Dwelling Unit •Homelessness •BHA Resident in Federal Program "Termination of Assistance" due to

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	Lack any household member with eligible immigration status. **Priority Five:** AHVP (Alternative Housing Voucher Program **Priority Six: (Elderly/Disabled Program Only)** Excessive Rent Burden Imminent Landlord Displacement
Standard Applicants	**Standard Applicant**
Emergency Transfers	**Emergency Transfers**
On-Site Under or Over Housed Transfers	**On-Site Under or Over Housed Transfers**

Note: Approved Emergency Transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type. On-site Under or Over Housed transfers shall be offered every eighth unit by development by bedroom size when the site is at 98% occupancy. See Chapter 6

4.2.5 Determining Placement on Waiting List

Priority and Preference points are added together to determine position on each selected development's/AMP's waiting list. The more points an Applicant has and the earlier the date such points are granted, the higher on the list the Applicant will be in relation to other persons who applied for the same bedroom size and hold the same date of preliminary application.

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4.3 Organization of the Waiting Lists

The BHA maintains a waiting list for each of its public housing developments/AMPs. Each waiting list is maintained by apartment size, Applicants' Priority and/or Preference points and the date such points are granted and then chronologically according to application date.

Assignments to each waiting list shall be in order based upon suitable type and size of apartment, date Priority and/or Preference points are granted as established in these policies and the date and time the application is received. Generally, an Eligible Applicant with the highest Priority and/or Preference points and the earliest date of approval of such Priority and/or Preference points per category of apartment size will be placed at the top of each waiting list. If no Application with approved Priority and/or Preference points exists, an Eligible Applicant with the earliest date and time of application will be placed at the top of each waiting list.

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In the event the BHA merges two or more waiting lists as a result of two or more developments being designated as one AMP, the BHA shall, after giving notice to the affected applicants, rank each applicant on the single waiting list by providing each client with their respective oldest application date **and** approved Priority and/or Preference sequence dates.

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4.4 Application of Priorities and Preferences to the Waiting Lists

4.4.1 Not a Guarantee of Admission

It is BHA's policy that a Priority and/or Preference establishes placement position on a waiting list. Every applicant must still meet BHA's **Applicant Screening Criteria** (see Section 5.3.3) before being accepted as a resident.

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4.4.2 Granting of Priorities and/or Preferences

A Priority and/or Preference will be granted to Applicants who are otherwise Eligible and Qualified and who, at the time they are certified for admission meet the definitions of the Priorities and/or Preferences described below.

Priorities and/or Preferences are established by the BHA in accordance with HUD and DHCD regulations.

4.4.3 Priority and/or Preference System

The following system of Priorities and/or Preferences will be used for new admissions to and transfers within BHA housing:

All requests for Priority Status must be verified by a third party and the Applicant must verify that: (1) he or she is/was displaced from a unit within the City of Boston, (2) that the unit was the Applicant's last permanent residence, and that the Applicant has been unable to obtain permanent housing. Information shall be submitted on Certificates of Priority Status and/or another form of written verification from a reliable third party as determined by the BHA. All requests for Priority status will be reviewed prior to the Personal Interview and/or as part of the final screening process.

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During the review of documents submitted for Priority status, it may be necessary to obtain additional documentation in order to complete the review. In this case, the Occupancy Department will send (or give) the Applicant a notice entitled "**Priority Status Request – Insufficient Documentation Notice**" detailing the information still needed to complete the review for Priority status.

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Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice entitled **"Notice to Applicants Denied Priority Status**" detailing the specific reason(s) for the denial of priority. This notice informs applicants of their right to appeal the denial of Priority status through the informal hearing process conducted by the BHA's Office of Civil Rights.

Applicants will be sorted on each waiting list in accordance with their Priority and/or Preference(s). The BHA considers residents seeking transfers as Applicants and as such they will be provided the opportunity to select the development/AMP waiting lists to which they choose to apply. The ranking categories utilized by the BHA are outlined below.

1. Emergency Transfers

For a complete listing of definitions of each Emergency Transfer Category and the verification required for each category, please refer to Section 7.2 of Chapter 7, "Transfer Policy."
Approved emergency transfers shall be offered every other fourth unit by waiting list by bedroom size and appropriate unit type. See Chapter 6.

2. Priority Applicants
Priority status for admission shall be granted to Applicant Households whose verified circumstances at the time of an offer of an apartment (prior to execution of the lease) fall within one of the following categories:

A. ***Displacement*** ***from a unit within the City of Boston*** ***due to a disaster***, such as flood or fire, that results in the un-inhabitability of an Applicant's apartment or dwelling unit not due to the fault of the Applicant and/or Household member or beyond the Applicant's control;

Verification must include:

1. a copy of the incident report from the local Fire Department, and
2. a copy of his/her lease, or a statement from the property owner, verifying that s/he is/was the tenant of record at the affected address, and
3. verification from the Fire Department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable.

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4. the cause of the disaster if known. If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of Occupancy Department Staff.

B. ***Displacement*** ***from a unit within the City of Boston*** ***due to domestic violence/Dating Violence or Stalking***, which is defined as displacement from an address where the Applicant is/was the tenant of record due to continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the household members.
Verification must include submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/or Stalking " or third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence. Such verification will not be considered valid unless it:

a. Supplies the name of the abuser

b. Describes how the situation came to verifier's attention; and

c. Indicates that the threats and/or violence are of a recent (within the past six-(6) months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring.

d. Indicates that the Applicant has been displaced because of the threats and/or violence or that the Applicant is in imminent danger where he/she now resides.

The Applicant must supply the name and address of the abuser **AND**

Provide documentation that the Applicant is/was a tenant of record.

C. ***Victim of hate crime****:* A member of the Household has been a victim of one or more hate crimes AND the Household has vacated a dwelling unit within the City of Boston because of this crime OR the fear associated with the crime has destroyed the peaceful enjoyment of the dwelling unit;

- "Hate crime", is defined as any criminal act coupled with overt actions motivated by bigotry and bias

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including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation, prejudice, or which otherwise deprives another person of his/her constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Verification must include submission of a fully completed "Certificate of Involuntary Displacement by Hate Crimes" or documentation from a law enforcement agency that the Household Member(s) was a victim of such crime(s); **and**

a. has vacated the dwelling unit within the City of Boston because of such crime(s); **or**

b. has experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling unit.

D. ***Avoidance of reprisal/witness protection***: Relocation from a unit within the City of Boston is required because: (A) a Household Member provided information or testimony on criminal activities to a law enforcement agency; and (B) based upon a threat assessment, a law enforcement agency recommends the relocation of the Household to avoid or minimize risk of violence against Household Members as reprisal for providing such information.

Verification requirements:

a) Submission of a fully completed "Certificate of Involuntary Displacement from a unit within the City of Boston to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a Household Member provided information on criminal activity; **AND**

b) Documentation that, following a threat assessment conducted by the agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the Household Member(s) for providing such information.

   This includes situations in which the Applicant and/or Household Member(s) are themselves the victims of such crimes and have provided information (testimony) to a law enforcement agency.

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E. ***Court-ordered no-fault eviction from a unit within the City of Boston****:* eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of: (a) Landlord action beyond the applicant's ability to control or prevent, and the action occurred despite the applicant's having met all previously imposed conditions of occupancy and displacement was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and overcrowded units or failure to accept a transfer to another unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Verification Requirements (ALL documents are required):

a) submission of a fully completed "Certificate of Involuntary Displacement from a unit within the City of Boston by Landlord Action"; **and**

b) a copy of the Notice to Quit issued by the landlord or property manager; **and**

c) a copy of the Summons and Complaint available from the court; **and**

d) a copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**

e) a copy of the Judgment of the Court (Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**

f) if applicable, a copy of the execution issued by the court.

The information contained in the above-referenced documents must clearly establish to the satisfaction of the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action by the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement from a unit within the City of Boston was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and over-crowded Apartments or failure to accept a

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Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Failure to establish any one of the above referenced elements will result in denial of Priority status.

F. ***Condemnation of house/apartment within the City of Boston****:* the applicant's housing has been declared unfit for habitation by an agency of government through no fault of the Applicant.

Verification Requirements:

a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced from a unit within the City of Boston or will be displaced in the next ninety days, as a result of action by that agency; **and**

b) the precise reason(s) for such displacement.

G. ***Displacement by any low-rent housing project or by a public slum clearance or urban renewal project*** within the City of Boston initiated after January first, nineteen hundred and forty-seven, or other public improvement.

Verification Requirements:

a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced from a unit within the City of Boston within the next ninety days, as a result of action by that agency, **and**

b) the precise reason(s) for such displacement.

H. ***Other Government action (Federal Only)****:* A Household is required to permanently move from their residence within the City of Boston by a Federal, State or local governmental action such as code enforcement, public improvements or a development program.

Verification Requirements:

a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced from a unit within the City of

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Boston in the next ninety days, as a result of action by that agency; **and**

b) the precise reason(s) for such displacement.

I. ***For disabled individuals only, inaccessibility of a critical element of their current dwelling unit within the City of Boston****:* A member of the Household has a mobility or other impairment that makes the person unable to use a critical element of the current apartment or development AND the owner is not legally obligated under laws pertaining to reasonable accommodation to make changes to the apartment or dwelling unit that would make these critical elements accessible to the Household Member with the disability.

Verification Requirements:

a) The name of the household member who is unable to use the critical element;

b) a written statement from a Qualified Healthcare Provider verifying that the household member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and

c) a statement from the landlord or official of a government or other agency providing service to such Disabled Persons explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a reasonable accommodation.

J. ***Homelessness due to Applicant was displaced from his or her last permanent residence from a unit within the City of Boston:*** A Household lacks a fixed, regular and adequate nighttime place of habitation and the primary nighttime dwelling is one of the following:

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing); or

- A public or private place not designed for human habitation.

Persons living with existing BHA residents or other subsidized housing, or living with residents in private

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housing even if only temporarily DO NOT qualify as homeless.

Persons who temporarily move to a shelter for the sole purpose of qualifying for this priority shall be determined ineligible.

Verification Requirements:

1. Submission of a "Certificate of Homelessness" fully completed by an appropriate source that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

   a. a supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);

   b. a public or private place not designed for human habitation; and

2. A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy; and

3. A third-party verification must verify that: (1) the Applicant was displaced from a unit within the City of Boston, (2) that the unit was the Applicant's last permanent residence, and that since then the Applicant has been unable to obtain permanent housing. The following documentation is a non-exhaustive list of documentation that may be used, in conjunction with Priority documentation that establishes displacement, will verify that the Applicant was displaced from a unit within the City of Boston:

   (a) Landlord verification;
   (b) A copy of a Lease;
   (c) Utility Bill (electric, gas, oil, or water)
   (d) Mortgage Payments;
   (e) Taxes;
   (f) Other verification deemed acceptable or necessary by BHA.

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K. **AHVP – Alternative Housing Voucher Program (STATE ONLY)**

L. **EXCESSIVE RENT BURDEN (ELDERLY/DISABLED PROGRAM ONLY):** The household pays more than 50% of its total monthly income for rent and utilities (excluding telephone, Internet and cable TV) for a unit within the City of Boston.

Verification Requirements:

1. Submission of a fully completed "certificate of excessive Shelter Costs" form ; and
2. Verification of the gross income for ALL household members; and
3. Copies of bills and proof of payment for all utilities listed in the Applicant's name for which s/he actually pays.

M. **BHA Resident in Federal Program "Termination of Assistance"** due to Lack any household member with eligible immigration status.

Verification requirements:

1. Notice of Termination of Assistance
2. Notice of Private Conference or Notice to Quit.

N. IMMINENT LANDLORD DISPLACEMENT FROM A UNIT WITHIN THE CITY OF BOSTON (ELDERLY/DISABLED PROGRAM ONLY) You have not yet been evicted by Court-order BUT your landlord has notified you that you must vacate your dwelling unit within the City of Boston through no fault of your own, unrelated to a rent increase, and you have actually vacated the dwelling unit or you will vacate the dwelling unit within the next six (6) months.

Verification requirements:

1. Submission of "Certificate of Involuntary Displacement from a unit within the City of Boston by Landlord Action" form; and
2. Copies of any notices from the landlord to the Applicant regarding the termination of the tenancy.

The information contained in the above referenced documents must clearly establish to the satisfaction of the BHA that:

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1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action of the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement was not the result of failure to comply with HUD or DHCD policies in its housing programs with respect to occupancy of under-occupied and overcrowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD/DHCD-approved desegregation plan.

Failure to establish any one of the above referenced elements will result in denial of Priority Status.

3. On-Site Under or Over Housed Transfers

For complete definitions of each Under or Over Housed Transfer category and the verification required for each category, please refer to Section 7.2.3 of Chapter 7, "Transfer Policy."

4. Standard (no Priority) Applicants

Standard Applicants who qualify for no priority.

4.4.4 Preference System

The Preference system below applies only to Applicants for admission on BHA waiting lists.

Within Priority categories, and within the standard "no Priority" category (i.e., standard applicants), Applicants may also receive Preference points. Preference points are assigned to veterans, deceased or disabled veterans' families, handicapped/disabled Applicants (Family Program/AMP only), Elderly Households who select certain developments in accordance with state regulations and the BHA's Designated Housing Plan and Boston residents. Preference points will be added to Priority points to determine an Applicants' placement on each BHA waiting list. Thus a Priority Two Applicant with a residency Preference will be ranked above a Priority Two Applicant with no

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Preferences. Veterans, non-elderly disabled, Elderly Preference (State), Designated Housing (Federal) and Boston residency Preferences are cumulative, so an Applicant with more than one Preference (i.e., Veterans and residency) will be ranked higher within his or her Priority category than an Applicant with only one Preference.

The Preference categories are described below.

1. Veterans Preference

In all federal developments/AMPs and in state family developments, the Veterans' Preference shall be ranked above the residency Preference. In state elderly/disabled developments only veterans who also qualify for residency preference will receive veteran's preference. The Veterans Preference shall further be ranked in the following order:

- Among households equally in need (i.e., within the same housing Priority category), first Preference shall be given to families of non-elderly disabled veterans whose disability has been determined by the Veteran's Administration to be service-connected.

- Among households equally in need, second Preference shall be given to families of deceased veterans whose death has been determined by the Veteran's Administration to be service-connected.

- Among households equally in need, third Preference shall be given to families of other veterans. Among households of other veterans, Preference shall be given to families of disabled veterans whose disability has been determined by the Veteran's Administration to be service-connected, and second Preference shall be given to families of deceased veterans whose death has been determined by the Veteran's Administration to be service-connected."

Verification Requirement:

Applicants claiming a Veteran's Preference must provide the Occupancy Department with a copy of the Discharge documents of the Veteran for whom the Preference is claimed. The Veteran's Preference is only applicable to Veterans and/or immediate families of Veterans who were discharged under circumstances other than dishonorable.

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2. Disabled Non-Elderly Persons will receive Preference points on Family development/AMP waiting lists only. Households claiming this preference must verify their Household composition and show that the Head or Co-Head of Household is disabled.

3. Designated Housing Preference(Federal Elderly/Disabled Program Only)
Applicants who are 62 years of age or older and are on a Federal Elderly and Disabled Program designated development/AMP wait list where the elderly resident population is less than 70% will receive preference points. The Designated Housing Preference shall be further ranked in the following order:
   - Among households (i.e. within the same housing Priority category), first Preference shall be given to households whose Head and/or Co-Head is/are 62 years of age or older.
   - Among households (i.e. within the same housing Priority category), second Preference shall be given to households whose Head and/or Co-Head is/are Non Elderly Disabled (<62 years of age).

4. Elderly Preference (State Elderly/Disabled Program Only)
Applicants who are sixty (60) years of age or older and are on a State Elderly and Disabled Program development waiting list where the Disabled resident population is at least 13.5% will receive preference in admissions over Applicants who are under sixty (60) years of age (See Section 10.4).

5. Residency Preference shall be given to BHA Applicants who are residents of the City of Boston, who work within the City of Boston, whose last permanent address was in the City of Boston and applicant has not claimed local residency preference in another community where the applicant is temporarily residing OR who have been offered employment in the City of Boston. Residency Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability or age of any member of an Applicant household.

   Applicants claiming a Boston Resident Preference shall be required to verify this through:

   1. Proof of residency at an address within the Boston city limits (No length of stay verification will be imposed on Applicants claiming this Preference.); **or**

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. . 5. . Displaced Boston Tenant Preference¶
¶
The BHA shall give two (2) Preference points to an Applicant who was displaced from a unit within the City of Boston that was the Applicant's last permanent residence

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¶
(1) . No length of Residency Required ¶
¶
This Preference is not based on how long an Applicant was resident of

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¶
(2) . Verification Requirements ¶
¶
To receive this Preference, an Applicant must verify that: (1) they were displaced from a unit within the City of Boston,

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Deleted:) that the unit was the Applicant's last permanent residence. since permanent housing.The following documentation is a non-exhaustive list of documentation that may be used, in conjunction with Priority documentation that establishes displacement, will verify the Displaced Boston Tenant Preference:¶
¶
<#>Landlord verification;¶
<#>A copy of a Lease;¶
<#>Utility Bill (electric, gas, oil, or water)¶
<#>Mortgage Payments;¶
<#>Letter from School Department;¶
<#>Letter from Social Security Department;¶
<#>Taxes;¶
<#>Other verification deemed acceptable or necessary by BHA.¶
¶
(3) . Non-discriminatory Effect of Preference ¶
¶
This Preference shall not have the purpose or effect of delaying or otherwise denying ... [1]

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2. Proof that the Applicant is currently employed or has obtained employment in the city; **or**
3. Proof that the Applicant's last permanent address was within the Boston city limits; and
4. Proof that an Applicant has not claimed local preference in another community.

7. BHA residents residing in federally funded developments/AMPs who are financially affected due to pro-rated rent where the rent is 50% or more of the household's total gross income.

4.4.5 Point System

1. The **Priority point system** used by BHA to process new admissions and transfers for all waiting lists for Family and Elderly/Disabled Developments/AMPs is as follows:

Federal Housing Programs:

• Administrative transfers	**175 points**
• Emergency transfers	**67 points**
• Priority One Applicants	**30 points**
• Priority Two Applicants	**10 points**
• On-Site Under or Over Housed Transfers and Standard Applicants	**0 points**

State Housing Programs:

• Administrative transfers	**175 points**
• Emergency Transfers	**70 points**
• Priority One Applicants	**60 points**
• Priority Two Applicants	**50 points**
• Priority Three Applicants	**30 points**
• Priority Four Applicants	**20 points**
• Priority Five Applicants	**10 points**
• Priority Six Applicants	**9 points**
• Under or Over Housed and Standard Applicants	**0 points**

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2. **Preference points** will be added to Priority points as follows for Applicants for admission only:

- Veterans Preference
  - Families of non-elderly disabled veterans **4 points**
  - Families of deceased veterans **3 points**
  - All other veterans **2 points**
  - ♦ Local Veterans Preference (State Elderly/Disabled Only) **4 points**
- Non-Elderly Disabled Household (Family Developments/AMP only) **6 points**
- BHA resident in Federal Housing Pro-Rated rent burden (State only) **3 points**

- Designated Housing (Federal Elderly/Disabled Program only)
  Elderly **100 points**
- Elderly Preference(State Elderly/Disabled Program only) **24 points**
- Displaced Boston Tenant Preference **2 points**
- Residency Preference **1 point**

3. Approved emergency transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type.

4. On-site Under or Over Housed transfers shall be offered every 8th unit by development by bedroom size when the site is at 98% occupancy. See Chapter 6.

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4.5 Administrative Transfers

The BHA is occasionally required to initiate transfers that have not been requested by a resident. These transfers are required in order to free an apartment(s) for an important operational or policy reason. Typically, specific apartments must be identified for each Administrative Transfer. The BHA will consider the resident's documented need(s) for an on-or off-site transfer. Administrative Transfers will be placed on an on-site or off-site waiting list in accordance to the BHA's and resident's needs and thus are not available for matching under the point system described in Section 4.5.4 above. Administrative Transfers will be assigned before any other transfer type and new admissions. Administrative transfers include the following categories:

- Relocation necessary due to a redevelopment, capital improvement program, or extraordinary maintenance; or
- Compliance with legislative or regulatory requirement(s), for example sanitary code enforcement; or
- In Federal Developments/AMPs, Households Over housed by two or more bedrooms; or
- In State Developments, Households Over housed by two or more bedrooms; or
- Relocation necessary to free an accessible apartment to accommodate another BHA resident or Applicant with a disability who requires an accessible apartment or an apartment with special features.

4.6 Change in Priority and/or Preference Status While on a Waiting List

4.6.1 Change in Status

Occasionally, Households on a waiting list who did not qualify for any or a certain Priority and/or Preference at the time of application will experience a change in circumstances that qualifies them for a different Priority and/or Preference. In such instances, it is the Applicant's obligation to contact the Authority so that a change in status can be verified.

4.6.2 Verification

To the extent that the verification determines that the Household does now qualify for a Priority and/or Preference, the Household will be moved up on any waiting list previously selected in accordance with its Priority and/or Preference(s), and the date such Priority and/or Preference(s) is approved. Similarly, removal of a Priority and/or

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Preference (because a Household is discovered to be ineligible for a Priority and/or Preference) will result in a reduction of waiting list points, and therefore change of waiting list position, for the Household. The Household will then be informed in writing of how the change in status has affected its place on any waiting list previously selected. Intentional misrepresentation by an Applicant may result in federal or state criminal prosecution for fraud, and removal from the waiting list, and disqualification from further consideration for admission or transfer for a three (3) year period beginning on the date of such determination by the BHA.

4.7 Applicant Family Break-Up Policy

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An Applicant Family Break-Up occurs when a Head and Co-head of household will no longer reside together and/or there is a dispute as to who will retain the original Application date or any approved Priority and/or Preference(s). An Applicant Family Break-Up situation where only on individual signed the Application (i.e., where there is a Head but no Co-head of household) occurs in instances of domestic violence and where and Adult(s) who is/are not currently a household member(s) advance(s) a claim on behalf of a minor or incapacitated Head who is/are on the Application's household composition.

When the BHA receives notice that a Family has broken up or will imminently break-up, the BHA will make the determination of which Family member will retain what Application date and or any approved Priority and/or Preference(s) using the criteria and the procedure provided below.

(a) Split between Head and Co-Head of Household

When the Head and Co-Head of Household no longer wish to reside with each other, the BHA will split the application between the two.

(1) Application Date and Priority/Preference for Split Household

If both Head and Co-Head signed the original application and both qualified for the Priority and/or Preference(s) status that was selected by the united Family, prior to the Break-up, both the Head and Co-Head shall retain the original application date and Priority status. Otherwise, only the portion of the Family that qualifies for the Priority and/or Preference(s) status selected prior to the beak-up shall retain such Priority and/or Preference(s).

(2) If the Co-Head was added at a later date, s/he shall be approved for the application date equal to the date when

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s/he was added to the application of the individual who originally applied. The BHA will determine if there are any applicable Priority and/or Preference(s) based on the documentation that was submitted when the Co-head was added to the application.

(b) BHA Determination in cases of a split between a Head of Household and other Adult Household member due to domestic violence

(1) If a court has determined the disposition of the Family's Application in a divorce or separation under a court order or court approved settlement (provided that no provision is against State or Federal Housing regulations), the BHA is bound by the court's determination as to which Household Member(s) will continue with the Application. Such a determination cannot be appealed through the BHA review process, as it is the court's determination and not the BHA's determination that governs.

(2) In the absence of a court order, the BHA shall determine whether the Family member who did not sign the Application should be given a separate Application. The BHA will make this determination based on individual circumstances.

(3) Verification Requirements

(i) A third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence.

(ii) Verification will not be considered valid unless it:

- Supplies the name of the threatening or abusive Household Member
- Describes how the situation came to verifier's attention, and Indicates that the threats and/or violence are of a recent (within the past six [6] months)

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(c) Notice of Proposed Disposition of Application

A notice shall be sent to any and all addresses identified by the Head of Household and Co-Head of Household, and not solely to the last address for the Head of Household.

In cases where a Household Member who is an alleged victim of Domestic Violence, but is not a Head or Co-Head of Household requests a separate application, the notice shall describe what factors BHA utilized in arriving at its decision. The notice shall also state the alleged victim of Domestic Violence has twenty (20) days to request a review of the decision.

(d) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by the ACOP or its successor.

4.7.1 Procedure Where There is a Family Break-Up and Adults Who Are Not Currently Household Members Advance a Claim on Behalf of Minor or Incapacitated Household Members.

(a) Where there has been an Applicant Family Break-Up with one or more remaining Minor and/or incapacitated Household Members and no remaining Co-Head, AND The result of the Break-up was due to reasons included but not limited to death, incarceration, or incapacitation of the Head, AND one or more adults who are not currently Household Members advance a claim that they wish to become the Head of Household on behalf of one or more remaining Minor or incapacitated Household Members, AND there is a dispute about who should become the Head of Household, the BHA shall determine which such claimant, if any, shall take over the Application.

(b) In the event the remaining Household Member(s) is an incapacitated Adult who is unable to fulfill the Family obligations, the proposed Applicant must be an adult who has been appointed either a temporary or permanent guardianship, and is willing to assume the obligations and responsibilities as Head of Household.

(c) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by the ACOP or its successor.

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CHAPTER 5: DETERMINATION OF ELIGIBILITY

5.1 Preliminary Eligibility

5.1.1 Eligibility

Eligibility is determined differently under federal and state regulations.

5.1.1.1 Notice of Preliminary Eligibility

Applicants shall receive a Notice of Preliminary Eligibility for all developments/AMPs to which they applied to and met the Threshold Requirements. This notice shall contain:

- A listing of the development(s)/AMP(s) to which they applied
- The size and type of apartment they qualify for
- Any approved Priority and/or Preference(s)
- An estimated wait time

The Notice shall further inform Applicants that they are responsible for notifying the BHA in writing of any change to their household including any approved priority status or change of address and that all information will be verified as part of a final eligibility process.

5.1.2 Threshold Requirements

A. Family Program

In order to be preliminarily Eligible for the Family Program a Household must meet three threshold requirements:

1. The Household must qualify as a **"Family"**;

2. The Household must have an **Annual Income at or below program guidelines**, as defined below; and

3. The Applicant must not owe uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program[5]).

[5] Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. Chapter 121B (such as state-assisted public housing for families, elderly or disabled persons), or Massachusetts Rental Voucher Program or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. 1401 *et seq.)* (such as federally-assisted public housing for families, elderly or disabled persons, Section 8 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

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B. Elderly and Disabled Program

In order to be preliminarily eligible for the Elderly and Disabled Program a Household must meet four threshold requirements:

1. The Household must qualify as a **"Family"**;

2. The Head of Household, Co-Head of Household or Sole Member must be 62 years of age or older (60 years of age or older for State-Aided Housing) or handicapped or Disabled.

3. The Household must have an **Annual Income at or below program guidelines**, as defined below; and

4. The Applicant must not owe uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program[6].)

5.1.3 Family

Applicants must qualify as a "Family", which is defined as:

1. Two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together in BHA housing;

2. This definition includes single persons.[7]

3. Other persons, including foster children, Personal Care Attendants[8], and members temporarily absent (including children temporarily assigned to foster care[9]), may be considered a part of the household if they are living or will live regularly with the household.

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[6] Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. Chapter 121B (such as state-assisted public housing for families, elderly or disabled persons), or Massachusetts Rental Voucher Program or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. 1401 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

[7] Single persons include: a single woman who is pregnant at the time of admission, a single person who has secured, or is in the process of securing the custody of any individual(s) below the age of 18, an Elderly person, a Person with a Disability or Handicap, a Displaced Person, or a Single Person who is not elderly, disabled, handicapped or displaced, each as defined in Chapter 11 of this Policy.

[8] Personal Care Attendants do not have rights of tenancy, nor can they be considered the remaining member of a resident household.

[9] See 24 CFR 5.403.

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5.1.4 Income Qualifications

Persons meeting BHA income qualifications are those whose Annual Income at the time of admission, does not exceed the income limits for occupancy established by the U.S. Department of Housing and Urban Development (HUD), or Massachusetts Department of Housing and Community Development (DHCD), as applicable. Income limits are posted separately in BHA offices.

5.1.5 Applicant Owing a Balance to the BHA or Other Publicly Assisted Housing Program

The BHA will check for past balances upon receipt of the **Preliminary Application**. An Applicant who applies owing a balance consisting of uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program) will be entered into the BHA database as an ineligible Applicant and will not be placed on the waiting list until that balance is paid or a determination is made by BHA that no balance is due.

5.2 Final Eligibility

5.2.1 Eligibility Determination

In order to be determined eligible, the Applicant, and other members of the Applicant's household must demonstrate through verified information of past and present conduct, the ability, either alone or with a reasonable accommodation, if the Applicant household member is a Disabled Person, to meet the resident selection criteria found in this policy, including compliance with the terms of BHA's lease, and any other BHA rules governing tenancy. In determining final eligibility the BHA will, in all cases, consider Mitigating Circumstances including and not limited to incidents of domestic or dating violence or stalking, and, any request for a reasonable accommodation on account of a Disability.

5.2.2 Qualified and Unqualified Applicants

To determine final eligibility, verified information will be secured by the BHA and the Applicant (See 5.3) and evaluated and a determination will be made by the BHA with respect to:

1. Eligibility of the Applicant household as a Family;

2. Eligibility of the Applicant Household as an Elderly Household or Disabled Person;

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3. Eligibility of the Applicant household with respect to income limits for admission;

4. Apartment size and design and whether an accessible or modified apartment is required for the household;

5. Priority and/or Preference category (if any) to which the household belongs;

6. Qualification of the Applicant household with respect to the Applicant Screening Criteria.

6. The Applicant head of household must have verifiable identification with photograph of that Applicant.

7. **Each** household member must have a Social Security number or certify that he/she has no number. In addition, for Applicants for federally assisted housing only, **each** household member must document that s/he is a citizen of United States or has eligible Non-Citizen status, or who is otherwise eligible for continued assistance or prorated assistance under applicable regulations.[10]

8. **The calculated pro-rated rent for admission shall not exceed 50% of the household's total gross income (federally funded programs only).**

Factors that determine that an Applicant household is Eligible and Qualified can be found in the sections below.

5.3 Screening

5.3.1 General Verification Requirements

1. What must be verified

All information concerning an Applicant household's composition, income, Priority status, Preferences, request Good Cause or reasonable accommodation such as the need for special apartment features, and ability to reside in public housing under the terms of the BHA's Lease (Screening) must be verified and documented. Except for determination of Priority status, which is completed prior to the Personal Interview and Screening, all information shall be verified during Screening.

[10] See Section 5.6.1.

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2. Documentation

All documents related to verification shall be maintained in the Applicant's file folder.

Documentation used as part of the verification process may include:

- Copies of documents that will be retained in the Applicant's file folder, where the original is not otherwise required by law or regulation.
- Checklists completed as part of the interview process and signed by the Applicant and/or the Occupancy Specialist.
- Verification forms completed and signed by third parties and/or Applicant.
- Reports of all interviews, telephone conversations or personal contact with or regarding the Applicant household including date of the conversation, source of the information, name and position of the individual contacted, name and position of staff member receiving information and a written summary of the information received.
- All correspondence received for or on behalf of the Applicant.
- Applicant Background Check and Eviction Reports.

3. Misrepresentation or Falsification of Information

An Applicant's knowing falsification, misrepresentation, or concealment of information will be considered grounds for denying admission to BHA housing.

In the event that the Occupancy Staff person believes that false and/or inaccurate information was or may have been submitted intentionally the Applicant Folder will be reviewed by the Assistant Director of Occupancy or the Director of Occupancy who will make the determination. In this case, the intentional submission of false and/or inaccurate information may be used to disqualify the Applicant.

Unintentional errors, or errors that do not secure an advantage with regard to eligibility for admission, Priority status and/or Preferences, or amount of rent, will not be used as a basis for Applicant rejection.

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4. **The BHA will accept verification of screening information in the following order of preference:**

   - **Written Third Party Verification** – Written verification by a third party is the most acceptable form of verification.

   - **Oral Third Party Verification** - Staff documented verification from a third party by telephone will be accepted where written verification is impractical, or the third party is unresponsive to BHA's written requests within ten (10) business days of mailing. Staff shall utilize the same form that would have been mailed to the third party. All the information required by the written verification form should be requested during the telephone contact. BHA staff will complete the form on the basis of such information. The contact person, date and time of conversation will be noted and the BHA staff person who made the telephone call will sign the form.

   - **Verification by Applicant-supplied documents** – BHA will review documents submitted by the Applicant household when: (a) the information requested does not require third-party verification (for example rent receipts, canceled checks for rental payments, lease agreements and monthly utility bills) or (b) third-party fax or telephone verification is impossible. BHA may copy documents into the Applicant's file. Applicant supplied documents must be dated within sixty (60) days of receipt by the BHA.

   - **Verification by Applicant certification** – With the approval from the Director and/or Assistant Director of the Occupancy Department, the BHA may choose to accept an affidavit from an Applicant regarding housing and employment history only when verification by a third party written or oral, and verification by documents is impossible to obtain.

5. **General procedures applicable to screening information are as follows:**

   1. **Information subject to change** – Verifications are valid for ninety (90) days from the date received by the BHA. Information may be updated by telephone or fax for an additional thirty (30) days. After one hundred and twenty (120) days, the Applicant must obtain new verification documentation.

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2. **Information not subject to change** – BHA will verify this information (e.g. verification of age or place of birth) only once during the screening process.

3. Each Applicant folder will include a checklist documenting verification efforts and tracking progress. The checklist will record the forms sent, date sent and the date the information is received by the BHA by mail, telephone or fax. Upon receipt of all requested verifications, the BHA staff person will sign the checklist and certify as to the completeness of the file.

4. Each BHA verification form sent to a third party will include the following: (a) an explanation of why the information is being requested: and (b) authorization from the Applicant to release the information on the BHA's **General Release Form** or **Income Verification Form.**

BHA will send third party verifications directly to the third party, not through Applicants. The third party verifications shall include a self-addressed stamped envelope for return to BHA. Verifications may also be faxed to a third party with a request for a return fax to the BHA. BHA's fax transmission to the third party shall be confirmed by printed receipt at the time of transmission or verified by telephone. Annotation or copy of the receipt shall be kept in the Applicant's file.

5.3.2 Interviews and Verification Process

As Applicant households approach the top of the BHA waiting list, they shall be scheduled for a personal interview with a BHA staff member trained to conduct interviews. Applicants at this point will not be allowed to change any of the developments/AMPs of choice. During the personal interview the BHA will require Applicants to identify and provide documentation of "Good Cause" or Reasonable Accommodation that may affect their ability to accept an offered apartment due to special circumstances that may be applicable for their Household. (See Section 6.2.5 for further detail).

1. Verification of Household Composition

The following information must be obtained for all Household Members as applicable:

A) Photo identification for Head of Household and Co-Head of Household (One of the following forms of photo identification (for the Head and Co-Head of Household only) :

1. Driver's license
2. Registry of Motor Vehicles picture ID

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3. Passport
4. Student or employer ID
5. Other photo ID acceptable to BHA

B) Proof of Birth – all Household Members (One of the following proof of birth documents in order of preferred documentation):

1. Original copies of Birth Certificates
2. Passports
3. Original Baptismal Records
4. Original INS documents for eligible Non-Citizens(Federal only)
5. Other records as deemed appropriate(Marriage certificate, DDG214, Statement from Social Security Administration)

*** A letter documenting pregnancy as well as anticipated date of birth will be required for all unborn children listed on application.

C) Proof of Relationships - applies to minor children or the care of adults in guardianship situations. The following types of documents will be accepted:

1. Birth certificates
2. Court records of adoption
3. Court records of guardianship
4. Other written and sworn documentation under pains and penalty for perjury such as a written designation from the minor child's parent.

D) Social Security Numbers

Federal regulations require that the social security numbers of all Applicant household members must be provided and verified except for those individuals who do not contend to have eligible immigration status. One of the following types of documents may be accepted:

1. Original of the Applicant household members social security card (BHA will make a copy for the file)
2. Original Report from the Social Security Administration documenting the unavailability/non-assignment of a social security number for that Applicant household member (BHA will make a copy for the file)
3. A written statement from the Social Security Administration documenting the social security number assigned for that Applicant household member.

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E) Status as a full time student (for Applicant household members over 17 years of age)

Statement on the letterhead of an accredited educational institution stating that the Applicant household member is enrolled as a full-time student at that institution.

F) Status as an Elderly Household

Proof of Birth (see above) of Head and/or Co-Head of Household indicating an age of at least sixty years (State aided housing) or 62 years (Federally assisted housing)

G) Status as a Disabled Household or Disabled Person

1. In general, the BHA shall not inquire as to the existence or nature of a disability, or ask for information related to a disability or the medical history of residents, Applicants, or their Household Members. However, when a Resident, Applicant or Household Member requests a Reasonable Accommodation or Reasonable Structural Modification on account of a disability, the BHA may require documentation as to the disability and the needs to be served by an accommodation or modification. A Resident, Applicant or Household Member may choose not to disclose the fact of a disability and request an accommodation or modification; however, in this case, the BHA is not obligated to provide any such accommodation or modification.

2. If the Head or Co-Head of Household is claiming status as a Disabled Person, in order to qualify as a Disabled Household for purposes of Preference status or other reasons, such as eligibility for Elderly & Disabled Housing, proof that the individual is a Disabled Person must be obtained. In addition, certain benefits may accrue to a household with a Disabled Person, such as the need to move into a specially adapted apartment. Verification of the status of the household member as a Disabled Person must also be obtained in this case.

3. For purposes of determining whether or not the Disabled Applicant requires a particular location or an Apartment with special features, BHA Staff may inquire as to the effect of the Disability on the Applicant or Applicant household member

4. The following documentation will be accepted for purposes of verifying the status of a household member as a Disabled Person:

1. The household member's sole source of income is SSI benefits, SSDI benefits, or disability retirement income (see income verification below);

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2. A certification from a Qualified Health Care Provider verifying that the household member meets the criteria of a Disabled Person for the state and federal housing programs.(See Definitions for eligibility of Disabled Persons)

H) U.S. Citizenship or Eligible Non-Citizenship Status (Federal Program ONLY)

Each Household Member's status as a U.S. citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified except as indicated below. Determination of eligibility or partial eligibility for public housing benefits (federal program only) is affected by citizen or Non-Citizen status. At least one household member must be a citizen or Eligible Non-Citizen.

What Evidence Will Be Required? Evidence of U.S. Citizenship or "Eligible Immigration Status" will be required to be submitted for all household members regardless of their age, except as indicated below:

If you are a U.S. Citizen:
A signed Declaration of U.S. Citizenship -
If you are a Non-Citizen who is age 62 or over:
A signed Declaration of "Eligible Immigration Status." You will also need to provide a "proof of age" document.
If you choose not to contend that you are a citizen or have eligible immigration status:
A completed form electing not to contend to such status
If you are a Non-Citizen who does not fall into one of the categories above:
A signed Declaration of "Eligible Immigration Status," a signed Verification Consent Form **and** you must provide **the original** of one of the documents listed below:

1. *Registered Alien Card* (U.S. Immigration and Naturalization Service (INS) I-551 Form)

2. *Arrival /Departure Record* (U.S. Immigration and Naturalization Service (INS) I-94 Form); with one of the following annotations:
   (a) "Admitted as Refugee pursuant to Section 207";
   (b) "Section 208"or "Asylum";
   (c) "Section 243(h)"or "Deportation stayed by Attorney General";
   (d) "Paroled pursuant to Section 2112(d)(5) of the INAA";

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3. *Arrival /Departure Record* (U.S. Immigration and Naturalization Service (INS) I-94 Form) not annotated, accompanied by one of the following documents:

(a) A final court decision granting asylum to which no appeal was taken.
(b) A letter from a U.S. Immigration and Naturalization Service (INS) Asylum Officer granting asylum (if application was filed on or after October 1,1990) or from a U.S. Immigration and Naturalization Service (INS) District Director (if application filed before October 1,1990).
(c) A court decision granting the withholding of deportation.
(d) A letter from a U.S. Immigration and Naturalization Service (INS) Asylum Officer granting withholding of deportation (if application was filed on or after October 1, 1990).

4. *Temporary Resident Card* (U.S. Immigration and Naturalization Service (INS) I-688 Form or also known/replaced by the I-766 Form which must be annotated with the notation either: "Section 245A" or "Section 210")

5. *Employment Authorization Card* (U.S. Immigration and Naturalization Service (INS) Employment Authorization Card I-688B Form which must be annotated with the notation either: "Provision of Law 274a.12(11)" or "Provision of Law 274a.12")

6. Receipt From the U.S. Immigration and Naturalization Service (INS) Indicating Application for Issuance of a Replacement Document

For Applicants for Federal Program only, eligible Immigration Status for all Non-Citizen household members must be verified through the U.S. Department of Immigration and Naturalization Service Unless There is an Election Not to Contend *or all household members are 62 years of age or older and have submitted proof of age and a declaration of eligible non-citizen status*

I) Verification of Income, Assets, Income Deductions and Income Exclusions

During the screening process, verification must be provided for all income, assets, income deductions and income exclusions pertaining to an Applicant household as outlined in this

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procedure. These items are verified for purposes of determination of income eligibility and determination of monthly rent.

Income, assets, deductions and exclusions shall be verified at Screening and the initial monthly rent shall be calculated by Occupancy Department Staff. The monthly rent is determined by adding together gross income from all sources for all Household Members, including income from assets, and reducing that income by allowable deductions and income exclusions, in accordance with Federal (HUD) and State (DHCD) laws and regulations . In Federal developments/AMPs, residents have the choice of paying either an Income Based Rent or a Flat Rent. (See 9.2)

In the event that the information used to calculate rent is more than ninety (90) days old at the time of signing the lease, the information shall be updated and re-verified and the rent recalculated by the Housing Manager.

Projections of annual income shall be based on the best available information, with due consideration to the past year's income of all household members, current income rate and effective date; and shall include projections for each income recipient in the household.

In order to ensure that all sources of income, assets, deductions and exclusions are considered in calculating annual income, Occupancy Staff shall interview all applicants during the screening process using the Occupancy Department's Income Questionnaire.

In addition, in the case that the documentation provided by the applicant is not complete or is otherwise doubtful, the BHA may require the Household Member to sign a release allowing the BHA to obtain the information directly from the third party.

The following forms of verification of income, deductions, exclusions and assets will be accepted.

1. Income from Employment

- A statement from the Employer stating the gross wages of the employee, including history or anticipated amounts of overtime or bonus to be earned by the employee, or
- Pay stubs showing gross income for each pay period and all deductions taken for four consecutive weeks;

The income of workers employed on an irregular basis will be estimated based on the verification of the best

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information available, with due consideration to earning ability and work history.

2. Income from governmental agencies

A statement from the appropriate agency (Social Security, Department of Transitional Assistance, Employment Security, etc), stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

3. Income from Retirement Accounts

A statement from the source stating the amount of annual or monthly income provided, including the gross amount and any deductions taken

4. Income from the operation of a business or profession

1. Most recent audited financial statement of income and loss;
2. Most recent tax return showing income and loss from the operation of a business or profession.

5. Zero Income

When an adult Applicant household member reports zero income, the BHA will require the Applicant household to complete a budget or statement of financial responsibility. An investigation shall include the information on the Applicant Background Check and Eviction Reports that are ordered on the Applicant household members. If the Applicant household member owns a motor vehicle, a telephone, or has other evidence of some form of expenditures reflecting income, the Applicant household member will be asked to explain the source of funds supporting such cash expenditures

In addition, the Applicant household member will be required to sign releases allowing the BHA to obtain verification of no-income from sources such as Dept. of Transitional Assistance, Internal Revenue Service, Department of Revenue, Social Security Administration, Employment Security and Veterans Affairs.

6. Child Support, alimony, regular gifts and gambling proceeds

1. A statement from the individual, business or agency providing the income and the frequency and amount of income provided; and/or

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2. Signed release form allowing the BHA to obtain information from the State Division of Child Support.

7. Income from Assets

Income from assets shall be based on either the actual income received or imputed income based upon current passbook savings rates in accordance with federal and state regulations as applicable. For instance, actual interest received shall be used for interest bearing bank accounts, money market funds, rented property, etc. Imputed income will be used for real property which is not rented, jewelry, coin collections, works of art and other non-income bearing assets. If the value of the asset is more than $5,000 the higher of imputed income or actual income received will be used.

Common household items such as furniture, clothing, and vehicles used for day-to-day transportation shall not be considered assets for the purposes of calculating income.

Types of verification which will be accepted for purposes of determining the value and income received from an asset include:

1. Three most recent statements for statement accounts, including bank accounts, money market funds, mutual funds, or other assets for which regular statements are issued;
2. Original passbook for passbook savings accounts;
3. Most recent (no older than one year) appraised value of real property owned provided it's reflective of fair market value, in the form of property tax bill or appraisal from a Real Estate Appraiser; and
4. Appraised valuations of any non-essential personal assets such as jewelry, coin collections, antiques or classic cars.

8. Verification of childcare expenses or care of disabled household member deductions

Statement from the provider of childcare or care of Disabled Person who is a household member of the amount of payment made on a periodic basis by the Applicant household.

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9. Verification of Medical Deductions

Applicants must submit evidence of the following medical expenses for all household members paid within the last twelve months:

1. Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
2. Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
3. Signed printout of prescription costs from a pharmacy accompanied by proof of payment
4. Medical or dental bills for a household member paid by a household member.
5. Un-reimbursed reasonable attendant care and auxiliary apparatus expenses.

J) Verification of Income Exclusions

Various sources of income are excluded by the BHA in accordance with Federal and State regulations. A list of currently allowable income exclusions will be given to the Applicant at the beginning of the Final Screening Process in preparation of the determination of rent. In each case where the Applicant claims that income should be excluded a determination must be made as to whether or not the information provided needs to be verified. For instance, if an Applicant acknowledges receipt of a one-time gift of cash, that income does not need to be verified prior to its exclusion. On the other hand, if the Applicant claims to have a welfare-to-work income exclusion, that exclusion must be verified with the appropriate agencies.

K) Verification of need for particular apartment features

At the time of Preliminary Application, or during the Screening Process, all Applicants will be asked to complete an Apartment Requirements Questionnaire. This questionnaire will identify any special features that the applicant may require, and whether or not they consider themselves to be, or are, a Disabled Person. Such features will include first floor apartments, inability to live in

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a townhouse unit, need for accessible features such as wheelchair accessibility, and other factors.

Any special apartment requirements identified by the Applicant as needed for his/her Household shall be verified using the process included in this Policy for Good Cause and/or Reasonable Accommodation verifications, Disability status and in compliance with all applicable laws and regulations.

L) Verification of Applicants Ability to Live in Accordance with the Lease

During the screening process, an Applicant shall be required to verify that all household members are capable of living in compliance with the BHA lease. A number of verification sources will be used to determine this as listed below. Applicants must provide to the BHA required information, including at least the last three years of housing history. These questions are asked on the **Final Application Form** and must be as fully and completely answered. Refusal to answer questions or inability to respond to requests for information may lead to a determination of ineligibility or withdrawal of an Application for Applicant's failure to respond.

The BHA will not offer housing to an Applicant who can provide no documentation of ability of all household members to comply with the essential obligations of the Lease.

M) Applicant Rent Payment History

The following sources may be used to verify whether or not the Applicant is likely to pay rent in a timely manner:

1. Landlord references (preferred method);
2. Bank references in the case of home-owners paying mortgages;
3. Tax and utility payment records in the case of a homeowner not paying a mortgage;
4. Credit Bureau Reports;
5. Other records of payment histories in the case of an Applicant who has neither rented before as tenant of record or owned a home, including records of payment on credit cards or other independently verifiable regular or periodic payments.

N) Applicant History of Care of Property

1. Landlord references (preferred method);

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2. Statement from a Qualified Health Care Provider, other social services worker or other independent individual who has been in the home of the Applicant and has knowledge of the Applicant's care of property within his/her care;

3. Neighbor references in the case of an Applicant who is or was not a tenant of record and for whom a landlord reference can not be obtained;

4. Statement from a shelter worker, a worker in residential care settings, or a worker from other alternative housing institutions who has knowledge of the Applicant's care of property within his/her care.

O) Applicant History of Not Disturbing neighbors or otherwise violating lease conditions, including violating the civil rights of other residents, their guests, neighbors, and employees

1. Landlord references;

2. Neighbor References in the case of an Applicant who is or was not a tenant of record and a landlord reference cannot be obtained;

3. Statement from shelter workers, workers in Residential Care settings, or workers from other alternative housing institutions who can testify to the Applicant's record of living in such a way as not to interfere with the peaceful enjoyment of neighbors;

4. Other references from independent individuals or agencies, which can testify to the Applicant's record of living in such a way as not to interfere with the peaceful enjoyment of neighbors.

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P) Criminal History

Each adult Applicant or adult household member 17 years of age or older is required to sign a release to allow the BHA to obtain criminal offender record information (CORI). Each Applicant household member 14-16 years of age shall be required to sign a release to allow the BHA to obtain youthful offender record information from the Massachusetts Criminal History Systems Board, or other youthful offender record information as it may lawfully receive from other jurisdictions. Discussion of the review and determination based upon the information that is received is included in Section 5.3.5 (Applicant Screening Criteria).

Q) Verification of Mitigating Circumstances

In the event that negative information about any household member is found in the process of reviewing the above verifications during the screening process, the Applicant may request that Mitigating Circumstances including the history of incidents of domestic or dating violence or stalking be considered in making a determination whether the Applicant is Qualified for housing. For example, the Applicant is a victim of domestic or dating violence or stalking and has had certain unusual expenses that prevented the Applicant from paying rent in a timely fashion. Mitigating Circumstances claimed by an Applicant must be verified and be related to the negative impact of an unsuitable housing history or unsuitable behavior and which may overcome or outweigh negative information gathered in the screening process about an Applicant .In addition to the Mitigating Circumstances verification, the Applicant may submit when applicable the HUD Domestic Violence self-certification form which must identify the alleged abuser and the his/her relationship to the Applicant.

5.3.3 The Screening Policy

Information to be considered in completing Applicant screening shall be reasonably related to assessing the conduct of the Applicant and other household members listed on the application, in present and/or prior housing. The BHA shall reject an Applicant if it finds any of the following conditions are present and there is reason to believe the future behavior of the Applicant or Applicant household members will exhibit the same behavior, unless there are acceptable Mitigating Circumstances as provided in Section 5.3.6 paragraph 2 below. The history of the Applicant household's conduct must demonstrate that the Applicant household can reasonably be expected not to:

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1. Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises or to adversely affect their health, safety, or welfare or the security of their property;

2. Violate the civil rights of any person, while on BHA property, in accordance with the BHA's Zero Tolerance policy.

3. Cause damage to the property or fail to pay rent in full and on time;

4. Violate the terms and conditions of the BHA lease;

5. Require services from BHA staff that would alter the fundamental nature of the BHA's program.

6. Illegally use, possess or distribute a controlled substance; or

7. Give the BHA reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

The Applicant household's ability and willingness to comply with the above requirements in current and former housing will be checked and documented. BHA may review the Credit Bureau Report of the household member(s) who will be responsible for paying rent in order to determine Applicant's credit history in meeting rent and housing-related utility charges, if any, and to verify Applicant's prior housing history. The Applicant's prior credit history in meeting non-housing-related financial obligations will not be a basis for determining an Applicant ineligible except in cases where the Applicant has no prior rent payment or housing history.

Relevant information respecting habits or practices may also be considered including, but not limited to:

1. An Applicant household's past and present performance in meeting financial obligations, especially in rent; provided that if the Applicant paid at least fifty percent of his/her household's monthly income for rent each month during a tenancy but was unable to pay the full rent, an eviction for non-payment of the balance of the rent shall not disqualify such individual from BHA housing.

2. The most recent three-year housing history, and whether there is a record of disturbance of neighbors, destruction of property, or housekeeping habits at present or prior residences which, if repeated, may adversely affect the health, safety, or welfare of

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other residents or neighbors or BHA employees or the security of their property during such time.

3. Involvement in criminal activity on the part of any Applicant household member in a crime of physical violence to persons or property or other criminal activity, which if repeated , would threaten the health, welfare and safety or the right to quiet enjoyment, of other BHA tenants, or other criminal activity involving the illegal use of a controlled substance, or if the BHA determines that it has reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (The BHA will utilize the Massachusetts Criminal History Systems Board's Criminal Offender Records Information or "CORI" data as a reference.)

4. A record of eviction from housing or termination from residential programs.

5. An Applicant household's ability and willingness to comply with the terms of the BHA lease. Applicant households must be able to demonstrate the ability and willingness to comply with the terms of the BHA's lease.

6. Information related to an Applicant's knowing misrepresentation of any information related to Priority and/or Preference eligibility, household composition, Household income and/or assets, rent or use of the apartment. Failure to provide consent for verification of information can be considered grounds for ineligibility.

7. Information related to an Applicant's or a member of an Applicant's household treatment by a substance abuse treatment facility. The BHA requires any Applicant or member of Applicant's household to sign a consent form authorizing inquiry to a substance abuse treatment facility where the BHA :

- Receives CORI information that indicates evidence of a prior arrest or conviction for criminal activity which would be a basis for denial due to reasonably current illegal drug use, OR

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- Receives information from records from a prior tenancy of the Applicant or household member that demonstrate he or she was:
  - Engaged in the destruction of property;
  - Engaged in violent activity against another person;
  - Interfered with the right to peaceful enjoyment of the premises by another tenant.

8. Home Visits

Home visits at the current dwelling of the Applicant household shall be required of Applicants in the circumstances listed below. Housekeeping inspections are part of the home visit.

- *Criteria for home visits:* BHA will make a Home Visit when the following conditions exist:
  - One bad housekeeping reference from the present or a prior landlord or housing provider, including residential programs and shelters; or
  - Information contained in a reference or verification form that demonstrates a marked difference among references of the Applicant as to housekeeping; or
  - The Applicant is unable to provide documentation from an independent source to support a positive assessment of housekeeping; or
  - Evidence of poor personal hygiene habits, as observed by BHA staff during a personal interview or other visit to BHA offices and/or during a home visit, such as would affect the livability of a BHA apartment occupied by the Applicant Household, a neighbor's apartment, or other premises or such as not to be conducive to decent, safe, and sanitary conditions as required by BHA's lease.
- Housekeeping observations shall include, but are not limited to:
  - Conditions in the living room, kitchen, bathroom, bedrooms and other spaces in the unit.

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- Conditions of entrance-ways, stairways, halls, and yard if under the control of the Applicant
- Cleanliness in each room, for example, dirt, grease, grime or infestation
- Clutter that might create a health or safety problem
- General care of furniture, appliances, fixtures, windows, doors and cabinets

- Other conditions which would constitute a violation of BHA lease terms, such as:
  - Evidence of destruction of property;
  - Evidence of criminal activity, for example, presence of drugs or drug paraphernalia; dangerous weapons; or
  - Conditions inconsistent with application information, i.e., evidence of unauthorized occupants.
- All Applicants shall have at least two calendar days' advance written notice of Home Visits.
- The purpose of the Home Visit is to obtain information to be used in determining the Applicant's compliance with the screening criteria described in this chapter.

5.3.4 The Final Application Package and Screening Requirements

1. The Final Application

Various questions relating to the Applicant household's eligibility, Priority status and/or Preferences and tenant history will be asked as part of the Final Application. Included will be the Social Security Numbers (SSNs) of all household members (or certification that an Application for a SSN is submitted or that no SSN has been assigned)- the federal regulations require that the social security numbers of all Applicant household members must be provided and verified except for those individuals who do not contend to have eligible immigration status- and the name, address and telephone numbers of current and former landlords or current and former housing providers. Failure to

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answer the questions and provide the requested information will result in withdrawal of the Application. BHA staff will be available to guide Applicants, as needed, in understanding the Application process and completing BHA forms. For Federal Programs, verification of U.S. Citizenship or Eligible Non-Citizen status for each household member will also be required at this time.

All sections of the Final Application must be completed by the Applicant and must be signed by the Household Head and Co-Head, where appropriate.

2. Applicant Releases of Information and other required documents

All adult household members will be required to execute the following releases of information or sign information forms as appropriate:

- The single standard **Release of Information** form that is to be signed by the Applicant and each adult household member;
- Non Citizen Rule (Federal Housing only) – Verification of Consent for all household members.
- One copy of the **CORI Release of Information** form advising the household member that CORI will be used; and
- The **Privacy Act Notice**.

Refusal to sign these forms or other documents required to process the Application or conduct screening will result in the withdrawal of the Application.

The BHA has discretion to determine what constitutes adequate and credible documentation. If staff has doubts about the veracity or reliability of information received, they may examine alternative methods of verification with the Applicant or third parties until they are satisfied that the documentation is reliable or that reliable documentation is unattainable. The BHA will not offer housing to an Applicant household who has failed to provide requested documentation or to identify sources who can provide documentation which demonstrates the ability of the household to comply with the essential obligations of the Lease or meet other eligibility requirements.

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5.3.5 Applicant Screening Criteria

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Applicants including all household members for public housing will be screened. The screening criteria in this Admission and Occupancy Policy, are based on those set forth in the HUD and DHCD Regulations (24 CFR Part 960.205 and 760 CMR 5.00 respectively), and require an assessment of the conduct of each Applicant household member age fourteen (14) or older with respect to all the factors listed below:

1. **An Applicant household's performance in meeting financial obligations, especially rent, as required by terms of the BHA Lease**

   A. Primary indicators for meeting financial obligations, especially rent are:

   No more than one (1) rent delinquency in any 12 month tenancy period under review except in cases of acceptable Mitigating Circumstances including incidents of documented domestic or dating violence or stalking which prevented the applicant from meeting his/her financial obligations; payment of rent in full and on time for the period under review, payment of gas, electric, and heating fuel bills in full and on time (no shut-offs or termination of service). Prompt payment of repairs for damage caused by the Applicant, household members and/or guests. Compliance with repayment plans (if any) will also be considered.

   B. Secondary indicators for meeting financial obligations, especially rent. One or more of the following secondary indicators may demonstrate acceptable history under this criterion:

   1. Applicants may present evidence of a recovery from a delinquency, such as sweat equity to pay off a debt and meeting the requirements of payment contracts for rent in arrears. All such evidence must be adequately verified;

   2. Self-employment work histories that show positive performance and habits with respect to the monthly payment of bills or creditors (as verified by vendors or creditors);

   3. Record of payment of consumer loans, credit cards, or lay-a-way accounts (monthly payment in full and on time). Evidence of recovery from a delinquency shall be deemed a Mitigating Circumstance;

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4. Record of monthly payment for utilities in full and on time (other than gas or electric) such as water and sewer, telephone. Evidence of recovery from a utility payment delinquency shall be deemed a Mitigating Circumstance;

5. Record of cable TV payments (monthly payment in full and on time). Evidence of recovery from a delinquency shall be deemed a Mitigating Circumstance;

6. Record of making any kind of regular payments (i.e., monthly payment of a storage bill for household possessions);

7. No liens, defaults or other types of poor payment history;

8. Record of regular on time payments for alimony and/or child support;

9. Ability to secure a vendor payment agreement with payments made directly to the BHA for a period of not less than 24 months or shorter period if agreed to by BHA;

C. Acceptable documentation in support of an Applicant's history of meeting financial obligations includes the following:

1. Credit Bureau Applicant Background Check and Eviction Report information reflecting no negative indicators relative to the ability to pay rent or similar shelter costs. The information on the Credit Bureau report must be consistent with other documentation or statements made by the Applicant;

2. Completed Landlord Verification Form for all prior landlords for the past three years reflects no more than one (1) delinquency in any 12-month tenancy period in payment of rent;

3. Account records (computer printouts) provided by utility companies for any period of tenancy under review reflecting no delinquencies in payment for utilities;

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4. Where a landlord verification is not available, a completed Third Party Verification form: **Ability to Comply with Lease Terms** from a knowledgeable third party source reflecting an ability to meet Lease terms, including the obligation to pay rent;

5. No record of an eviction for non-payment, or failure to pay for damages or other charges due a landlord (If the Applicant has a record of eviction for nonpayment, the applicant must document that s/he was paying at least fifty percent of the total household income towards rent)

6. Other documentation accepted as reliable and credible by the BHA, which is sufficient to support a determination that the Applicant will pay rent and other charges as permitted by the BHA lease on time.

D. Method of Verifying an Applicant's history of meeting financial obligations:

1. If the Applicant household has or has no landlord references (e.g. because of living with friends or family or in an institution or shelter) the BHA shall order a Credit Bureau Report Applicant Background Check and Eviction Report on all adult members of the Applicant household. BHA will conduct a careful examination of the information contained in the Credit Bureau Report. The report will be checked to determine if there are inconsistencies in the Applicant's housing history as reported to BHA on the Final Application form or other documents or a history of evictions filed against the Applicant. BHA staff will consider negative credit information with respect to the Applicant's rent and utility payment history. In cases where the Applicant has no prior housing payment history, the BHA will utilize the payment history for other consumer credit obligations.

   If BHA rejects an Applicant in whole or in part because of a poor credit history reflected in a Credit Bureau Report, BHA will advise the Applicant in writing of:

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- his/her right to examine the Credit Bureau Report; and
- his/her right under applicable law to dispute and correct inaccurate credit information.

Should the Applicant obtain correction of the report, BHA will reconsider the Application and if the Applicant is not determined ineligible again, s/he will be reinstated to each previously selected waiting list using the original date and time of Application and any applicable Priority and/or Preferences.

BHA will consider a poor credit history in light of any Mitigating Circumstances that can be documented by the Applicant (for example loss of employment, illness, medical problems, or incidents of domestic or dating violence or stalking that limited the household's financial resources). BHA will also consider whether non-payment or poor payment of rent and other charges is likely to reoccur once the Applicant obtains housing where the rent is based on a percentage of the household income.

2. If an Applicant has filed bankruptcy and this is reflected in the Credit Bureau Report, BHA will determine if the bankruptcy included debts that were related to tenancy and shelter costs and which would be a basis for rejecting the Applicant if they had not been discharged. Applicants will not be rejected solely on the basis of the bankruptcy filing.
3. Performance in meeting financial obligations will be checked by contacting current and prior landlords, (and utility suppliers if applicable). The BHA **Landlord Verification Form** will be used to gather information about present and past performance in meeting rental obligations. The form will be mailed to the landlords identified by the Applicant or otherwise, along with a release of information form signed by the Applicant.

   Where any adult member of the Applicant household has had past responsibility for utility payments, the BHA may consider account records

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provided by utility companies (excluding those providing telephone and cable TV service).

In lieu of the form referenced above, BHA will accept credible evidence of rent payment or utility payments in the form of canceled rent checks, or money orders for any period of tenancy under review. Situations may arise where an adult member of an Applicant household has not paid rent but has responsibility for utility payments. Their payment of utilities can be an indicator of ability to pay a shelter-related cost.

4. Information from landlords of any adult Applicant household member may be discounted if it appears that the landlord may have misrepresented information about the Applicant Household. Contacts with all prior landlords for the past three-(3) years will be pursued by BHA staff.

5. BHA will examine tenancy history over a longer period of time when the information obtained from the three-(3) year period is incomplete or conflicting. When examining an Applicant's housing history BHA will focus on any periods when any adult Applicant household member made or should have sustained periodic payments in support of housing-related costs.

6. If a current or previous landlord is a relative of the Applicant household, the BHA will give more weight to references provided by unrelated landlords.

7. If verifications of timely rental payments (and utility payments, where applicable) are received from landlords and utility suppliers, no further documentation of past performance of meeting financial obligations, especially rent, need be collected.

8. Payment of funds owed to the BHA or other subsidized housing provider will be considered as some evidence that an Applicant Household is willing to meet financial obligations.

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9. The BHA differentiates between Applicants who are/were tenants named in a Lease or tenants at will whose landlord BHA cannot reach and Applicants who have lived in a dwelling without the landlord's knowledge, thus making it impossible for the landlord to verify the Applicant's residency or ability to meet financial obligations although the landlord may verify residency information, including rent-paying ability, of the tenant occupying the dwelling.

   The BHA will attempt to verify that the landlord of a prior dwelling knows the Applicant. The BHA may accept other credible verification that can establish the address and occupancy status for the period under review. Failure to establish the Applicant's claimed residency in a dwelling will constitute cause for the BHA to withdraw the Applicant's Application.

10. In the absence of credible landlord references with respect to past performance of meeting Lease or tenancy obligations, the BHA may contact someone with knowledge of the Applicant household's or members' behavior and abilities to complete the BHA form, **Third Party Verification: Ability to Comply with Lease Terms**.

    If the current housing provider is a relative, additional information on the Applicant's ability to comply with the Lease terms may be collected by the BHA.

11. If BHA personnel have questions about information received, they may contact the source of the information in order to ask such questions.

2. **A record of disturbance of neighbors, destruction of property, or housekeeping habits at present or prior residences which may adversely affect the health, safety or welfare of other residents or staff, or cause damage to the Apartment or development/AMP on the part of any household member, as prohibited by terms of the BHA Lease**

   A. Primary indicators that the Applicant household will not cause disturbances, destruction of property, damage or will not have unacceptable housekeeping habits are:

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1. No record of activity or behavior that would disturb other residents' or neighbors' peaceful enjoyment of their accommodations; no record of activity or behavior that resulted in damage to an Apartment or residential facility of any kind including grounds or common areas associated with such Apartment or facility; no record of activity or behavior that results in damage to the real or personal property of neighbors;

2. No record of activity or behavior (including housekeeping) that resulted in safety violations, unsanitary or unhealthy conditions in an Apartment or dwelling or the common areas associated with such Apartment or dwelling;

3. Evidence that the Applicant reported maintenance problems to the landlord in a timely manner is a positive indicator.

4. The Authority will consider Mitigating Circumstances such as incidents due to a disability, domestic violence or dating violence or stalking which are related to a history of unsanitary, unhealthy, and/or poor maintenance conditions, or destruction of property in the unit.

B. Secondary indicators that the Applicant household will not cause disturbances, destruction of property, damage, or will not have unacceptable housekeeping habits are:

One or more of the secondary indicators may demonstrate acceptable history under the following criteria:

1. Proper care of one's room or space (especially for a person living with someone else or in a shelter or group home);

2. Proper maintenance of other physical space ((for example a work space)

3. Use of chore service or other assistance in caring properly for an Apartment or living area;

4. The presence of a Personal Care Attendant who will assist in the proper care of the dwelling.

In attempting to determine if the Applicant household will respect the rights of others, the BHA may also consider:

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5. treatment of others with whom the Applicant household lives;

6. treatment of BHA staff with whom the Applicant household comes in contact;

7. treatment of administrators, staff or other participants in programs in which the Applicant household is or has been a participant;

8. recent school and employment relationships.

C. Acceptable documentation that an Applicant and/or household member will not cause disturbances, destruction of property, damages or will not have unacceptable housekeeping habits includes:

1. Credit Bureau Applicant Background Check and Eviction Report reflecting the absence of eviction proceeding for such activity or behavior.

2. Completed Landlord Verification Form for all previous tenancies reflecting the absence of such activity or behavior and reflecting the ability to care for a dwelling and to comply with essential Lease terms;

3. If no landlord verification is possible, a completed **Third-Party Verification: Ability to Comply with Lease Terms** reflecting the absence of such activity or behavior and reflecting the ability to care for the dwelling and to comply with essential Lease terms;

4. Criminal Offender Record Information (**CORI**) reflecting no criminal offenses arising from physical or other abuse of persons or property, disturbances, destruction or damage to property or similar types of activities. Examples of criminal offenses that will be considered under this screening criterion include but are not limited to: threats or harassment, especially civil rights violations, domestic violence, including actual or threatened violence toward members of an Applicant's household or other individuals who are not household members, assaults, assaults and

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batteries, destruction of property, vandalism, situations where children, the elderly or disabled are neglected or abused, criminal conduct which may not in and of itself be considered violent but may lead to violence, reported or other evidence that may constitute a health or sanitation problem;

5. Where disqualifying behavior has occurred, evidence of Mitigating Circumstances shall include evidence that the Applicant household has ceased the behavior or activity and that the behavior and activity is unlikely to re-occur or the individual engaged in such behavior will not be part of the household composition. The evidence must be provided by a Qualified Health Care Provider or other individual qualified to provide such evidence;

6. Where disqualifying damage to property has occurred, evidence of Mitigating Circumstances would require a showing that the Applicant and/or household members ceased the behavior or activity resulting in the damage and that the behavior and activity is unlikely to re-occur or the individual engaged in such behavior will not be part of the household composition. An Applicant household member should show that s/he has paid for the damage or, if s/he didn't make such payment, establish a valid reason why payment for the damage was not made.

D. How a Record of disturbance, destruction of property, damages, unsatisfactory or unacceptable housekeeping habits will be determined:

1. Staff will check for current or past problems in the above areas with the current and former landlord(s) using the **BHA Landlord Verification Form.**

BHA staff shall utilize information from a Credit Bureau Report on the Applicant household.

2. BHA staff will routinely check the BHA's former Resident files to determine whether the Applicant and/or any household member have been residents of the BHA and have vacated in bad standing from the BHA either by threat of eviction, eviction, termination from its rental assistance programs or vacating without notice to the BHA. They also can order a check of court records to determine whether the Applicant or household members have been evicted from other housing.

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3. In addition to checking with landlords, the BHA will make a Home Visit when the following conditions exist:

   a. One unsatisfactory housekeeping reference from a present or prior landlord or housing provider, who may include a provider at a residential program or a shelter has been received;

   b. Reference or verification forms show a marked difference or discrepancies in the housekeeping assessment of the Applicant;

   c. The lack of adequate documentation from an independent source to support a positive assessment of housekeeping habits as required by this screening criteria;

   d. Evidence of poor personal hygiene habits, observed by the Occupancy Specialist at the interview or by other BHA staff, which may be an indication that such habits could disturb the peaceful enjoyment or health of other BHA Residents or affect the habitability of an Apartment.

   The home visit will be documented on the **BHA Home Visit Form**. Where the Applicant is living in a shelter, or other transient housing facilities, BHA staff may visit the site and may confirm compliance with facility rules using the **Third Party Verification: Ability to Comply with Lease Terms.**

   Applicants who fail a home visit will be determined Ineligible.

4. If the Applicant is not currently living under a lease with a landlord, or is living as a tenant at will, the housing provider will be asked to verify the Applicant's ability to comply with BHA Lease terms related to this screening criterion. Any area for which the Applicant has responsibility may be inspected.

5. An Applicant's behavior toward BHA staff may be considered as a reflection of future behavior toward neighbors and/or BHA staff. Physical abuse or threats by an Applicant toward BHA staff will be noted in the file and included in the Screening evaluation. BHA staff will also note health or hygiene habits when such habits, in the opinion of the BHA staff, are serious enough to interfere

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with the ability of staff to conduct the interview and/or to disturb future neighbors. Where personal hygiene is a question, a final determination will be made based on available information which may include a home visit and which will be made after consultation with the Assistant Director of Occupancy for Screening.

3. A record of involvement in criminal activity on the part of any Applicant household member in crimes of physical violence to persons or property, crimes of fraud, prostitution or larceny and other criminal acts including the use and/or distribution of an illegal drug, or the illegal use (or pattern of illegal use) and distribution of any illegal drug, or abuse (or pattern of abuse) of alcohol which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other Residents, as prohibited by the BHA Lease

A. Persons convicted of sexual offenses and subject to a lifetime sexual offender registration requirement are permanently prohibited from admission to Federally assisted developments/AMPs and they are only eligible for admission to State aided developments upon establishing acceptable Mitigating Circumstances. The BHA will conduct criminal history background checks sufficient to determine whether any household member is subject to such a registration requirement.

B. Persons that have been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of Federally-assisted housing are permanently prohibited from admission to Federally assisted developmentsAMPs and are only eligible for admission to State aided developments upon establishing acceptable Mitigating Circumstances.

C. Examples of primary indicators that an Applicant and/or household member has not engaged in criminal activity:

The absence of CORI or other evidence of criminal activity or behavior, excluding minor offenses

D. Criminal activity/drug related criminal activity, other factors and considerations:

1. **Rehabilitation and Mitigating Circumstances –** With respect to potentially disqualifying criminal behavior, evidence of Mitigating Circumstances or rehabilitation must be substantial and commensurate with the seriousness of the crime.

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BHA will consider the particular circumstances of the offense, the seriousness of the offense, the degree of damage, disruption and inconvenience caused by the offense, the passage of time since the offense, and whether the offender has been a good citizen and remained free of trouble since the offense.

BHA may consider evidence of the Applicant's or household member's behavior and reputation in the community both before and after the offense, and any other evidence indicating a likelihood that the offender will not engage in any future criminal activity.

Example of rehabilitation: If an Applicant or household member has an isolated incident of criminal activity which is neither violent nor drug related in the past, then clear and verifiable evidence of good citizenship sustained over a significant period of time may establish that the Applicant or household member has been rehabilitated.

Example of Mitigating Circumstances: If an Applicant or household member has an isolated conviction for larceny but establishes that he or she had an emergency need for money to pay for prescription drugs due to the illness of a household member, or if such behavior was a result of domestic or dating violence or stalking, such justification, if documented, may constitute Mitigating Circumstances sufficient to outweigh the offense.

2. BHA will not admit a current user of illegal drugs. The Fair Housing Act explicitly states that current users of illegal drugs are not a protected class. BHA will not exclude former users of illegal drugs solely because of their former illegal drug use. Evidence of use within the past year (12 months) creates a rebuttable presumption that the individual is a current user.

3. The fact that an Applicant or household member may have been an illegal drug user in the past does not automatically excuse any disqualifying behavior that the Applicant or household member may have engaged in while an illegal drug user. If the BHA has cause to believe a former illegal drug user is still using illegal drugs, BHA has cause to reject the Applicant because of his/her current illegal drug use.

4. Documentation that a former illegal drug user is not currently using illegal drugs could include:

    a. Verification from a Qualified Health Care Provider stating that the former illegal drug user has been or is currently in treatment, that there is a reasonable

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probability that the Applicant will be successful in refraining from use of illegal drugs, that the Applicant is complying with the requirements of the treatment program, and is not currently using an illegal drug;

b. Verification from a self-help program (for example, Narcotics Anonymous) stating that the former illegal drug user has been or is participating in their program, that there is a reasonable probability that the Applicant will be successful in refraining from use of illegal drugs, and is not currently using an illegal drug;

c. Verification from a probation or parole officer stating that the former illegal drug user has met or is meeting the terms of probation or parole **and** that periodic screens have not revealed the presence of illegal drugs;

d. Voluntary drug testing. An Applicant or household member cannot be required to undergo drug testing as a condition of eligibility. However, if s/he chooses to be tested, testing shall meet the following requirements:

- The drug test must be conducted at facilities that use the National Institute of Drug Abuse Guidelines (implementing EO 12564 and Pub. L. 100-71; these guidelines were published April 11, 1988 in the Federal Register);
- The test must screen for illegal drugs only and the Applicant's use of prescription drugs that contain controlled substances must be taken into account; and
- The BHA will pay for all costs associated with drug testing unless the costs are otherwise reimbursed.

5. If an Applicant or household member is currently in treatment for illegal drug use (as opposed to successfully completed treatment) or if an Applicant or household member has a history of drug treatment followed by further illegal drug use, the Applicant or household member must convincingly demonstrate (by providing additional verifiable information) in what way the current situation and claim of

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non-drug use is different from the previously unsuccessful efforts to stop using drugs. BHA must have an acceptable demonstration that the likelihood of a change in behavior is significantly greater than in the past.

In such cases, an Applicant or household member should successfully complete the current treatment program and maintain acceptable behavior in the community for a reasonable period established by the BHA.

6. Where an Applicant or household member has committed one or more crimes and establishes a direct causal link between the crimes and former illegal drug use, BHA will consider the evidence of rehabilitation from the illegal drug use. Rehabilitation does not mean that the BHA will ignore the criminal behavior if other factors apart from illegal drug use may have had a causal effect on the criminal acts. A demonstration that a former illegal drug user is not a current user does not necessarily excuse crimes committed while s/he was using illegal drugs. S/he must reliably establish that drug use caused the crimes, that s/he is rehabilitated, **and** that there is a likelihood of no further criminal behavior.
7. **Alcohol Abuse and Screening –** Alcohol is a legal drug. Use of alcohol is not a basis for rejecting an Applicant. An Applicant or household member who is an alcoholic may qualify as a person with a disability under State and Federal anti-discrimination laws and be entitled to certain protections afforded to Disabled Persons.

   It is BHA's policy that an Applicant or household member who is an alcoholic must meet the same screening criteria and standards as any other person. If an Applicant's (including household members) housing history demonstrates unacceptable behavior that is grounds for disqualification and there are inadequate Mitigating Circumstances, screening staff will have grounds to reject the Application, even if the behavior is claimed to be alcohol related. BHA's screening is directed at the Applicant's (and household members) behavior, not their condition.

E. How criminal activity including drug related criminal activity or activity under the "One-Strike" Policy on the part of the Applicant or a household member will be checked:

1. Possible involvement in criminal activity by the Applicant and/or any member of an Applicant's household that, if repeated by the Applicant or a household member as a Resident, would adversely affect the health, safety or welfare or physical security of property of other Residents, BHA staff or guests, will be checked by use of Criminal Offender Record Information (CORI)

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provided by the Massachusetts Criminal History Systems Board, criminal histories provided by other states/jurisdictions, Federal authorities, court records, and other evidence of criminal activity. In addition, the current or former landlord will be asked about criminal activity during the residence of any member of an Applicant household.

2. The BHA will use CORI or **youthful offender record information from the Massachusetts Criminal History Systems Board, or other youthful offender record information as it may lawfully receive from other jurisdictions** to check all adult household members and non-adult household members, 14 years of age or older, of the Applicant household for any evidence of:

   a. criminal convictions, both felonies and misdemeanors, regardless of when the conviction occurred;

   b. any criminal charges which are currently pending before the courts of the Commonwealth or any jurisdiction, including the Federal courts.

3. Criminal record information shall be used in accordance with procedures established by the Massachusetts Department of Housing and Community Development (DHCD) memorandum dated December 11, 1991 as it may be amended, and 803 CMR 5.00 or equivalent requirements of any other jurisdiction.

4. If the Criminal record information shows that a case is continued without a finding (CWOF) or "placed on file" it cannot be used as a determination that the Applicant or household member, in fact, engaged in criminal activity without other independent evidence of the criminal activity charged. Independent evidence might include: police reports documenting criminal activity, statements from the arresting officer or other reliable information that the Applicant and/or a household member committed the crime charged.

5. (a) If the Criminal record information indicates that an Applicant and/or household member has a record that would establish a basis for an Ineligibility finding, the Applicant will be notified of the negative information received, provided with an opportunity to review the information and to offer any information as a Mitigating Circumstance before a final determination of Ineligibility is made by the BHA.

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(b) If the Applicant believes that the Criminal record information is inaccurate, he/she must submit to BHA a written notice to this effect. The notice must be provided to BHA within the time specified in BHA's notice to the Applicant.

(c) Upon receipt of the Applicant's written notice disputing the accuracy of Criminal record information, BHA will provide the Applicant a reasonable amount of time to provide credible evidence of the report's inaccuracy.

6. Applicants shall be advised at the time of both Preliminary and Final Application intake that past and future criminal behavior by the Applicant and or a household member will jeopardize admission to BHA's public housing program.

7. Depending on the circumstances, any of the following crimes committed by the Applicant or a household member may, alone or in conjunction with other crimes, result in the rejection of an Applicant household:

   - use, possession or distribution of illegal drugs;
   - a property-related crime such as burglary, larceny, fraud, automobile theft, receipt of stolen goods, and attempts at such crimes;
   - a crime against another person such as murder, manslaughter, assault and battery, assault and battery with a dangerous weapon, robbery, kidnapping, mayhem, rape, spouse or child abuse or any similar type crimes, and attempts at such crimes;
   - a crime that endangers or threatens the health, welfare or safety of others such as lewd conduct, indecent exposure, prostitution, disorderly conduct, public drunkenness, assault, harassment, reckless driving, leaving the scene of an accident, motor vehicle homicide, failure to stop for a police officer and attempts at such crimes.

8. BHA will consider the likely impact of a recurrence of past criminal conduct in a BHA community. BHA will consider the danger that such activity creates and its potential effect on the health, welfare or safety of Residents and staff and the security of their property. In evaluating criminal activity, BHA will consider each offense, its seriousness, its age, its potential impact on other persons including the victim, any possible recidivism, any Mitigating Circumstances including any criminal activity which was a direct result of incidents of domestic or

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dating violence or stalking, and any rehabilitation or efforts at rehabilitation which make a recurrence unlikely.

4. A record of eviction from housing, involuntary termination from rental assistance programs or involuntary termination from residential programs

A. Examples of primary indicators that an Applicant and/or household member has not been evicted from housing or involuntarily terminated from residential programs are:

1. No record of eviction or termination from any apartment, dwelling, shelter, other housing, rental assistance program or a residential program;

2. No negative information received from a present or former landlord or housing provider;

3. The Applicant household member is currently in a residential program and is meeting all requirements of the program;

4. No record of summary process proceedings having been commenced in a District Court or Housing Court which resulted in a judgment against the Applicant or household member or in which the Applicant or household member voluntarily agreed to vacate due to the fault of the tenant.

5. The Authority will consider Mitigating Circumstances such as incidents due to a disability, domestic violence or dating violence or stalking which are related to a history of eviction or termination from any apartment or other housing program(s).

B. Secondary indicators that an Applicant and/or household member(s) have not been evicted from housing, or involuntarily terminated from residential programs or from rental assistance programs are:

1. The Applicant (or a household member) was asked to leave the program for a rule violation that is not related to BHA Lease compliance;

2. The Applicant or household member leaves a program but returns and is accepted for continued participation;

3. No references from current or past landlords or the Credit Bureau Applicant Background or Eviction Report indicating that the Applicant or a household member was

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ever served with a Notice to Quit or Notice of Termination when the reason for termination is due to the fault of the tenant;

C. Acceptable documentation that an Applicant or household member has not been evicted from housing, terminated from a rental assistance program or involuntarily terminated from a residential program is:

1. A completed **Landlord Verification Form** for the current tenancy and all prior tenancies and the Credit Bureau Applicant Background Check and Eviction Report reflecting no evictions due to the fault of any Applicant household member.

2. If a landlord verification is not possible, a completed **Third-Party Verification: Ability to Comply with Lease Terms** showing no "fault" evictions or terminations.

D. How a record of eviction from housing, termination from a rental assistance program or involuntary termination from a residential program will be checked:

1. Staff will check BHA's records, landlord records and court records to determine whether the Applicant and/or a household member has been evicted from the BHA, any Other Publicly Assisted Housing Programs, or any other property in the past. BHA will also use Credit or Eviction Service information to check for a record of eviction.

2. A record of involuntary termination from a residential program will be checked with police, service agencies and with the provider.

3. Conditions of former tenancy may not be attributable to an Applicant or household member where the Applicant or household member was not the responsible tenant in the former housing. If the responsible tenant was not the Applicant or a household member, the Applicant will not be held accountable by the BHA for the rental delinquency or other problems of the former tenant unless it can be demonstrated that the Applicant or household member contributed to the cause of the involuntary termination.

4. Any household member who signed a previous Lease will be considered responsible for the actions occurring during the former tenancy.

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5. Staff will consider the date and circumstances of any past eviction or program termination in determining its relevance to a BHA tenancy. Staff will consider if the eviction or program termination resulted from an Applicant's (or household member's) violation of rules and if a similar violation would violate the BHA Lease. Thus, infractions of rules in a residential program that have relevance to the BHA's Lease will be given greater weight than violations of rules that are specific to the residential program and have little or no relevancy to those requirements.

5. Ability and willingness to comply with the BHA Lease and other program requirements (*This screening criteria will be applied ONLY in the absence of satisfactory landlord documentation.)*

A. Examples of primary indicators of ability and willingness to comply with the lease terms are:

1. The Applicant household can meet this criteria on its own or with assistance;
2. Through a home visit (if required) the dwelling or living area is clean and no destruction of property is evident;
3. The Applicant household has the ability to manage regular monthly payments of some kind; the Applicant household responds to mail and appears promptly for appointments;
4. The Applicant household observes applicable lease terms or rules in his/her current housing or shelter situation;
5. There is no record of disturbing neighbors; and
6. The Applicant and/or household members have avoided criminal activity.

B. Secondary indicators of ability and willingness to comply with the lease terms are:

1. Evidence of rule compliance in any residential program (shelters, transitional facilities, group homes) or other program in which the Applicant or household member is participating (for example drug or alcohol treatment);
2. Job or school references showing compliance with applicable rules.

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C. Acceptable documentation that an Applicant and/or household members have not been evicted from housing or involuntarily terminated from a residential program is:

1. Verification from the current and all previous tenancies and the Credit Bureau Applicant Background Check and Eviction Report reflecting no evictions. If no traditional landlord verification is possible, BHA may require a completed **Third-Party Verification: Ability to Comply with Lease Terms** showing no "fault" evictions or terminations. Any discrepancies in the information on these forms must be resolved to the BHA's satisfaction.

2. Other documentation accepted as reliable and credible by the BHA, which is sufficient to support the Applicant household's claim of no "fault" evictions or program terminations.

3. The Authority will consider Mitigating Circumstances such as incidents due to a disability, domestic violence or dating violence or stalking which are related to a history of eviction or termination from any apartment or other housing program(s).

D. How ability and willingness to comply with the Lease terms will be checked:

1. If each member of an Applicant household is able to document that s/he is both willing and able to comply with BHA Lease terms at current and former residences through a combination of third party references, landlord references and a home visit (if required), this criterion will be considered to have been satisfied.

2. Ability to comply with BHA Lease terms will be checked when the Applicant household is currently living in a setting that does not require compliance with Lease terms or is "doubled-up" with another household. An Applicant household is considered "doubled-up" when living with another household and is not the tenant household of record.

3. Staff will send the **Third-Party Verification: Ability to Comply with Lease Terms** form to the housing provider, i.e., landlord or other parties that may be able to provide information related to the tenancy. When the Applicant household is doubled-up, the form will be sent to the

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provider as distinguished from the host household with whom the Applicant household is living. Staff will also complete the **Applicant checklist: Ability to Comply with Lease Terms** in an interview with the Applicant.

If the housing provider (the provider may have no knowledge that the dwelling is housing two households) is unable or unwilling to complete the **Third-Party Verification: Ability to Comply with Lease Terms**, BHA will send the form to other third parties or persons who have or should have knowledge of the Applicant household's current living arrangements and to the head of the host household. BHA will assess the credibility of the information in the completed form in light of any family ties between the host household and the Applicant household and any other pertinent circumstances.

5.3.6 Outcome of Screening Process

1. Households determined to be Eligible and Qualified after screening will be notified by the BHA of the approximate date of occupancy insofar as that date can be reasonably determined. The BHA will make reasonable effort to estimate accurately an approximate date of occupancy. However, the date given by the BHA is not a guarantee that Applicants will be housed by that date. The availability of a suitable apartment to offer a Household is contingent upon factors not directly controlled by the Authority, such as turnover rates, and availability of apartments of the appropriate size and/or with special features.

2. Rehabilitation and Mitigating Circumstances

In the event of the receipt of unfavorable information with respect to an Applicant the BHA will notify the Applicant in writing, and the BHA shall permit the Applicant to show whether there are Mitigating Circumstances, which may include a showing of rehabilitation or rehabilitating efforts, sufficient so that when the potentially disqualifying conduct is weighed against the Mitigating Circumstances, the BHA is reasonably certain that the Applicant will not engage in any similar conduct in the future. In making this determination, the BHA shall consider all relevant circumstances, including the severity of the potentially disqualifying conduct, the amount of time which has elapsed since the occurrence of such conduct, the degree of danger, if any, to the health, safety and security of others or to the security

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of the property of others or to the physical conditions of the housing development/AMP and its common areas if the conduct recurred, the disruption and inconvenience which recurrence would cause the BHA, and the likelihood that the Applicant's behavior in the future will be substantially improved. The greater the degree of danger, if any, to the health, safety and security of others or to the security of property of others or the physical condition of the housing, the greater must be the strength of the showing that a recurrence of behavior, which would have been disqualifying, will not occur in the future.

3. Applicants determined unqualified for admission will be promptly notified. These Applicants will receive a Notice of Ineligibility from the BHA, stating the basis for such determination and advising them of the opportunity for an informal review of the determination. Rejected Applicants will also be informed that they have a right to request reconsideration if the reason for rejection is related to a disability and a reasonable accommodation on account of that disability may make it possible for them to be housed in accordance with the Screening Procedures.

5.4 Confidentiality of Applicants' Files

The contents of Applicants' files at the BHA are confidential and will not be misused or the information therein improperly disseminated. BHA will not share the contents of an Applicant's file with persons not authorized to view the file.

5.5 Personal Care Attendants (PCAs)

5.5.1 Definition

1. A Personal Care Attendant ("PCA") is defined as a person who:

   a. is determined by BHA based upon medical documentation from a Qualified Healthcare Provider to be essential to the care and well being of an Elderly or Disabled person or persons; AND

   b. may or may not reside with the Elderly or Disabled person or persons; AND

   c. is not obligated to support the Elderly or Disabled person or persons; AND

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d. in the case of a live-in PCA, would not be living in the apartment except to provide the necessary supportive care; AND

e. has no right to the apartment as a Residual Tenant except as provided in 5.5.2.8.

f. does not have his/her income included in Elderly or Disabled persons household for the purposes of determining total household income and rent except as provided in 5.5.2.8.

5.5.2 Policy on Addition of a licensed PCA to the Household

General Provisions

1. Any PCA must meet the definition of a PCA as stated above.

2. A PCA can be a single person or a person with a household.

3. No addition of a PCA and his/her household, if applicable, shall result in **overcrowding** of the apartment.

4. No PCA and his/her household, if applicable, has/have the right to the apartment as a Residual Tenant except as provided in 5.5.2.8.

5. Any PCA and his/her household, if applicable, must sign a waiver of residual residency status except as provided in 5.5.2.8.

6. Any PCA and his/her household, if applicable, must meet the criteria in the BHA's Screening Policy.

7. Any PCA and his/her household, if applicable, will be counted as a member of the resident's Household for the purposes of determining the appropriate apartment size ONLY

8. A relative who satisfies the definition above will be notified in writing that s/he may be qualified as a PCA and can choose one of the following two options:

    1. S/he can qualify as a PCA, choose not to include his/her income as part of the Total Household Income and sign a waiver of residual residency status. OR

    2. They can qualify as a PCA, have their income included as part of the total Household income and retain rights as a remaining member of the Household.

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5.6 Citizenship, Eligible Non-Citizen Status and Restrictions on Assistance to Non-Citizens (Federal Program Only)

In federal developments/AMPs, BHA will restrict assistance to citizens and to Non-Citizens with Eligible Non-Citizen status, in accordance with HUD's final rule, effective June 11, 1999. Each household member's status as a U.S. citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified unless there is an election not to contend. Determination of eligibility or partial eligibility for public housing benefits (Federal Program only) is affected by citizenship status. One household member must be a citizen or Eligible Non-Citizen.

1. Evidence of Citizenship or Eligible Non-Citizen Status

See Section 5.3.2.1 (h) "Verification of Household Composition" above for acceptable evidence of citizenship or Eligible Non-Citizen Status.

2. Verification of Citizenship Status

The BHA will verify the citizenship or Eligible Non-Citizen status of at least one household member prior to a determination of eligibility. BHA may verify citizenship or Eligible Non-Citizen status of other household members (other than those who elect not to contend) prior to a determination of eligibility but no later than the date of a Household's first or next annual re-examination after admission if the verification was not completed at the time of admission.

3. Mixed Households

- An eligible mixed Household is defined as a Household containing members who are citizens or with Eligible Non-Citizen status, as well as members without such status, and that meets the criteria for eligibility for continued assistance.

- Continued financial assistance may be provided to an eligible mixed Household, but it will be prorated based upon the percentage of Household Members that are eligible for assistance. If an Applicant Household elects to be placed on the waiting list for either Federal or State programs and to pay prorated rent in Federal Housing rather than waiting for assignment to a State-Aided Housing program, the Applicant will be obligated to accept an apartment offer in either program. Refusal of the offer shall be considered a rejection unless there has been a

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change in circumstances. (See Good Cause or Reasonable Accommodation– Section 6.2.5)

4. Financial Assistance

- The BHA may provide financial assistance to an individual or Household prior to verifying the eligibility of the individual or one household member.

- Assistance will be prorated based upon the number of individuals in the Household for whom eligibility has been affirmatively established.

5. The BHA will deny assistance to an Applicant or terminate assistance to a resident in the following situations:

   1. Evidence of citizenship or Eligible Non-Citizen status is not submitted by the date set by the BHA or by the expiration of any extension granted by the BHA;

   2. Evidence of Eligible Non-Citizen status is submitted in a timely fashion, but INS primary and secondary verification does not verify Eligible Non-Citizen status of a household member; and

      a). The Household does not pursue an INS appeal or informal hearing rights; **or**

      b). The INS appeal and informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the Household Member; **or**

   3. The BHA determines that a Household Member has knowingly permitted another individual who is not eligible for assistance to reside on a permanent basis in the public or assisted housing apartment of the Household Member. Such termination shall be for a period of not less than 24 months. This provision does not apply to a Household if the ineligibility of the ineligible individual was considered in calculating any proration of assistance provided for the Household.

6. The BHA will not delay, deny, reduce or terminate assistance to an Applicant or resident on the basis of ineligible Non-Citizen status of a household member if:

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1. The primary and secondary verification of any immigration documents that were submitted in a timely manner has not been completed;

2. The household member for whom required evidence has not been submitted has moved from the assisted apartment;

3. The household member who is determined not to be in an Eligible Non-Citizen status following INS verification has moved from the assisted apartment;

4. The INS appeals process has not been concluded;

5. For residents, following notification of the INS decision on appeal, or in lieu of a request of appeal to the INS, an informal BHA hearing has been requested by the Household and said hearing process has not been completed (under the regulations, the BHA may delay but not deny assistance to an Applicant during the pendency of the informal hearing process);

6. Assistance is prorated in accordance with the applicable Federal requirement; or

7. Assistance for a mixed Household is continued in accordance with applicable Federal requirements; or

8. Deferral of termination of assistance is granted.

7. Preservation of Assistance

7.1 For Resident Households:

a) Prorated Assistance

- Available for a mixed Household that qualifies other than a Household who requests and receives Temporary deferral of Termination Assistance.

- Proration is calculated in accordance with Federal requirements.

b) Temporary Deferral of Termination of Assistance

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A mixed Household that qualifies for prorated assistance but decides not to accept prorated assistance may be granted a Temporary Deferral of Termination of Assistance.

- The BHA will notify a resident Household in writing at least 60 calendar days in advance of the expiration of a deferral period if termination will no longer be deferred.
- An applicant for refugee or asylum status may receive a Temporary Deferral of Termination of Assistance pending a determination of status.

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CHAPTER 6: ASSIGNMENTS

6.1 Apartment Occupancy Guidelines

6.1.1 Occupation by Households of Appropriate Size

It is BHA's policy that apartments will be occupied by Households of the appropriate size as determined by the Occupancy Standards.

6.1.2 Table of Occupancy Standards

The following table of maximum and minimum number of persons per apartment and assignment standards will govern the number of bedrooms required to accommodate a household of a given size and composition:

Occupancy Standards

Number of Bedrooms	*Min. Persons/Apt.*	*Max. Persons/Apt.*
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10
6BR	6	12

The Elderly/ Disabled Program does not have any Apartments larger than two bedrooms. Thus, Households requiring more than two (2) bedrooms may only apply for the Family Program.

6.1.3 Apartment Assignments

Apartments shall be so assigned that:

1. The Head of Household and his /her spouse or partner shall be entitled to one bedroom.

2. Household Members under the age of twenty-five (25) who are of the same sex shall share a bedroom, with the following exemptions:

   A. Household Members more than ten years apart in age and regardless of gender may qualify for separate bedrooms, if the older Household Member is fourteen years of age or older. For

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example, a fifteen year-old Household Member may be eligible for a separate bedroom when living with a one-year old Household member of the same gender. HOWEVER, a thirteen year-old Household Member can be required to share a bedroom with a five-year old Household Member of the same gender.

B. Persons of different generations or opposite sex, other than head and spouse or partner, are not required to occupy the same bedroom.

3. An unborn child **shall** be counted as a person in determining apartment size for admission purposes only, not for qualification for transfer

4. Each Applicant shall be listed for only one apartment size. However, if the Applicant's Household qualifies for two apartment sizes, the Applicant may choose to be listed for either of these sizes.

5. Single person Households may elect to be placed on a studio waiting list(s)/AMPs of choice and shall be assigned only to a studio Apartment..Applicants electing this option after housed may apply for an Emergency Transfer to move to a one-bedroom at a development of choice **if**:

   a) Has been a BHA Resident for at least two years; and
   b) Is a Resident in good standing. No waiver of this requirement shall be approved.

6. Single person Households may elect to be placed on a one-bedroom waiting list(s)/AMPs of choice and shall be assigned only to a one-bedroom Apartment.

7. Transfer Applicants currently residing in a studio or a one-bedroom unit shall not be offered studio/efficiency units.

8. Spouses, partners and children who would otherwise be required to share a bedroom under BHA's policies may be assigned separate bedrooms for substantial health-related or reasonable accommodation reasons which are thoroughly documented by a Qualified Healthcare Provider.

9. A living room will not be counted as a bedroom, except in BHA's studio/efficiency apartments or for the use of an overnight Personal Care Attendant (PCA).

10. First floor apartments as they become available will be offer first to BHA residents who are approved as reasonable

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accommodation transfers to such unit types. If there are no approve reasonable accommodation transfers for this type units, they will be offered to a screened and qualified Applicant who is approved as a reasonable accommodation for a first floor unit. If there are no approved Applicant, such unit will be offered to the next highest ranked Resident or Applicant on the waiting list.

6.2 Offers and Good Cause or Reasonable Accommodation

6.2.1. A. Method of Applicant Assignment from a Waiting List

The plan for assignment of Qualified Applicants from a waiting list and assignment of apartments to assure equal opportunity and non-discrimination on grounds of race, color, sex, sexual orientation, handicap, disability, familial status, marital status, religion or national origin is established in accordance with HUD & DHCD Regulations. Under this plan, the Eligible Priority One Applicant with the highest Priority and/or Preference(s) and earliest approval date of such Priority and/or Preference(s) will receive one offer of an apartment of appropriate size at a development/AMP of choice. Failure to accept the housing offer to a unit of appropriate size and type will result in the withdrawal from all public housing waiting lists/AMPs and the Applicant will lose any approved Priority and/or Preference(s).
Furthermore, the Applicant will only be eligible to re-apply for the same Priority/Preference after one year from the date of the most recent apartment assignment rejection. During the 1-year period after an Applicant is removed from all waiting lists, BHA will only consider them for Priority and/or Preference status when an Applicant experiences a change in circumstances which justify a different Priority/Preference. An Applicant who is removed from all waiting lists due to apartment offer rejection may therefore apply for another Priority of different, equal or higher point value or the same Priority due to different underlying circumstances (See Section 4.4.5 for Priority point values).

BHA will recognize the new Priority and/or Preference status after verification and place the Applicant on awaiting list using the new status and the date of the new application.

Amongst Standard Applicants, the Eligible Applicant with the earliest application date is made one offer of an apartment of appropriate size and type. Failure to accept an offer of housing will result in the withdrawal for the particular site.

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When an apartment of the appropriate size and type is available and ready for occupancy, the apartment offered will be the apartment with the earliest "ready" vacate date entered into BHA's database.

6.2.1.B. Method of Approved Transfer Applicant Assignment from a Waiting List

It is the policy of the BHA that:

1) Every other fourth available apartment for each bedroom size and unit type category by development/AMP shall be offered to the next approved Emergency Transfer Applicant at the top of the Emergency Transfer waiting list/AMP, **and**

2) Every eighth apartment for each bedroom size category by development/AMP shall be offered to the next approved Under or Over Housed Transfer at the top of the On-Site Under or Over Housed Transfer list/AMP provided that the Development is at a 98% occupancy rate.

If the development is at 98% occupancy rate and there are no approved On-Site Under or Over housed transfers, the eight unit shall be offered to the next approved Emergency Transfer Applicant. If there are no approved Emergency Transfers, the eight unit shall be offered to the next highest ranked approved Applicant.

If the development is not at 98% occupancy rate, the eight unit will be offered to the next highest ranked approved Applicant.

3) All approved Emergency **OR** Under or Over Housed Transfer Applicants shall be made only one housing offer to a unit of appropriate size and type. Failure to accept the housing offer will result in the withdrawal of the approved transfer and the resident may not re-apply for the same transfer type for a period of twelve months from the date the housing offer was rejected.

6.2.2 More than One Apartment Available

If two or more apartments of the appropriate size and type are available, the first apartment to be offered will be the apartment with the earliest time and vacate date that has been entered as "ready" and "available" for a housing offer into the database.

6.2.3 Method of Identifying Available Apartments

The BHA has a system for identifying vacated apartments available for offers in the database. Apartments are identified through the use of a Vacancy Action Form indicating the status of each vacated apartment. An apartment may be identified as

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"vacant" in which case it will be available for offer to Applicants and Transfer Applicants on a waiting list. Alternatively, a vacated apartment may be placed in one of the following categories that will make it temporarily or permanently unavailable for offer from a waiting list.

(B) Breakthrough	Apartment will be combined with another Apartment to create a larger Apartment.
(D) Demolition / Disposition	Apartment No longer exists due to gut rehabilitation, building demolition or disposition.
(F) Funded for Modernization	Apartment planned for or under construction as part of a funded modernization program.
(L) Lottery	Apartment is part of a special re-occupancy program in which Apartments or residents are selected by a lottery.
(P) Potential Redevelopment – Hope VI	Apartment is off line pending funding for major rehabilitation.
(S) Supported / Congregate	Apartment is designated for residents under supported services agreement
(A) Non – Residential	Apartment will be used for Management, Resident Custodian, Agency, Police, Special Assignment, Laborer, or LTO. Requires Non Dwelling Conversion Approval.
(E) Employee Occupied	Will be used as a dwelling unit by a Resident Custodian or Special Assignment Laborer.
(M) Administrative Transfer	Relocation of residents for development/AMP renovation, relocation of residents from/to an Accessible/Adapted Apartment, or Temporary Transfer required to permit work required for extraordinary maintenance.
(R) Temporary Relocation	Held for temporary relocation of residents due to a funded phase of modernization.
(U) Uninhabitable/Unfunded	Temporarily unavailable due to serious code violations or essential system failures which require more than 1 month to correct.
(Q) Turnover Conditions	Currently unavailable – Requires clean-out and/or maintenance repairs before an offer is made

Apartments in the above listed categories which have not been made permanently unavailable, will be returned to " Vacant" status and made available for offer to Applicants and Transfer Applicants on a waiting list as soon as practicable.

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6.2.4 Accepting/Rejecting Housing Offers

1. When assigned an apartment, an Emergency Transfer or Under or Over Housed Transfer or Applicant will be offered only one apartment. An Emergency Transfer, or Under or Over Housed Transfer or Applicant must accept an apartment offered within five (5) working days of the date the offer is communicated by the Occupancy Department (by phone and mail). Failure to accept an apartment offer will result in the following actions unless the Emergency Transfer or Under or Over Housed Transfer or Applicant can establish extenuating circumstances for his/her failure to respond:

   - A) Emergency Transfers and Priority One applicants will be removed from all public housing waiting list(s)/AMP upon the refusal of a housing offer to a unit of appropriate size and type. Applicants will lose any approved Priority and/or Preference(s). The Emergency Transfers will lose the approved Emergency type. Furthermore, the Emergency Transfers and Applicants will only be eligible to re-apply for the same Priority and any applicable approved Preference(s) or same Transfer type after one year from the date of the most recent apartment assignment rejection.
     During the 1-year period after Emergency Transfers and Applicants are removed from all public housing waiting lists/AMP, BHA will only consider them for Priority and/or Preference(s) or Transfer type status when a Resident or an Applicant experiences a change in circumstances which justify a different Priority/Preference(s) or Transfer type. An Applicant or Resident who is removed from all waiting lists due to apartment offer rejection may, therefore, apply for another Priority or Transfer of different, equal or higher point value or the same Transfer or Priority due to different underlying circumstances (See Section 4.4.5 for Priority point values).

   BHA will recognize the new Transfer type and Priority and/or Preference status after verification and place the Applicant on a waiting list using the new status and the date of the new application/transfer.

   - Non-emergency On-site Under or Over Housed approved transfers shall not be affected by this refusal.

     B) All other Applicants will be removed from the development/AMP waiting list of the site where the offer

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was made and may not re-apply for this site for a period of twelve months. In the case of an "Internal Applicant", if the resident is over or under housed the BHA shall take legal action upon the refusal of an offer of housing to a unit of appropriate type and size. On-Site Under or Over Housed transfer applicants will be withdrawn from the On-site waiting list and the resident will be subject to legal action(s). In addition, if there is an approved Emergency transfer this transfer shall be withdrawn as well if the unit rejected would have addressed the resident's needs and the resident may not re-apply for the same transfer types for a period of twelve months.

2. **Applicant Acceptance of Housing Offer**: Applicants who are offered a unit of appropriate size and type must accept said offer, and move to their assigned unit within 30 calendar days of the offer of housing unless otherwise agreed upon by the BHA in writing. Failure to move to the unit within the 30 calendar days or agreed date shall be considered as an unacceptable housing offer refusal.

3. **BHA Resident Acceptance of Housing Offer**: BHA Residents who are offered a unit of appropriate size and type must accept said offer, move to their new unit and vacate their current unit within 30 calendar days of the offer of housing unless otherwise agreed upon by the BHA in writing Failure to move to the unit within the 30 calendar days or agreed date shall be considered as an unacceptable housing offer refusal.

4. If the BHA resident fails to **completely** move to the offered unit within the 30 calendar days from their housing offer notification or BHA agreed date, the resident shall be subject to rent charges as approved by HUD and DHCD. See Chapter 7.8

6.2.5 Good Cause or Reasonable Accommodation

In certain cases, applicants for admission or residents seeking transfers may require special consideration regarding their housing placement or transfer. Such consideration may address a particular verifiable need with respect to housing accommodations or may be needed to avoid a verifiable hardship.

If the Authority determines, after reviewing the request for such consideration and the documentation submitted in support of it, that the Applicant or transfer applicant qualifies, he/she will be approved for an assignment for Good Cause or Reasonable Accommodation.

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Applicants for admission must apply for Good Cause or Reasonable Accommodation prior to receiving an offer of an apartment in order to assist the BHA in assigning an appropriate apartment. Residents seeking transfer must apply for Good Cause or Reasonable Accommodation at the time they submit a transfer request at their local management office or before they receive a transfer offer. The BHA maintains a detailed inventory of physical characteristics for all of its apartments for this purpose. These apartment characteristics, as well as the location of the developments/AMPs, will be used in matching an Applicant or transfer applicant in order to address the Good Cause or Reasonable Accommodation need.

The need for an assignment based upon Good Cause or Reasonable Accommodation shall be identified by the Applicant during screening with the assistance of Occupancy Department staff.

The need for a transfer to a particular type of apartment for Good Cause or as a Reasonable Accommodation or to a particular area of the city will be identified by the resident at the time of applying for transfer with assistance of the staff at his/her development/AMP or appropriate BHA staff reviewing the transfer request.

Below is a description of the BHA's procedure for requesting an assignment or transfer for Good Cause or Reasonable Accommodation: (This process must be completed before a housing offer is made):

1. The Applicant must indicate to the Occupancy Department staff, and a resident seeking transfer must advise staff in his/her management office, that he/she requires special consideration in identifying a particular type of apartment or placement in a particular area of the city and;

   Good Cause or Reasonable Accommodation must be established in writing by a Qualified Healthcare Provider, or other professional (such as a law enforcement official, medical services provider, or social service provider) familiar with the Applicant's or resident's need, and;

   The Applicant must indicate to the Occupancy Department, or the resident seeking transfer must advise staff in his/her management office, of the physical characteristic(s) and/or location of the apartment that is required to address the Applicant's or resident's needs in assignment or transfer during the final eligibility determination process or transfer request submission

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Assignment of an Apartment for Good Cause shown by the Applicant or resident **cannot** be related to considerations of race, color, sex, religion, sexual orientation, familial status, marital status, religion national origin, or handicap or disability of others. Disabled individuals may apply for a reasonable accommodation under the BHA's Reasonable Accommodation policy.

2. Reasons considered Good Cause or Reasonable Accommodation and documentation adequate to establish Good Cause or Reasonable Accommodation are listed below:

- **THE AGGRAVATION OF A SERIOUS, DETERMINABLE PHYSICAL OR MENTAL IMPAIRMENT**

  ACCEPTABLE DOCUMENTATION:
  A statement from a Qualified Health Care Provider on letterhead stationery which establishes the precise reasons a particular apartment feature (or apartment location) is needed. The statement MUST provide information regarding the effect of the condition on the Applicant or household member and must document why a particular type of apartment (or apartment location) is needed.

- **INACCESSIBILITY TO SUPPORTIVE FACILITIES OR PROGRAMS FOR ELDERLY, HANDICAPPED, OR DISABLED HOUSEHOLD MEMBERS.**

  ACCEPTABLE DOCUMENTATION:

  A statement on letterhead stationery from a Qualified Healthcare Provider, which provides reliable documentation that a household member(s) has a condition which requires on-going regular or emergent care at a particular facility (hospital, clinic but not a practitioner's office), frequency of the treatment and anticipated length of treatment.

- **PARTICIPATION IN A WITNESS PROTECTION PROGRAM – APPLICABLE TO GOOD CAUSE ONLY.**

  ACCEPTABLE DOCUMENTATION:
  Written documentation on letterhead stationery from a law enforcement agency, which indicates that a Household Member(s) is, or might be endangered because they have

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provided essential information in a criminal prosecution. Documentation must specify the development(s)/AMPs or areas of the city in which the affected Household Members might be endangered.

- **DOMESTIC VIOLENCE/DATING VIOLENCE/OR STALKING. APPLICABLE TO GOOD CAUSE ONLY.**

  ACCEPTABLE DOCUMENTATION:
  The BHA prefers documentation from a court of competent jurisdiction, and/or from a law enforcement agency, in conjunction with a temporary or permanent restraining order issued pursuant to M.G.L. c209A specifying underlying circumstances which would require a Household Member(s) to be located in an area of the city away from the location of the person named in the order or his/her relatives or associates. If the Applicant has cause to believe that obtaining a restraining order will trigger a violent act by another person, a combination of the following documentation that establishes that an abusive situation exists shall be acceptable:
  - Medical records reflecting incident(s)
  - Police reports regarding incident(s)
  - Court Reports regarding incident(s)
  - Documentation that Applicant has attempted to obtain restraining orders
  - Documentation that Applicant has filed charges against the accused abuser
  - Legal action regarding incident(s)
  - Letter from an attorney stating details of a case arising from incident(s)
  - Evidence of participation in counseling regarding domestic violence/Dating Violence/or Stalking
  - Psychological reports
  - Letter from a director of a social service agency regarding incidents
  - Documentation of changed address due to domestic violence

- **THE TEMPORARY HOSPITALIZATION OR ON-DUTY MILITARY ASSIGNMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OTHER HOUSEHOLD MEMBER NECESSARY FOR THE CARE OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OR A PERSONAL CARE ATTENDANT LISTED ON THE FINAL**

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APPLICATION OR MOST RECENT TENANT STATUS REVIEW (TSR).

ACCEPTABLE DOCUMENTATION:
A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be the Head or Co-Head of Household or other Household Member necessary for the care of the Head or Co-Head of Household or personal care attendant), the date of admission, date of anticipated discharge (if known) or an estimate of the anticipated length of confinement *or* a statement from the individual's commanding officer indicating the date the active duty began and anticipated length of active duty.

- **THE INACCESSIBILITY OF PUBLIC TRANSPORTATION FOR NIGHTTIME EMPLOYMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD WHO DOES NOT OWN OR LEASE A MOTOR VEHICLE.**
  APPLICABLE TO GOOD CAUSE ONLY.

  ACCEPTABLE DOCUMENTATION:
  A statement from the employer, on letterhead stationery, detailing specific hours of nighttime employment, the date employment commenced, whether it is a permanent shift assignment and if not permanent, the length of the assignment, and a description of transportation benefits, if any.

3. Refusal of Apartment Offer for Good Cause or Reasonable Accommodation

   An Applicant or transfer applicant may refuse an offer of an apartment without being removed from the waiting list only if:

   - **HABITABILITY OF ASSIGNED BHA APARTMENT."**

     In the event the actual apartment cannot be restored to move in condition within thirty (30) calendar days of the date of offer, the Applicant may reject the apartment for Good Cause and the offer shall be considered as an "invalid offer."

     ACCEPTABLE DOCUMENTATION:
     A letter from the BHA development/AMP manager indicating the offered apartment will not be ready for move-in within thirty calendar days of the apartment offer.

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- After successfully completing the final screening process, the Applicant's or transfer applicant's situation has changed such that a new, different or additional Good Cause consideration has arisen and the Applicant was unable to notify the Occupancy Department, or the transfer applicant was unable to notify the local management office, of the change due to extenuating circumstances, i.e. documented hospitalization, or;

- The transfer applicant's situation has changed after being approved for transfer and the resident was unable to notify the local management office or Occupancy Department of the change due to extenuating circumstances, i.e. hospitalization or;

- The hardship caused by acceptance of the offered apartment is due to a physical feature, which was not included in the apartment characteristics inventory as documented by the applicant. This will be considered as an inappropriate housing offer.

- **CHANGE IN HEALTH OR MILITARY STATUS AFTER SUCCESSFULLY COMPLETING THE FINAL SCREENING PROCES OR TRANSFER APPROVAL DUE TO THE TEMPORARY HOSPITALIZATION OR ON-DUTY MILITARY ASSIGNMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OTHER HOUSEHOLD MEMBER NECESSARY FOR THE CARE OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OR A PERSONAL CARE ATTENDANT LISTED ON THE FINAL APPLICATION OR MOST RECENT TENANT STATUS REVIEW (TSR).**

  ACCEPTABLE DOCUMENTATION:
  A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be the Head or Co-Head of Household or other Household Member necessary for the care of the Head or Co-Head of Household or personal care attendant), the date of admission, date of anticipated discharge (if known) or an estimate of the anticipated length of confinement *or* a statement from the individual's commanding officer indicating the date the active duty began and anticipated length of active duty.

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6.3 Occupancy of Accessible Apartments and Apartments with Adapted Features

It is the goal of the BHA to occupy its Accessible Apartments and Apartments with adapted features with a person or persons who has/have a disability that requires the adapted features of the apartment. The BHA shall take the following steps to achieve this goal.

1. The BHA shall maintain a database of all of its Accessible Apartments and Apartments with adapted features.

2. The BHA shall utilize this database to match residents and Applicants with a Household Member having a disability with appropriate apartments.

3. The BHA will offer an available Apartment with adapted features in the following order:

    a. First, to a current Household of another apartment of the same development/AMP, or other public housing development/AMP under BHA's control, containing a member having a disability on account of which the adapted features of the vacant Apartment are needed. (In effect an Administrative Transfer of the resident Household with a disabled Household Member from the non-adapted Apartment to the vacant adapted Apartment.)

    b. Second, to an Eligible and Qualified Applicant Household on the waiting list/AMP with a disabled household member who requires the adapted features of the vacant Apartment.

    c. Third, to an Eligible and Qualified Applicant or Transfer Applicant Household on the waiting list/AMP that does not require the adapted features of the vacant Apartment. In this case, BHA will require that the Applicant sign a BHA lease which provides that the Applicant will move to a alternative available Apartment of appropriate size within thirty (30) calendar days when a Disabled Household Member of another Applicant household is identified as needing the adapted features of the Apartment on account of his/her disability.

4. The BHA shall also maintain a listing of all Apartments with adapted features where the current resident Household contains no disabled Household Member requiring the adapted features. The BHA Occupancy Department will regularly check this listing to see if there is an Eligible and Qualified Applicant or Transfer Applicant Household with a disabled household member on the waiting

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list/AMP who requires an adapted feature of an Apartment on the list.

5. If the BHA finds that there is an Eligible and Qualified Applicant or Transfer Applicant Household on the waiting list with a disabled household member who requires an Apartment with adapted features and there is a current resident Household occupying an Apartment with adapted features not needed by any disabled household member, the BHA shall take the following action:

    a. The BHA will notify the current resident Household of the requirement to transfer due to the existence of an Eligible and Qualified Applicant or Transfer Applicant Household with a disabled household member who requires the adapted features available in the resident's Apartment. If the BHA identifies more than one Apartment with the necessary adapted features, the resident Household with the shortest tenure in its current Apartment will be required to Transfer.

    b. The BHA will initiate an Administrative Transfer process for the current resident Household. The BHA will identify an alternative appropriately sized Apartment based upon the resident's current Household composition on a case by case basis pursuant to the Administrative Transfer procedure of this policy.

    c. The BHA will offer the alternative appropriately sized Apartment to the resident Household. The BHA will also notify the resident Household of their requirement to move within thirty (30) days of this offer. The resident may request and the BHA may grant a reasonable extension. As part of the transfer process, the BHA will consider any resident request for a Reasonable Accommodation and/or on-site transfer.

    d. If the resident Household fails to vacate the Apartment with adapted features after being properly notified and offered an alternative appropriately sized Apartment, the BHA shall initiate legal action in accordance with the BHA lease.

    e. Once the Apartment with adapted features becomes available, it will be offered to the identified Eligible and Qualified Applicant or Transfer Applicant Household with a disabled household member on the waiting list in accordance with the procedures outlined in this policy.

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6.4 Occupancy of Apartments in a Designated Non- Smoking Building. Upon the approval of the Non-Smoking policy the BHA shall implement this policy in the following manner:

A. Designation of already Occupied Buildings and Apartments as Non-Smoking sites: On or after September 1, 2012, the BHA shall implement the Non-Smoking policy at all of its BHA Buildings and Apartments. All BHA residents will be required to execute a new Lease or Lease Addendum agreeing to comply with the Non-Smoking policy. Residents shall be notified in writing of the specific date their site will be designated as a Non-Smoking property.

Reasonable Accommodation: Residents may request a Reasonable Accommodation in relation to the Non-Smoking Policy, in accordance with the BHA's Reasonable Accommodation Policy. Residents must adhere to the Non-Smoking policy until such time as a Reasonable Accommodation is granted.

In addition, the BHA shall work closely with the City of Boston to offer BHA residents smoking cessation programs.

B. Designation of Vacant Apartments as Non-Smoking properties: On or after approval of the Non-Smoking policy and in accordance with the implementation date established for each site. Applicants and Transfer Applicants will be required to execute a BHA Lease agreeing to comply with the Non-Smoking policy immediately upon accepting a housing offer assignment. The Applicant and Transfer Applicant shall be notified in writing of the specific date their assigned site will be designated as a Non-Smoking property.

C. Designation of Vacant Buildings that were vacated for Capital and/or Modernization Work as Non-Smoking properties: On or after approval of the Non-Smoking policy and in accordance with the implementation date established for each site the BHA may designate buildings that were vacated for capital and/or modernization work as Non-Smoking properties immediately as they become ready for occupancy. The BHA shall take the following steps to achieve this goal:

1. Residents who were relocated (or returning residents) from their site as a result of the capital and/or modernization work and who opted to return to their site after the work was completed shall execute a new Lease or Lease Addendum agreeing to comply with the Non-Smoking policy prior to returning to the site.

2. The BHA shall maintain a database of all its Non-Smoking Apartments as they are placed back on-line.

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3. The BHA will offer an available Apartment at the Non-Smoking Building in the following order:

- First, to returning residents who were relocated as a result of the capital and/or modernization work and who shall execute a new Lease or Lease Addendum agreeing to comply with the Non-Smoking policy.

Second, to a current Resident Household of another apartment, containing a member having a disability for which a Non-Smoking apartment is needed as an approved reasonable accommodation transfer. In effect, this shall be considered as an Administrative Transfer of the resident Household with a disabled Household Member requiring and approved for a Non-Smoking Apartment. The resident will be required to execute a Lease or Lease Addendum agreeing to comply with the Non-Smoking policy.

Third, to an Eligible and Qualified Applicant or Transfer Applicant Household in accordance to their ranking on the waiting list and who will be required to execute a Lease or Lease Addendum agreeing to comply with the Non-Smoking policy.

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CHAPTER 7: TRANSFER POLICY

7.1 General Transfer Policy

A Transfer application may be initiated by a resident Head of Household occupying an apartment under a BHA lease, or under certain circumstances such as an apartment fire, under a Use and Occupancy Agreement pursuant to this Policy (Resident Initiated Transfer). A transfer may also be initiated by the BHA. The BHA will initiate transfers required as a result of a scheduled capital improvement or building maintenance program; required use of an Accessible Apartment or an Apartment with adapted features by another resident or Applicant with a disability; Over or Under Housed Households; apartment conditions which seriously endanger health or safety and cannot be repaired in a reasonable period of time or while the apartment is occupied; or addition of minor child(ren) to the Household at the future date specified by an Applicant during the final application process (see Section 9.1.3.3) (BHA Initiated Transfer).

All requests for Transfer are reviewed and final decisions made in a timely manner by the BHA's Management staff except for Reasonable Accommodations, Security and Civil Rights Emergency Transfers which shall be referred by Management to the Transfer Review Committee for a final determination, as established by the Administrator of the BHA.

To qualify for an On-Site or Emergency Transfer, a Resident:

1. Must have been in residence for at least one (1) year.

2. Must be considered in "good standing" at the time of an Application for Transfer, at the time of determination of Transfer eligibility, and at the time of actual implementation. "Good standing" means the household is:

- Current in its rental payments unless it is legally withholding rent pursuant to the provisions of the Lease or applicable law.
- Not currently under a Fourteen (14) Day or a Thirty (30) Day Notice to Quit, Summary Process Action or action pursuant to Mass. Gen. Laws, Chapter 139, section 19.3.2

Some or all of these requirements may be waived in certain situations pursuant to the provisions of this policy. For example, a resident in a situation

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which may constitute a life-threatening situation to the health, safety or well-being of the resident or a Household Member who does not meet all of the criteria may have some or all of these conditions waived[11]. If the resident is a party to or under a Use and Occupancy Agreement, s/he may be transferred and any legal action against the resident will continue.

Residents seeking non-emergency transfers may apply for an On-Site transfer only. Residents seeking an emergency transfer will be placed on all of the BHA's Public Housing waiting lists/AMPs for which their household meets the Threshold Eligibility Requirements exclusive of annual income limits (See 5.1.2) and in accordance with any approved requests for Good Cause and/or Reasonable Accommodation.

7.2 Transfer Categories

BHA has three categories of transfers: Administrative, Emergency, and Under or Over Housed. Emergency and On-Site Under or Over Housed Transfers are placed in Priority order as described in Sections 4.4.3 "Priority and/or Preference System" and 4.4.5 "Point System" of the ACOP. Administrative Transfers are processed as described in Section 4.5 "Administrative Transfers "of this Policy:

7.2.1 Administrative

Administrative transfers are transfers due to the following reasons and will be on-site transfers unless it may not be accommodated at the site:

1. The current apartment has become uninhabitable and immediate relocation is required as a result of the following:

   - Destruction by fire or other disaster; or
   - The existence of a major maintenance problem that constitutes a substantial violation(s) of the state sanitary code and presents a serious danger to health and safety that cannot be repaired in a reasonable period of time or while the apartment is occupied.

2. The apartment is located in a building or section of building scheduled for capital improvement pursuant to a funded capital improvement program or other major rehabilitation effort. (See BHA's **Residential Relocation & Rehousing Policy** for detailed

[11] The Administrator or his/her designee may approve a waiver of any provision of this policy not required by law if the waiver of such provision would avoid substantial hardship or substantial injustice to a Transfer applicant (See Section 10.5 Waiver Provision).

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procedures on transfers because of capital improvement programs.)

3. The transfer is required to permit occupancy of an accessible apartment or apartment with adapted features by another resident or an Applicant with a disability.

4. A temporary transfer is required to permit work required for a maintenance or repair problem that cannot be repaired while the apartment is occupied. The Resident will be returned to the same apartment if the apartment is of the appropriate size, following completion of the maintenance or repairs.

5. In Federal Housing, the Household is Over housed by two (2) or more bedrooms.

6. In State Housing, the Household is Over housed by two (2) or more bedrooms.

7.2.2 Emergency

Emergency transfers are transfers necessary to the health and/or safety of one or more Household members and shall be offered the every other 4th available unit by development by bedroom size. Emergency transfers will be offered housing at the first available every other 4th unit of appropriate size and type at any of the BHA sites, except for those transfers requested as the result of the Designated Housing Plan or if qualify to transfer from a studio to a one-bedroom apartment at a development of choice. Residents will be required to document any special needs such as floor location, bedroom size, or neighborhood during the transfer application process or before a housing offer is made. Approved emergency transfers will receive one housing offer. Failure to accept a housing offer will result in the withdrawal of the approved emergency transfer and the resident may not re-apply for the same transfer type for a period of one year. The following are criteria for Emergency Transfers:

1. A Household Member has a serious, medically determinable, physical or mental condition that is aggravated by the present housing such that the condition is life threatening or a condition not qualifying as life-threatening that can be alleviated and/or substantially improved **only** by relocation to another apartment; or

2. The head or other Household Member is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion, domestic violence, dating violence, or stalking which places them in

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imminent danger and that cannot be expeditiously remedied in any other way[12]; or

3. The Household needs to be relocated because of a Household Member's participation in a witness protection program or in order to avoid reprisal as a result of providing information to a law enforcement agency or participation in a witness protection program; or

4. The transfer requested is for a person with a disability who requires reasonable accommodation to address dire circumstances posing serious and direct threat to health, life or safety which can only be alleviated by relocation to another apartment. The resident shall provide documentation of the disability and how the transfer will reasonably accommodate the disability.

5. The Household is Under housed by three (3) or more bedrooms

6. In accordance with the BHA's Designated Housing Plan, a Household with a Non-Elderly Disabled Head or Co-Head currently residing in the Elderly/ Disabled Federal Housing Program who wishes to transfer to the Federal Family Housing Program.

7. In accordance with the BHA's Designated Housing Plan, a Household with an Elderly Head or Co-Head currently residing in the Family Federal Housing Program who wishes to transfer to the Federal Elderly/Disabled Housing Program.

7.2.3 On-site Under or Over housed Transfers. An under/over housed transfer waiting list will be established for each development/AMP. These lists will be maintained by the Occupancy Department. Housing offer assignments will be made when the development/AMP occupancy rate is at least 98% (at smaller sites this means one vacancy). At that time, every 8th vacancy by bedroom size will be assigned to the next approved under/over housed transfer. These transfers will be ranked based on the unit size required and application date and time.

ii. Under or over housed transfers are those transfers made for the following reasons:

1. In Federal Housing, the Household is Over by one (1) bedroom or Under housed by either two (2) or one (1) bedroom(s). Over/Under housed residents shall be processed for BHA transfer at the time of re-examination or interim re-determination in order to

[12] Transfers in this category will be processed pursuant to BHA's Civil Rights Protection Plan ("CRPP").

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conform to BHA's Occupancy Standards. Residents will be informed in writing that a transfer is necessary and pending. Residents who fail to transfer will be subject to eviction; or

2. In State Housing, the Household is Over housed by one (1) bedroom or Underhoused by either two (2) or one (1) bedrooms. Over/Under housed residents shall be processed for BHA transfer at the time of re-examination or interim re-determination in order to conform to BHA's Occupancy Standards. Residents will be informed in writing that a transfer is necessary and pending. Residents who fail to transfer will be subject to eviction.

Note: Residents over housed at sites where the unit size required does not exist shall be transferred under an Administrative Transfer.

Residents who under housed at sites where the unit size required does not exist shall be allowed to select other developments of choice, and they shall be considered as an "On-site" under housed transfer.

7.3 Good Cause or Reasonable Accommodation

In certain cases, residents seeking transfers may require special consideration regarding their transfer. This consideration is essential to address a particular verifiable need with respect to housing accommodations or to avoid a verified hardship. This documentation must be submitted with the transfer request. If the Authority determines, after reviewing the request for such consideration and the documentation submitted in support of it, that the Applicant or transfer applicant qualifies for such consideration, he/she will be approved for an assignment for **Good Cause or Reasonable Accommodation to a unit of appropriate size and type**. Good Cause or Reasonable Accommodation requests shall be submitted for review prior to a housing offer. (Please see Section 6.2.5 for a complete description of the BHA Good Cause procedure).

7.4 Verification of Reason for Transfer

7.4.1 Verification Examples

Residents will be asked to provide reliable documentation of the reasons for a Resident-Initiated transfer at the time the transfer is requested. Such verification may include the following items:

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1. A letter(s) from Qualified Healthcare Provider describing a transfer applicant's physical or mental condition and specifying housing conditions required on account of the condition;

2. For reasonable accommodation requests, reliable documentation from a Qualified Healthcare Provider or professional non-medical service agency whose function it is to provide services to the disabled should verify that the transfer applicant or a member of his/her Household is disabled under the applicable definitions in Federal and State law and describe the limitations attributable to the disability. Documentation must describe how the accommodation being requested will overcome or alleviate those limitations;

3. Police reports;

4. Civil Rights incident reports;

5. Copies of restraining orders;

6. Information on maintenance conditions;

7. Documentation to show "Good Cause" or "Reasonable Accommodation" to move to or from a certain part of the city of Boston, or certain type of apartment; or

8. Any other documentation that provides the BHA with evidence that the request for a transfer is based on fact and meets the transfer criteria.

7.5 Denial of Transfer Requests

In all instances, transfer approval shall be denied if the resident does not provide appropriate documentation to substantiate the transfer request; or if the BHA determines that the resident, other Household Member, or guest was the cause of the situation resulting in the need for transfer unless the existing condition of the apartment makes it uninhabitable in which case any approved transfer may be under a Use and Occupancy Agreement

7.6 Transfers on a Waiting List/AMP

Administrative Transfers will be processed on a case-by-case basis as described in Section 4.5 "Administrative Transfers".

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Emergency Transfers will be placed on every applicable waiting list/AMPand shall be offered the first available every other 4th unit by development by bedroom size and unit type that will meet the households' needs.

Transfers will be maintained on each public housing development's/AMP's waiting list. BHA will rank transfers by the type of transfer: Emergency or On-Site Under or Over Housed Transfers as specified above. An offer of an apartment shall be made in accordance with Chapter 6 and 7 of this ACOP. Emergency Transfer offers are made on the basis of ranking Priority and Preference points and date of application to the first one in every other fourth unit by development by bedroom size and appropriate unit type. On-Site Under or Over Housed Transfers are made on the basis of bedroom size required and date of application but are also subject to the following additional apartment assignment process.

7.7 On-Site Under or Over Housed Transfer Apartment Assignments

In recognition of the need to maintain a balance of apartment assignments allocated to waiting list Applicants and BHA residents, the BHA will assign apartments to approved On-Site Under or Over Housed transfer applicants in accordance with the following "one in eight" policy:

- Vacant apartments are assigned to Applicants and certain transferring residents in order of; Priority and/or Preference points; the date such Priority and/or Preference points are granted; and in the case of Standard Applicants the date of application pursuant to Chapters 6 and 7 of this ACOP. Emergency Transfers, Eligible and Qualified Priority One and Priority Two Applicants will receive offers of vacant apartments ahead of On-Site Under or Over Housed Transfers and Standard Applicants as a result of the ranking process. It is the policy of the BHA that every eight available apartment for each bedroom size category shall be offered to the On-Site Under or Over House transfer when next in line to receive an offer when the site's occupancy rate is 98% or, for smaller sites when there is only one vacancy. This "one in eight" allocation will be calculated separately for each development/AMP by bedroom size. If no On-Site Under or Over Housed Transfer Applicant exists, the offer will be made to the next Under or Over Housed person on the waiting list.

7.8 Transfers at Residents' Expense

All transfers are at the resident's expense, except those required by capital improvement programs (see the BHA's Residential Relocation and Rehousing Policy (RRRP).

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Residents offered a transfer to a unit of appropriate size and type must accept said offer, move to their new unit and vacate their current unit within 30 calendar days from the offer of housing notification unless otherwise agreed upon by the BHA in writing.

BHA residents who will be relocating to another unit who fail to vacate and return the key by the determined and agreed date shall be responsible to pay a pro-rated use and occupancy for the unit being vacated in addition to their regular monthly rent for the new transferred unit. Once the unit is accepted, the resident must move to the new unit within ten (10) calendar days after they have received the key to the new unit. BHA will consider extenuating circumstances and/or reasonable accommodation requests.

7.9 Transfer Waiver/Reasonable Accommodation

An Elderly or non-elderly disabled BHA Household residing in a Family Development/AMP which is Over housed by not more than one bedroom may apply for a reasonable accommodation due to advanced age and/or seriously infirm health of a Household Member to remain in his or her current apartment instead of transferring. A household for which separate bedrooms have been approved for health reasons is not eligible for a waiver under this section. Denial of such a waiver is reviewable pursuant to BHA's Grievance Policy.

7.10 Continued Occupancy for Veterans, Widows/Widowers of Veterans or Gold Star Mothers (Applicable to State Housing Developments Only)

In State-aided housing only, pursuant to Massachusetts General Laws the BHA shall not, if a resident in an apartment consisting of two bedrooms or less is a veteran or a widow or widower of a veteran or is a Gold Star Mother and has lived in the residence for at least the last eight (8) consecutive years, deny such resident continued occupancy at such residence provided that the rent is not more than three (3) months in arrears.

7.11 Consequences of Rejection of Approved Transfer by Resident

Emergency and Administrative Transfers

In the case of Emergency or Administrative Transfers, rejection of an offer of an Apartment of appropriate size and design will result in revocation of the resident's approved Emergency or Administrative Transfer status. His/her name will be withdrawn from the transfer waiting list. Furthermore, the resident will not be eligible to apply for an Emergency or Administrative Transfer for the same circumstances for a period of one year from the date of the most recent apartment assignment rejection. During the one-year period, the BHA will consider a change in circumstances resulting in a new request for transfer.

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Upon receiving notification from the resident of the housing offer rejection, the development/AMP managers shall initiate eviction against residents who are Over Housed by three (3) bedrooms or more.

In addition Over Housed residents in the State housing program will be charged 150% of their monthly rent upon the housing offer refusal as required by State regulations.

On-Site Under or Over Housed Transfers

In the case of On-Site Under or Over Housed Transfers, rejection of an offer of an Apartment of appropriate size and design will result in revocation of the resident's approved Under or Over Housed Transfer status and his/her name will be withdrawn from the waiting list. Furthermore, the resident will not be eligible to apply for a Under or Over Housed Transfer for the same circumstances for a period of one year from the date of the most recent apartment assignment rejection. During the one-year period, the BHA will consider a change in circumstances resulting in a new request for transfer.

Upon notification by staff in the Occupancy Department, the development/AMP manager will proceed with eviction against an Over or Under housed resident who has rejected the offer.

In addition Over Housed residents in the State housing program will be charged 150% of their monthly rent upon the housing offer refusal as required by State regulations.

Residents seeking to relocate to other BHA sites for other reasons not described above shall apply as an "Internal Applicant" and be processed in the same manner as an "Applicant" for new admission and must meet all eligibility requirements See Chapters 4 and 5. Except for residents transferring from a State-Aided development to another State-Aided development where the Transfer Criteria eligibility requirements will be applicable and not the requirements set in Chapter 4 and 5.

In addition, 1) "Internal Applicants" who are over or under housed and fail to either successfully complete the screening process or fail to accept a housing offer of a unit of appropriate size and type will be subject to legal action(s) and 2) Over Housed residents in the State housing program will be charged 150% of their monthly rent upon the housing offer refusal as required by State regulations.

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CHAPTER 8: RESIDUAL TENANCY POLICY

A remaining member(s) of a resident Household may apply to become a BHA resident as a Residual Tenancy Applicant, in the event of the death, departure or incapacity of the Head of Household. The Residual Tenancy Application will only be approved by the BHA if the Residual Tenancy Applicant including all Household Members meet the criteria below.

8.1 Qualifications for Residual Tenancy

8.1.1 In order to assume the status of a resident under this policy, the Residual Tenancy Applicant must be:

1. An adult who has been a recorded member of a resident Household on the most current lease or Tenant Status Review form and whose income has been recorded and considered in the rent computations during the period of his/her occupancy unless he/she was without income or was a full-time student.

   OR

2. In the event the remaining member(s) of the resident Household consist only of minor children, the applicant must be an adult who, prior to entering into a lease has been appointed either a temporary or permanent guardian, or is the natural parent of one or more household members, and is willing to assume responsibility for the apartment and the household and is willing to enter into a lease.

   OR

3. In the event the Residual Tenancy Applicant is an incapacitated adult who is unable to fulfill the responsibilities in the lease, the Applicant must be an adult who has been appointed either a temporary or permanent guardian, and is willing to assume responsibility for the apartment, and willing to enter into a lease.

   AND

4. The Applicant and Applicant's Household, if any, for Residual Tenancy status must meet the eligibility requirements for Applicants as set forth in the Admissions and Continued Occupancy Policy (ACOP) or any successor plan.

8.1.2 Divorce, Separation or Protective Order

In the event of divorce, separation, submission of the 14 day victim certification as required by the BHA's Violence Against Women Act

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(VAWA) policy, **or** a protective order issued by a court under Chapter 209A, the person(s) identified as the "victim" will be permitted to apply as a Residual Tenancy Applicant to become a resident provided he or she otherwise qualifies under this policy. Person(s) not so designated may not apply as a Residual Tenancy Applicant.

8.2 Residual Tenancy and Income

Individuals applying for residual tenancy status will not be found ineligible based on income exceeding the eligibility limits for Applicants for admission to public housing.

8.3 Rent During Use and Occupancy Period

Pending a decision on the request for residual tenancy status, the Residual Tenancy Applicant will be required to pay a monthly use and occupancy charge. The charge shall be calculated pursuant to Federal and State regulations for all remaining Household Members. The Use and Occupancy Agreement shall permit the occupant to occupy the apartment pending determination of the Residual Tenancy Application without being permitted to sign a BHA standard dwelling lease.

8.4 Limitations of Policy

Remaining members of a resident household will not be considered for residual tenancy, if the departing or incapacitated Head or Co-Head of Household is relocating to another BHA apartment or BHA Leased Housing, is relocating to another subsidized or non-subsidized apartment, is purchasing a home, is under eviction for non-payment of rent or for cause, or vacates with an outstanding balance due to the BHA. (A resident shall be regarded as being under eviction if, after a private conference, the Manager has decided to proceed with eviction and the Manager's decision has not been overturned by the BHA Grievance Hearing Panel.) The limitations of this paragraph may not be applicable to remaining household members who were victims of domestic violence by the former Lease Holder(s). Verification of such situation shall be provided with the Application and during the screening process.

Remaining members of a resident household will not be considered for residual tenancy, if the deceased leaseholder is under eviction for non-payment of rent or for cause, or has an outstanding balance due to the BHA. (A resident shall be regarded as being under eviction if, after a private conference, the Manager has decided to proceed with eviction and the Manager's decision has not been overturned by the BHA Grievance Hearing Panel.)

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Approval of residual tenancy shall be conditional on the remaining members of a resident household being properly housed. Where applicable, any approved applicant for residual tenancy shall remain under a Use and Occupancy Agreement and will not sign a BHA standard dwelling lease until such time as they are transferred to an appropriately sized unit. Refusal to transfer to an appropriately sized unit shall be considered a violation of this policy and will cause the revocation of the conditional approval of residual tenancy.

8.5 Residual Tenancy – Right of Appeal

A Residual Tenancy Applicant who disagrees with a Residual Tenancy application decision made by the BHA can request a Grievance hearing pursuant to the BHA Grievance Policy.

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CHAPTER 9: OTHER OCCUPANCY PROVISIONS

9.1 Lease Provisions

9.1.1 Leasing of Apartments

1. It is BHA's policy that all apartments must be occupied pursuant to a lease that complies with HUD & DHCD regulations. In state-aided housing, the lease must be approved by DHCD.

2. The lease shall be signed by the Head of Household, and Co-Head of Household, if any, and by the authorized representative of BHA, prior to actual admission.

3. All members of a Household shall be specifically listed as Household members.

4. If a resident transfers from one BHA apartment to another, a new lease shall be executed for the apartment into which the Household moves unless relocation occurs under the terms of a Use and Occupancy Agreement.

5. If at any time during the term of the lease, a change in the resident's status or circumstances results in the need for changing or amending any provision of the lease, either:

   - A new lease agreement will be executed, or
   - A Notice of Rent Change will be sent to the resident, or
   - An appropriate lease addendum shall be executed and become part of the existing lease. All copies of such addenda are to be dated and signed by the Head and Co-Head of Household and by the authorized representative of the BHA.

6. Only those persons listed on the most recent lease or Tenant Status Review form shall be permitted to occupy an apartment on a continuing basis**.**

9.1.2 Length of Lease

1. *Federal Developments/AMPs only:* In accordance with the Quality Housing and Work Responsibility Act, all BHA leases will be for a duration of 12 months. At the end of each 12-month term, leases will be automatically renewed, unless there is

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noncompliance by an adult Household Member with the BHA's Community Service and Economic Self-Sufficiency Policy after its effective date.

2. *State Developments only:* Leases are continuous unless terminated by the BHA for cause or at the request of the Resident or by operation of law.

9.1.3 Policy Regarding Additions of Persons to the Lease and Change of Head of Household

The request for an addition of a person to the Lease must be made in writing by the Head or Co-Head of Household named in the Lease.

A Family may request to change which Family member is designated the Head of Household in situations where the Head of Household is frail or disabled and the current Head of Household continues to reside in the unit. The Family may also decide to designate or change a Co-Head of Household. The BHA will approve the change if the Family member is able to take on the responsibilities of being the Head of Household/Co-Head of Household, including, but not limited to, communicating with the BHA and the landlord. The proposed Head or Co-Head of Household will be fully screened.
To qualify to apply for an addition of a person to the Lease, a Resident: must be considered in "good standing" at the time of an Application for additions of person(s) to lease, at the time of determination of eligibility of person(s) to be added to Lease, and at the time of actual addition of person(s) to Lease. "Good standing" means the household is:

- Current in its rental payments unless it is legally withholding rent pursuant to the provisions of the Lease or applicable law.
- Not currently under a Fourteen (14) Day or a Thirty (30) Day Notice to Quit, Summary Process Action or action pursuant to Mass. Gen. Laws, Chapter 139, section 19.

1. *Additions by Birth, Adoption or Operation of Law*

Additions to the Household which occur by birth, adoption or operation of law (i.e., permanent custody, marriage) or addition of a caretaker relative or other responsible adult who has a guardianship order (temporary[13] or permanent), or addition of a responsible adult who provides a written designation from the parent of a BHA Household Member to care for the minor

[13] Temporary orders shall be for a period of at least one year in order to be considered under this provision.

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Household Member, may occur subject to meeting the resident selection criteria as described in Chapter 5 (See also Section 9.1.3.4 for additions 14 years or older).

2. *Other Additions to a Household*

Other additions may be approved if the individual proposed as an addition is related by blood or has evidenced a stable, interdependent relationship with a current Household Member, including the sharing of financial resources. Any such person must have the intention to live regularly in the apartment as his/her principal residence. In proposing an addition, the Head of Household shall submit the name(s) of the proposed addition(s) and identify the individual(s) as "proposed Household Member(s)". An Applicant, at the time of final processing for admission, shall notify the Occupancy Department in writing that one or more of his/her natural or adopted minor children will be joining the Household at some future date following the leasing of the apartment. Occupancy Department staff will record the name(s) of the minor child(ren) on a form attached to the Final application. At the time of assignment, the assignment transmittal notice will include this information. When the resident presents evidence to the manager that the MINOR child or children is/are ready to join the Household, the manager will add them to the Household composition and immediately generate a transfer application for a larger apartment, if necessary. The Transfer application will be processed in accordance with Authority transfer procedures.

3. *Occupancy Policy Screening Criteria*

Any person 14 years or older, proposed for residency in a BHA apartment, must meet BHA's resident selection criteria as described in this Admissions and Continued Occupancy Policy (See Chapter 5). When a Head of Household requests permission for an addition(s) to the Household, the resident selection criteria shall be used by the Occupancy Department to determine whether or not the proposed household member is eligible for admission.

4. Right to Appeal

A resident who disagrees with an adverse action taken by the BHA regarding a request for an addition of a person to the Lease can request a grievance hearing pursuant to the BHA Grievance Policy.

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9.1.4 Other Occupancy Provisions

1. The addition of a household member shall be made in accordance with the lease and this ACOP. Residents who fail to notify BHA of additions to the Household are in violation of the lease. Residents who add a person or person(s) to the Household without the written permission of the BHA are also in violation of the lease. Any such persons will be considered Unauthorized Occupants by BHA and the entire Household will be subject to eviction action.

2. Any Household Member who moves from the apartment shall be removed from the lease. The Head or Co-Head of Household has the responsibility to report the move-out within 30 calendar days of its occurrence. A former Household Member may not be readmitted to the apartment except as a temporary visitor without undergoing screening by the Occupancy Department and securing BHA approval. Temporary visitors may occupy the apartment for no more than a total of forty-five calendar days within any twelve-month period.

3. A resident shall not permit the Apartment to be occupied by anyone other than Household Members, except temporary visitors, no one of whom may occupy the apartment for more than a total of forty-five (45) nights (or forty-five (45) days if the visitor regularly sleeps during the day), within any twelve-month period, unless the BHA for good cause otherwise consents to a longer period in writing before the expiration of 45 nights or such longer period as may have been authorized, or unless the visitor is first determined to be eligible to apply to be a member of the Household according to BHA policy, and an application is pending with the BHA.

4. Boarders and lodgers shall not be permitted to occupy an apartment, nor shall they be permitted to reside with any Household occupying an apartment.

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9.2 Annual and Interim Redeterminations

General Policy

The BHA shall redetermine and adjust Resident's monthly rent, appropriateness of Resident's apartment size, and continued eligibility for public housing, at least once annually. At this time, residents in federal developments/AMPs will be provided with information on their ability to choose between the two methods of determining rent as described in Section 9.2 of this policy. For residents in family developments/AMPs who choose to pay flat rents, family information will be updated annually but income information will only be updated every three years.

For purposes of determination or adjustment of rent and/or for assignment or transfer to a proper size apartment, Resident agrees to submit, within thirty (30) days after a request from BHA, signed, complete, true and accurate statements and/or other information setting forth pertinent facts as to Resident's household income, employment, and composition. Resident further agrees to execute documents authorizing release of such information from third parties, pursuant to requirements of State and/or Federal law.

Resident agrees to pay to BHA any rent which should have been paid but for Resident's misrepresentation of any written information furnished to BHA in Resident's application for an apartment, or in substantiating documentation, or in any documentation submitted on a redetermination, or for Resident's failure to supply, in a timely manner, documentation requested by BHA on a redetermination.

Although rent is typically set only at the time of the annual determination, it may be set more often on the basis of changes in Resident's household income or composition, in accordance with the BHA lease.

Residents shall report to BHA any increase in monthly gross household income of $200 or more from the amount reported to BHA at the most recent annual rent determination or interim redetermination. Any such increase must be reported by the seventh day of the month following the month in which the increase occurs. Upon receipt of such a report, Resident's rent and family circumstances shall be reviewed in accordance with BHA's rent policy. Rent increases will be effective the second month after BHA sends Resident a Notice of Rent Change. If a Resident fails to report a change requiring a rent increase, rent shall be increased retroactively to the second month following the change.

When household income decreases, rent shall be decreased if requested by Resident, and if such rent decrease is in accordance with BHA policy. Rent decreases will be effective either as of the current month in which the change in circumstances is reported (if reported by no later than the fifteenth day of the month), or as of the first day of the next month after the change in circumstances is reported (if reported after the fifteenth day of the month). BHA may delay processing the rent

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decrease until Resident provides adequate verification of such change in circumstances justifying the decrease, but once verifications have been provided, the rent change will be made effective retroactively.

For residents in Federal developments/AMPs, if household income derives in whole or in part from benefits from welfare or public assistance from a state agency under a program for which the Federal, State or local law relating to the program requires, as a condition of eligibility for assistance under the program, participation of a member of the household in an economic self-sufficiency program or a work activities requirement, and household income decreases as a result of failure to comply with the conditions of said program or requirement, rent will not be decreased, during the period of such income reduction (to the extent that the decrease in income is a result of the benefits reduction), in accordance with BHA policy and 42 USCS §1437j(d). If such household income decreases as a result of fraud under said program or requirement, rent will not be decreased, during the period of such income reduction (to the extent that the decrease in income is a result of the benefits reduction), in accordance with BHA policy and 42 USCS §1437j(d). BHA shall not make any determination regarding non-compliance or fraud under such a program or requirement until BHA receives written notification from the relevant public agency specifying that household benefits have been reduced because of such non-compliance or fraud. Any determination by BHA not to reduce rent pursuant to BHA policy and 42 USCS §1437j (d) shall be subject to BHA's Grievance Procedures and Policy. For residents in Federal developments/AMPs, the BHA shall consider any decrease in income that results from the reduction of any welfare or public assistance benefits received by residents under any Federal, State or local law regarding a program for such assistance if resident(s) has complied with the conditions for receiving such assistance and is unable to obtain employment notwithstanding such compliance, pursuant to 42 USCS §1437j (f). A reduction in benefits resulting from the expiration of a lifetime time limit for a household receiving said benefits shall not be considered as a failure to comply.

If a resident claims they have no income, management staff must use the zero income questionnaire to attempt to determine how household expenses are being paid. In the event that family and friends are assisting the household, this is considered income and needs to be verified and counted.

Households paying $0 rent must be re-certified every ninety days. If a head, co-head or spouse who has previously had employment income reports zero income at an annual or interim re-certification, the household should also be re-certified every ninety days. This rule requires Residents to report to the management office every 90 days to re-certify income and family status.

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Before any change in Resident's rent is made, Resident will be notified by a written Notice of Rent Change containing the following information:

A. The new rental amount and the date it will be effective;

B. The amount of Resident's household income, household composition and other facts considered by BHA in determining Resident's new rent;

C. Resident's right to and the method of obtaining a timely hearing under the grievance procedure.

State Developments Only - Rent will be determined in accordance with applicable State regulations, the BHA's Lease and the BHA's Rent Manual.

Federal Developments/AMPs Only - As part of the annual Tenant Status Review (TSR) process, residents in Federal Developments/AMPs will be provided written information about the following two different methods for determining the amount of rent payable by the family, their right to choose the method of determining rent and under what circumstances they may request a change to the method utilized in determining rent. As part of this process, residents will be educated about the benefits of selecting one method over another and will be asked to notify the BHA in writing as to which option they choose.

1. **Flat Rent**

A fixed rent determined for each unit size based on a market analysis of comparable units. Flat rents for most public housing units are established at 70% of the Section 8 Fair Market Rent Levels. The Flat rent amount by bedroom size will be updated yearly each October and become effective each 1st of April. The BHA will maintain a current listing of its flat rent schedule as an appendix to the BHA Rent Manual and will provide this list to residents at least annually as part of the TSR process.

A. Financial Hardship: Residents who choose flat rents may request to change to an income-based rent at any time if the family is unable to pay the flat rent because of financial hardship. A financial hardship exists for these purposes when a family's income is reduced or their deductions are increased to the extent that an income-based rent is lower than the flat rent.

B. Annual Recertifications: Residents who choose flat rents will be asked to update their family information every year, but will only have to re-certify income verification once every three years.

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2. **Income-Based Rent**
Rent determined by the family's income and allowable deductions in accordance with the BHA's Lease, the BHA's Rent Manual and applicable Federal regulations.

9.2.1 Verification of Income, Assets, Income Deductions and Income Exclusions

Verification must be provided for all income, assets, income deductions and income exclusions pertaining to a Resident's household at least once annually as outlined in this procedure. These items are verified for purposes of determination of monthly rent.

The monthly rent is determined by adding gross income from all sources, for all Household Members, including income from assets, and reducing that income by allowable deductions and income exclusions, in accordance with Federal (HUD) and State (DHCD) laws and regulations.

The BHA will accept income verification in the following order of preference:

- **Up-Front Income Verification** – Verification through the computer matching system employed by HUD or a computer wage reporting system is the highest, most acceptable form of verification.

- **Written Third Party Verification** – Written verification by a third party when Up-Front verification is not available, up to date or is disputed by a resident. Written third party verification is the second highest acceptable form of verification.

- **Oral Third Party Verification** - Staff documented verification from a third party via telephone will be accepted after Up-Front verification has been determined to be unavailable and/or written third party verification has been attempted and the third party is unresponsive to BHA's written requests within ten (10) business days of mailing. Staff shall utilize the same form that would have been mailed to the third party. All the information required by the written verification form should be requested during the telephone contact. BHA staff will complete the form on the basis of such information. The contact person, date and time of conversation will be noted and the BHA staff person who made the telephone call will sign the form. Oral third party verification is considered to be the third highest acceptable form of verification.

- **Verification by Resident-supplied documents** – BHA will review documents submitted by the Resident household when: (a) the information requested does not require third-party verification (for example, lease agreements and monthly utility bills for removal of a non head or co-head of household family member) or (b) third-party written

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or telephone verification is not possible. BHA will copy the documents into the Resident's file. Resident supplied documents must be dated within sixty (60) days of receipt by the BHA. Verification by Resident supplied documents is considered to be the 2nd lowest form of acceptable verification.

- **Verification by Resident certification** – With approval from the Assistant Director's of Property Management, Staff may choose to accept an affidavit from a Resident regarding income, deductions and exclusions. Approval will only be granted upon documentation that all other methods of verification have been attempted and determined to be unsuccessful. Verification by resident certification is considered to be the lowest acceptable form verification.

Projections of annual income shall be based on the best available information, with due consideration to the past year's income of all household members, current income rate and effective date; and shall include projections for each income recipient in the household.

In order to ensure that all sources of income, assets, deductions and exclusions are considered in calculating annual income, Staff shall interview all residents using the Income and Deductions Questionnaire.

The following forms of verification of income, deductions, exclusions and assets will be accepted:

1. Income from Employment

- Verification through the computer matching system employed by HUD (EIV) or a computer wage reporting system.
- A statement from the Employer stating the gross wages of the employee, including history or anticipated amounts of overtime or bonus to be earned by the employee, or
- Pay stubs showing gross income and all deductions taken for four current consecutive pay periods;

The income of workers employed on an irregular basis will be estimated based on the verification of the best information available, with due consideration to earning ability and work history.

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2. Income from governmental agencies

- Verification through the computer matching system employed by HUD (EIV) or a computer wage reporting system.
- A statement from the appropriate agency (Social Security, Department of Transitional Assistance, Employment Security, etc), stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

3. Income from Retirement Accounts

- A statement from the source stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

4. Income from the operation of a business or profession

- Most recent audited financial statement of income and loss;
- Most recent tax return showing income and loss from the operation of a business or profession.

5. Zero Income

When an adult resident household member reports zero income, the BHA will require the resident household to complete a No Income Statement. If the resident household member owns a motor vehicle, a telephone, or has other evidence of some form of expenditures reflecting income, the resident household member will be asked to explain the source of funds supporting such cash expenditures.

In addition, the resident household member will be required to sign releases allowing the BHA to obtain verification of no-income from sources such as Dept. of Transitional Assistance, Internal Revenue Service, Department of Revenue, Social Security Administration, Employment Security and Veterans Affairs.

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6. Child Support, alimony, regular gifts and gambling proceeds

- A statement from the individual, business or agency providing the income and the frequency and amount of income provided; and/or
- Signed release form allowing the BHA to obtain information from the State Division of Child Support.

7. Income from Assets

Income from assets shall be based on either the actual income received or imputed income based upon current passbook savings rates in accordance with federal and state regulations as applicable. For instance, actual interest received shall be used for interest bearing bank accounts, money market funds, rented property, etc. Imputed income will be used for real property which is not rented, jewelry, coin collections, works of art and other non-income bearing assets. If the value of the asset is more than $5,000 the higher of imputed income or actual income received will be used.

Common household items such as furniture, clothing, and vehicles used for day-to-day transportation shall not be considered assets for the purposes of calculating income.

Types of verification which will be accepted for purposes of determining the value and income received from an asset include:

- Current statement for all savings, money market and/or mutual funds accounts. Six current and consecutive statements for checking accounts or other assets for which regular statements are issued;
- Most recent (no older than one year) appraised value of real property owned provided it's reflective of fair market value, in the form of property tax bill or appraisal from a Real Estate Appraiser; and
- Appraised valuations of any non-essential personal assets such as jewelry, coin collections, antiques or classic cars.

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8. Verification of childcare expenses or care of disabled household member deductions

Statement from the provider of childcare or care of Disabled Person who is a household member of the amount of payment made on a periodic basis by the resident household

Filed income tax return stating the amount paid for childcare or care of a disabled household member and the person or agency to whom the expense was paid.

9. Verification of Medical Deductions

The BHA Medical deduction applies to families where the head or spouse is a person who is at least 62 years of age or a person with disabilities. Eligible residents must submit evidence of the following medical expenses for all household members paid within the last twelve months:

- Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
- Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
- Signed printout of prescription costs from a pharmacy accompanied by proof of payment;
- Medical or dental bills for a household member paid by a household member;
- Un-reimbursed reasonable attendant care and auxiliary apparatus expenses and for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.

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10. Verification of Permissive Medical Deductions

Applies to resident households as a BHA determined permissive deduction per QWHRA Regulations. This Medical deduction applies to resident households where the head or spouse is not a person who is at least 62 years of age or a person with disabilities. Eligible residents must submit evidence of the following medical expenses for all household members paid within the last twelve months:

- Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
- Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
- Signed printout of prescription costs from a pharmacy accompanied by proof of payment;
- Medical or dental bills for a household member paid by a household member;
- Un-reimbursed reasonable attendant care and auxiliary apparatus expenses and for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.

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9.3 Self-Sufficiency Income Exclusions

The earned income exclusion is only available for households under lease. It is not applicable at admission. Only adults can qualify for the earned income disallowance (because the earnings of family members other than the head or spouse are excluded if the family member is under age 18). Each person can receive only one 48-month disallowance period during his or her lifetime. There are three categories of individuals who qualify for the earned income disallowance:

- A person whose annual income increases because of employment after having been unemployed for at least 12 months. A person is considered to have been unemployed if he or she has earned less money in the previous 12 months than would have been earned working 10 hours per week for 50 weeks at the established minimum wage. (The minimum wage to be used is that applicable to the locality in which the determination is made.) The majority of families who qualify for earned income disallowances are likely to do so under this category. Note: An individual who was unemployed for some period of time before becoming a public housing resident or who earned so little in the previous period to be considered unemployed could qualify under this category, so long as there is a 12 month period of unemployment.

- A person whose annual income increases because of new or increased earnings during participation in an economic self-sufficiency or other job-training program. This requirement is not the same as the previous income disregard. The key concept in this eligibility category is that the individual receives the new or additional earned income while he or she is involved in economic self sufficiency or job training, not after the completion of such training. Note: An example of this category of qualification occurs when people are studying for a variety of medical professions. Typically, classroom work is followed by a 'practicum' in a doctor's office, hospital or clinic, during which the individual is paid.

- A person whose annual income increases because of new or increased earnings, during or within six months after the household's receiving assistance, benefits or services from a program funded by any state program for Temporary Assistance to Needy Families funded under Part A of Title VI of the Social Security.

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9.4 Community Service and Economic Self-Sufficiency Policy (Applicable to Federal Developments/AMPs Only)

GENERAL REQUIREMENTS

As part of the Quality Housing and Work Responsibility Act of 1998, Congress imposed a requirement that all adult residents of federally funded public housing, unless specifically exempted, must perform community service activities or participate in an economic self-sufficiency program to remain eligible for public housing assistance. Therefore the federal public housing lease now provides that all non-exempt residents must:

- Contribute 8 hours per month of community service (not including political activity); or
- Participate in an economic self-sufficiency program for 8 hours per month; or
- Perform eight hours each month of combined community service and self-sufficiency activities.

DEFINITIONS

Community Service: For the purpose of this policy, community service is the performance of voluntary work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Community service is not limited to a single type of activity or a single location. Acceptable community service activities include, but are not limited to, improving the physical environment of the resident's development/AMP; volunteer work in a local school, hospital or child care center; working with youth organizations; or helping neighborhood groups on special projects. By statute, political activity is not an eligible form of community service.

Economic Self-Sufficiency Program: For the purpose of this policy, an economic self-sufficiency program is any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include, but are not limited to: programs for job training, employment training, work placement, basic skills training, education, English language proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work, such as substance abuse or mental health treatment.

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NOTIFICATION OF RESIDENTS

The Boston Housing Authority will notify all residents of the new community service requirement before the implementation of this policy. The notification will include an explanation of the program and will list the categories of individuals who are exempt from performing community service activities. The notification will describe the verification that will be required to establish an exemption. Definitions and examples of community service and economic self-sufficiency activities will be part of the notice.

The notification will also advise families when the community service obligation will begin. Non-exempt residents will be required to begin performing community service at their first lease renewal date following the adoption of this policy.

EXEMPTIONS

The following residents over the age of eighteen are exempt from this requirement:

1. Resident household members who are 62 or older;

2. Resident household members who are blind or disabled as defined in the Social Security Act (Section 2l6 (i) (1) or Section 1614 of the Social Security Act (42 USC 416 (i) (1); 1382c);

   The Social Security Act defines disability as the "inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than twelve months."

   Blindness is defined as "central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no less than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less."

   Residents who claim exemption because of disability or blindness must also certify that because of this blindness or disability they are unable to comply with the community service requirement. If a resident does not meet this definition of blindness or disability and believes that he or she is unable to perform community service or economic self-sufficiency activity, he or she may apply for an exemption from the requirement as a

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reasonable accommodation under the BHA Reasonable Accommodation in Housing Policy (RAHP). An application for reasonable accommodation can be obtained at the development/AMP management office.

3. Resident household members who are the primary care giver of a blind or disabled individual as described in paragraph 2;

4. Resident household members who are engaged in a work activity as defined under section 407 (d) of the Social Security Act (42 USC 607 (d), as in effect on and after July 1, 1997);

   Work activities are:
   - Unsubsidized employment;
   - Subsidized private sector employment;
   - Subsidized public sector employment;
   - Work experience, including work associated with refurbishing; publicly assisted housing, if sufficient private sector employment is not available;
   - On-the-job training;
   - Job search and job readiness assistance;
   - Community service programs;
   - Vocational educational training not to exceed twelve months;
   - Job skills training directly related to employment;
   - Education directly related to employment for a resident who has not received a high school diploma or a certificate of high school equivalency;
   - Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence for a resident who has not completed high school or received such a certificate; or
   - The provision of childcare services to an individual who is participating in a community service program.

5. Resident household members who are exempt from work activity under Part A of Title IV of the Social Security Act (42 USC Section 60l et seq.) or under any other state welfare program, including a State-administered welfare-to-work program; or

6. Resident household member of a family receiving assistance, benefits or services under a State program funded under part A of Title IV of the Social Security Act (42 USC 601 et seq.) or under any other state welfare program, including a State-administered welfare-to-work program, and is in compliance with all provisions of that program.

In accordance with HUD guidelines, persons eligible for a disability deduction in rent are not automatically exempt from the community service requirement. A resident is

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exempt only to the extent the disability makes the person "unable to comply" with the community service requirement.

INITIAL DETERMINATION OF EXEMPTION

For the first year after the implementation of this policy a comprehensive information sheet describing the community service requirement will accompany the letter sent to each head of household asking them to come into the development/AMP management office to begin the Tenant Status Review (TSR) process. The notice will describe the exemptions and outline the verification required to establish each exemption. The head of household will be asked to provide the required verification to the property manager during the ninety-day status review period.

All applicants will be provided with an information sheet describing the community service/self-sufficiency requirement at the time they make their final application. At the time the lease is signed, the property manager will again provide the head of household with the community service information sheet. The head of household will be asked to declare which household members are exempt from community service and provide the appropriate verifications.

In order to establish an exemption the following verification must be provided:

1. **Age 62 or over.** Any birth certificate or proof of age already submitted by the resident to establish age or achieve eligibility for occupancy as a person 62 or older shall be deemed sufficient verification.
2. **Disability or blindness.** Receipt by a household member of Social Security Disability or SSI benefits shall be deemed proof of disability under this policy. A household member whose application for disability benefits is pending shall be deemed disabled unless and until a denial of the application is received. Any resident who believes they meet the definition of disability included in this policy may submit a statement from their treating physician providing BHA staff with facts that will assist them in determining whether the resident is disabled within the definition applicable under this policy. If a resident does not meet this definition but still believes that he or she is unable to perform community service, the resident may apply for a reasonable accommodation under the BHA RAHP policy. The manager will provide an application for reasonable accommodation upon request.

   Residents who are determined to be exempt because of blindness or disability shall also sign a statement certifying that they are unable to comply with the community service requirement because of the blindness or disability.
3. **Primary caregiver of a disabled or blind person.** A statement from the person being cared for or his or her guardian affirming that the resident

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seeking exemption acts as the primary caregiver and the period during which (s)he is expected to continue in that role shall be adequate verification.

4. **Engaged in work activity.** The verification of employment income provided to BHA for rent determination shall be adequate for this purpose. Verification of participation in job training or other qualifying program must be submitted by the providing organization or school.
5. **Exempt from work activity under state welfare program.** Verification of the exemption should be obtained from the welfare department.
6. **Member of a family who receives assistance from a state welfare program and is in compliance with that program.** Verification of receipt of program assistance and compliance should be obtained from the welfare department.

The manager will make a determination of exempt status and notify the resident. If the resident disagrees with the determination, he or she may file a grievance under the BHA grievance procedure.

The exemption status for each household member will be entered on the client worksheet. Families with non-exempt members will receive a list of community service and self-sufficiency opportunities.

CONTINUING DETERMINATION OF EXEMPTION AND COMPLIANCE

Each year, as part of the Tenant Status Review, the property manager will determine whether each non-exempt household member has complied with the community service requirement and whether each exempt household member continues to be exempt.

Included with the letter requesting the head of household to come to the office for the status review will be a reminder that resident compliance with and/or exemption from community service will be determined as part of the status review. A list of exemption categories, a reminder that certain exemptions from the community service requirement must be reviewed annually and a description of the documentation needed to support each exemption will be attached to the letter. Also included with the letter will be a Verification of Compliance form for each household member who was required to perform community service. These forms must be completed and returned to the property manager at least thirty (30) days before the lease term expires. The form includes confirmation of:

- the number of hours of community service/self-sufficiency work completed,
- the type of work completed
- the community organization where the work was completed
- the signature, name, title, address and phone number of the person supervising completion of the work.

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At the time of the status review the manager will reconfirm the exemption status of each household member. The head of household may provide the property manager with the required documentation for any change in status claimed by an adult family member. The manager will reconfirm the following exemption categories annually:

- Blindness or disability
- Primary caregiver
- Engaged in work activity
- Exempt from work activity under a state welfare program
- Exempt through receipt of assistance, benefits or services from a state welfare program and in compliance with all provisions of the program.

If a household member becomes exempt from the community service requirement during a lease term and informs the manager so that the exemption can be verified, he or she shall be exempt from performing community service for the entire year. Unemployed residents, for example, may request an exemption if they find work or start a job training program. If a resident is determined by BHA to become exempt during the year, s/he will be excused from the entire annual 96-hour requirement. There is no obligation for a resident to report a change in status from exempt to non-exempt between regular status reviews. If a resident previously determined to be exempt becomes non-exempt during a lease term, he or she is not required to report the change in status to the manager until the next status review.

If the household is found to be in compliance with the community service/self-sufficiency requirement as well as all other requirements for continuing occupancy, the lease will be automatically renewed. An annual lease signing process is not necessary.

NON-COMPLIANCE

If the BHA determines that a non-exempt resident has not complied with the community service/self-sufficiency requirement, the property manager must notify the head of household of the noncompliance in writing. This notification must also inform the resident that:

- the determination of noncompliance is subject to the BHA's grievance procedure;
- unless the resident enters into an agreement to cure or the non-compliant adult no longer resides in the unit, the 1ease of the family of which the noncompliant adult is a member shall not be renewed; and
- the resident has the opportunity to cure the noncompliance during the next twelve-month period.

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To take advantage of the statutory opportunity to cure, the noncompliant adult and the head of household must sign an agreement stating that the noncompliant adult will complete, over the next 12-month term of the lease, the additional hours of community service or economic self-sufficiency activity needed to reach the required total of 96 hours for the prior year. These additional hours must be performed in addition to the 96-hour requirement for the current lease year.

As is required by law, continued non-compliance will result in the commencement of eviction proceedings against the entire household, unless the noncompliant family member is no longer part of the household.

DOCUMENTATION

The property manager must retain documentation of community service participation and/or exemption in the resident's file.

At lease signing for new residents or at the Tenant Status Review for current residents, the manager must ensure a Certification of Exemption Status form is completed for each adult household member claiming an exemption from the community service/self-sufficiency requirement. Supporting documentation will be requested of the resident to verify exempt status and copies of the verification will be retained in the file.

At the time of the annual Tenant Status Review, the head of household is responsible for ensuring that a Verification of Compliance form is completed by the appropriate authority for every non-exempt household member. This form will also be maintained in the resident file.

GRIEVANCE PROCEDURE

Upon filing a written request, as provided in the Boston Housing Authority grievance procedure, any resident who disagrees with any Boston Housing Authority (BHA) action or failure to act in accordance with the Community Service Policy shall be entitled to a grievance hearing.

PROHIBITION AGAINST THE REPLACEMENT OF EMPLOYEES

In implementing the community service requirement, the Boston Housing Authority will not substitute community service for work ordinarily performed by public housing employees or replace a job at any location where community work requirements are performed.

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THIRD-PARTY COORDINATING

The Boston Housing Authority intends to exercise its option to administer the community service/self-sufficiency requirement through one or more of the following alternatives:

- directly administer some qualifying community service and economic self-sufficiency activities;
- make such activities available through a contractor; or
- make such activities available through partnerships with qualified organizations, including resident organizations and community agencies or institutions.

9.5 Inspections

In accordance with the lease, apartment inspections are performed at three times: pre-occupancy, upon move-out, and at least once annually and as further provided in the BHA lease.

9.5.1 Pre-Occupancy Inspections

1. The BHA and the resident or his/her representative will inspect the apartment prior to occupancy by the resident. The BHA will give the resident a copy of the statement of conditions showing the condition of the premises, interior and exterior as applicable, and of any appliances provided with the apartment.

2. The statement of conditions shall be signed by a BHA representative and resident and a copy of the form retained in the resident's folder. Any deficiencies noted on the statement of conditions will be corrected by the Authority before the resident moves in, and at no charge to the resident.

9.5.2 Annual Inspections

1. The BHA will inspect all apartments at least annually and more frequently if apartment conditions are not safe, sanitary and in good repair. Residents will be notified as to the date and time of inspections in accordance with provisions in the lease.

2. Annual inspections will evaluate the following: any need for repairs; housekeeping conditions; safety violations; and resident's compliance with other obligations under the lease. The resident will be informed of any deficiencies and notified of any action required by the resident or the BHA to correct deficiencies.

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3. BHA will correct deficiencies determined to be the BHA's responsibility.

4. Where resident action is required, re-inspections will be conducted.

5. Where the resident fails to take required action to correct deficiencies, the BHA may correct the deficiencies and bill the resident. The resident shall also pay promptly, upon receipt of a bill, for lock replacements or re-keying and for the cost of all materials and/or labor for repair of any damage to BHA property caused by the negligence or intentional act of the resident, a member of resident's Household or a guest; the bill shall clearly state the items for which the charge is made, the work done, and the cost of labor and materials; the bill shall not become due and payable before the first day of the second month following the month in which the charge is billed; BHA will post in each management office a list of the hourly rate charged for labor.

9.5.3 Move-Out Inspection

The BHA will inspect the apartment after the resident vacates the apartment and give the resident a written statement of conditions, repairs, cleaning and replacements for which the resident is responsible. The resident and/or his/her representative may join in such inspection, unless the resident vacates without notice to the BHA.

9.6 Lease Termination Procedures

The lease of a BHA resident provides the terms and procedures for termination of the lease.

9.6.1 Recordkeeping Requirements for Lease Termination

A written record of every termination and/or eviction shall be maintained by BHA in the resident file, and shall contain the following information:

1. Name of resident, number and identification of the apartment occupied;

2. Date of the 14-Day Notice, 30-Day Notice, or other notice of Intent to Terminate and the Notice to Vacate;

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3. Specific reason(s) for the Notice(s), indicating the section(s) of the lease allegedly violated, and other facts pertinent to the issuing of the Notices described in detail;

4. Date and method of notifying the resident;

5. Summary of any conference held with the resident including date, names of conference participants and conclusion.

6. Decisions of any grievance panel hearings.

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CHAPTER 10: MISCELLANEOUS PROVISIONS

10.1 Deprogramming Apartments

BHA will seek approval from DHCD and HUD prior to deprogramming any apartment in Federal or State-assisted developments/AMPs in accordance with applicable regulations. A deprogrammed apartment is one that is no longer available for occupancy under a BHA resident lease.

10.2 Supported Housing Programs

10.2.1 Social Service Agreements

1. At its discretion, and if required with HUD and/or DHCD approval, the BHA may enter into an agreement with social service or other agencies to provide supportive services to Applicants and residents, including targeted populations, who need special help in order to establish and maintain tenancies, provided that evidence exists that the agencies are reliable organizations with experience at providing related services and are fiscally sound.
2. Assistance required under such agreements shall include, but is not necessarily limited to, the following services:

- Assistance in evaluating applicants for program participation;
- Checking to see if the residents are paying their rents and other charges and are properly maintaining their units;
- Helping residents to maintain their households, including managing their money;
- Providing specialized supportive services and crisis intervention in order to obtain necessary treatment to avoid eviction action.

3. All Applicants and residents who participate in these programs must meet the Threshold Requirements for the program for which they are applying.(See 5.1.2)

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4. All Applicants and residents who participate in these programs must meet the Applicant Screening Criteria as specified in this policy and/or any Memorandum of Agreement between the BHA and the service organization.

10.2.2 Apartment/Development/AMP Designations

Supported Housing Programs may be established for a development/AMP or certain designated apartments within a development/AMP.

10.3 Designated Housing Program (Federal Elderly/Disabled Program only)

10.3.1 Plan Description

The BHA will allocate units in the Elderly/Disabled developments/AMP in order to move towards a ratio of 70% designated to elderly families and 30% to non-elderly disabled families. In order to achieve these percentages additional admission Preference Points will be applied to Elderly Applicants at designated Elderly/Disabled Program developments/AMPs. Applicants who are Elderly and are on an Elderly/Disabled Program development/AMP wait list where the Elderly resident population is less than 70% will receive Preference Points in addition to any they may already have.

10.3.2 Development/AMP Designation

The BHA will monitor the percentages of elderly and non-elderly disabled households living in each Elderly/Disabled Development/AMP on a monthly basis. When the percentage of elderly households occupying a development/AMP reaches 65%, the development/AMP will be flagged so that each subsequent offer of housing will be reviewed by a Manager in the Occupancy Department. When the percentage of elderly households occupying a development/AMP reaches 70%, the BHA will turn off Designated Housing preference points to elderly applicant households for this development/AMP. If the percentage of elderly households occupying a development/AMP falls below 70%, the BHA will turn on Designated Housing Preference points to elderly applicant households for this development/AMP..

10.4 Elderly Preference(State Elderly/Disabled Program only)

10.4.1 Plan Description

(1) General Provisions for Placements.

(a) Placements are to be made in elderly/disabled housing to achieve a mixed population of elderly households in 86.5% of the units and handicapped

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households in 13.5% of the units. The BHA shall place applicants in accordance with 760 CMR 5.10(2) in order to attain or to sustain these percentages. Such placements shall also be made in accordance with any applicable priority and preference categories.

(b) Any accessible or modified unit shall be offered to an applicant household which includes a person, regardless of age, who has a physical handicap which handicap necessitates one or more of the special design features of the unit.

2) Placements by BHA in Elderly/Disabled Housing. Prior to making a placement in elderly/disabled housing, the BHA shall determine the BHA's current percentage of c. 667 units occupied by disabled households. In making this determination the BHA shall count all c. 667 units including c. 667 congregate units, c. 667 section 8 new construction or substantial rehabilitation units, c. 667 modified units, and c. 667 conventional units. The BHA shall then place applicants as follows:

(a) If the percentage of units occupied by disabled households is less than 13.5%, the BHA shall place one eligible and qualified disabled household for each eligible and qualified elderly household placed until such time as the percentage of disabled households equals or exceeds 13.5%.

(b) If the percentage of the units occupied by disabled households equals or exceeds 13.5%, the BHA shall place eligible and qualified elderly households until such time as the percentage of disabled households falls below 13.5%.

(c) If the percentage of units occupied by disabled households equals or exceeds 13.5%, but the LHA has exhausted its waiting list of eligible and qualified elderly households, the LHA shall place those eligible and qualified disabled households whose members have attained the age of 50 but are less than 60 years old until such time as the percentage of disabled households falls below 13.5% or until there is an application from an eligible and qualified elderly household.

(d) If the percentage of units occupied by disabled households equals or exceeds 13.5%, and the BHA has exhausted its waiting list of eligible and qualified elderly households and eligible and qualified disabled households whose members have attained the age of 50 but are less than 60 years old, the LHA shall place eligible and qualified disabled households, without regard to age, until there is an eligible and qualified elderly household or, in the absence of such an elderly household, an eligible and qualified disabled household whose members have attained age 50 but who are less than 60 years old.

10.5 Resident Custodians and Special Assignment Laborers

10.5.1 Rules Governing Residency of Resident Custodians and Special Assignment Laborers

Resident custodians and special assignment laborers (BHA employees living in BHA apartments as a condition of employment under a license agreement) shall not be considered public housing residents. They are not subject to the same requirements (including the waiting list procedure) and do not have the same rights as public housing residents. In particular, they:

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- Do not have to qualify as a Low Income Household;
- Are not subject to the BHA's resident selection procedures;
- May be charged a reasonable rent or may be provided a BHA apartment rent-free;
- Are not subject to BHA lease and grievance procedures, but have a license agreement for occupancy with the BHA; and
- Are not entitled to remain in the same apartment in public housing if their employment is terminated, but shall be entitled to apply for public housing.

10.5.2 Admission as Residents

Upon change in status, resident custodians and special assignment laborers may apply to become BHA residents, but may only be admitted to a BHA apartment after they have been determined Eligible and Qualified.

10.6 Occupancy by Police Officers (Federal Developments/AMPs Only)

10.6.1 Definition of Police Officer

For purposes of this subsection, a police officer is defined as a person who is employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of a local police force or an accredited police force of a housing agency may qualify.

10.6.2 Purpose of Policy

In order to increase security for BHA public housing residents, the BHA may allow police officers to reside in a public housing apartment, even if such police officers might not otherwise qualify, based on income, for BHA public housing.

10.6.3 Terms of Tenancy for Police Officers

1. Occupancy

   Police Officers who apply for BHA housing will be subject to the same terms, standards (other than income) and procedures that are applied to all other BHA Applicants.

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2. Verification

Police officers will undergo the same verification procedures applied to other BHA Applicants. Those procedures are outlined in this Admission and Continued Occupancy Policy. Screening criteria contained in this policy therefore apply.

3. Waivers

Police Officers approved for occupancy in BHA apartments will be given a waiver that allows them to be chosen for BHA housing without being placed on the Authority's waiting list.

4. Lease

Police Officers shall execute a lease or occupancy agreement with the BHA providing for the terms of occupancy of an apartment.

5. Annual Re-certification

Continued employment as a police officer as defined in this subsection, will remain a determining factor in the renewal of a Police Officer's lease or occupancy agreement. Police Officers are therefore required to submit annually to the BHA proof of continued employment as a police officer.

Failure to remain employed as a Police Officer will therefore result in a refusal to renew a Police Officer's lease or occupancy agreement.

6. If a person is no longer a Police Officer, but meets the BHA eligibility standards, the Police Officer may apply for admission as a BHA resident.

10.6.4 Apartments to be Occupied by Police Officers

The BHA will offer apartments to Police Officers based upon BHA-determined security needs. In no event shall the number of apartments allotted for Police Officers exceed one Police Officer per development/AMP with more than 100 apartments but less than 500 apartments, and not more than two Police Officers for any development/AMP with over 500 apartments.

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10.7 Pet Policy

BHA residents may have pets, in accordance with the BHA's current Pet Policy for the specific development(s)/AMP(s) at which they select to live. In state-aided housing, this policy requires the approval of DHCD.

10.8 Waiver Provision

The Director of Occupancy may recommend and the Administrator, or his/her designee who shall be a senior management employee, may approve a waiver of any provision of this policy not required by law if the waiver of such provision would avoid substantial hardship or substantial injustice to an Applicant or a transfer applicant. In each such case a written report must be filed by the Director of Occupancy, and approved by the Administrator or his/her designee. These reports (if any) shall be available to HUD and DHCD on a quarterly basis. Further, copies of these reports (if any) with names and other identifying references deleted shall be available for public inspection, upon request. No waiver shall be in violation of Chapter 1, Section 1.1 of this ACOP. Examples of situations in which a waiver may be requested and approved include but are not limited to: individuals with a potentially terminal illness, for example, AIDS, who are experiencing a housing crisis, a Household which must abandon its current housing in a distant location in order to relocate to Boston so that a seriously ill Household Member can receive specialized medical treatment available at a Boston area medical facility.

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CHAPTER 11: DEFINITIONS OF TERMS USED IN THIS STATEMENT OF POLICIES

1. **Accessible Route -** For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.

2. **Accessible Apartment** - when used with respect to the design, construction or alteration of an individual apartment, means that the apartment is located on an Accessible Route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps or disability. An apartment that is on an Accessible Route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 [the Uniform Federal Accessibility Standards] is "accessible" within the meaning of this paragraph.
3. **Adaptable -** Ability of certain elements in an apartment to be changed to accommodate the needs of disabled persons; or ability of certain apartments to meet the needs of persons with different types & degrees of disability.

4. **Administrator** - The chief executive officer of the Boston Housing Authority.

5. **Alteration** - any change in an apartment, building or common area or to its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems.

6. **Asset Management Project**- AMP- For purposes of Asset Management HUD requires PHA's to designate a unique identifier for a development, or groupings of scattered sites or small developments, or phases of a development for purposes of implementing asset based management for HUD funded federal public housing units.

7. **Apartment** -- Residential space for the private use of a Household. The number of bedrooms contained within a BHA apartment is from 0 bedrooms (studio/efficiency) to 6 bedrooms.

8. **Applicant** - a person or household member who is not a BHA leaseholder and has submitted an application for public housing that has been accepted by the Authority and entered into its management information system with a client number assigned.

8. **Appeals** – an Applicant for admission to BHA, who is dissatisfied with a decision regarding his or her application, may request an appeal before a BHA Hearing Officer. (See 4.1.4).

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9. **Applicant Information Briefing Session –** A regularly scheduled meeting (or other form of communication that may be designated by the BHA) whose purpose is to: provide prospective Applicants with an explanation of the process for Application and admission to BHA Public Housing; make Applicants aware of the Priorities, Preferences and housing options available to them as a BHA Applicant; familiarize Applicants with the Preliminary Application and Related Forms; bring staff in contact with Applicants to assist Applicants in completing the application process(See Chapter 3)

10. **Area Median Income (AMI)** – The median income of the greater Boston area as determined by HUD.

11. **Assets** - Assets generally means cash which is accessible to a person including checking and savings accounts, stocks, bonds, equity in real property, and the cash value of life insurance policies, but does not include the value of tangible personal property such as furniture, automobiles and household effects. (Certain types of tangible personal property are included, such as coin collections or jewelry, but essential tangible personal property reasonably necessary for every day living, such as furniture and automobiles, are not included. For included real or personal property holdings, the value of the asset is the cash amount that would remain if the resident converted the asset to cash and deducted any outstanding mortgages, liens or selling expenses.)

12. **Boston Resident** - A person whose last permanent address was within the City of Boston or a person who is a resident and presently domiciled in the City of Boston at the time of application and at the time of determination of eligibility and qualification, or a person who is employed or about to be employed in the City of Boston as verified by the BHA. A person with a temporary residence in the City of Boston with relatives or friends is not a resident unless the person's last residence or domicile was in the City of Boston. The burden of establishing Boston residency is on the Applicant.

13. **Co-Head of Household** - a person who with the Head of Household assumes responsibility and accountability for the Household and signs the lease. The Co-Head of Household is equal to and has the same rights and responsibilities as the Head of Household. This shall include a spouse even if not designated as Co-Head of Household on the application or lease.

14. **Department of Housing and Community Development (DHCD)** -- the agency responsible for the oversight and monitoring of the State's public housing program.

15. **Dependent** - A member of the Household, other than head, co-head, sole member, foster child, or Personal Care Attendant, who is under 18 years of age, a Disabled Person, or a full-time student.

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16. **Development** - Refers to low income housing developed, acquired or rehabilitated by BHA under the U.S. Housing Act of 1937 (other than Section 8) for which there is an annual contributions contract (ACC) between the U.S. Department of Housing & Urban Development **or** one or more public housing apartments developed and/or administered by the BHA with a separate contract for financial assistance with the Massachusetts Department of Housing Community Development under the Chapter 705, Chapter 200 or Chapter 667 program.

17. **Disabled Person** –

For program eligibility, a person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or defined as "handicapped persons of low income" in M.G.L. C121B § I and in 760 CMR 5.07.

For Eligibility in State-Aided Housing – A person who has been determined to have an impairment which is expected to be of long continued and indefinite duration, which substantially impedes the ability to live independently in conventional housing and which is of such nature that such ability could be improved by more suitable housing conditions.

For Eligibility in Federally-Assisted Housing – A person who

1) has a disability defined as an inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or, in the case of a person who has attained the age of 55 and is blind, the inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time, or

2) Has a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, which substantially impedes his or her ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions, or

3) Has a developmental disability which is a severe, chronic disability of an individual 5 years or older which is attributable to a mental or physical impairment or combination of impairments and which is manifested before the age of 22 and is likely to continue indefinitely and which results in substantial functional limitations in three or more of the following areas of major life activity (self-care; receptive and expressive language; learning; mobility; self-direction; capacity for independent living and economic self-sufficiency), and which reflects the individual's need for assistance that is

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lifelong or of extended duration and is individually planned and coordinated.

Such term shall not exclude persons who have the disease acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for AIDS

B. For all purposes other than Eligibility, a person with a physical or mental impairment which substantially limits one or more life activities, or has a record of such impairment, or is regarded as having such an impairment.

- *No individual shall be considered a person with a disability solely because of drug or alcohol dependence.*

19. **Elderly Household** - A Household whose Head of Household, Co-Head of Household, or spouse (or sole member) is an Elderly Person.
20. **Elderly Person** - means a person who is at least 62 years of age. For state assisted housing a person who is at least 60 years of age.

21. **Eligible** – means a person or household that has met the three threshold requirements pursuant to Section 5.1.2 for Preliminary Eligibility.

22. **Eligible Household** – A household who is determined Eligible for residence in public housing assisted under the United States Housing Act of 1937 (42 U.S.C. 1437) or under M.G.L. c121B and provisions of this Policy.

23. **Eligible Non-Citizen Status (for Federal Program only)** - The admittance of a Non-Citizen to the United States under one of the following categories:

- A Non-Citizen lawfully admitted for permanent residence as an immigrant as defined by sections 101(a)(15) and 101(a)(20) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(15) and 8 U.S.C. 1101(a)(20), excluding, among others, Non-Citizen visitors, tourists, diplomats, and students who enter the United States temporarily with no intention of abandoning their residence in a foreign country;

- A Non-Citizen who entered the United States prior to June 30, 1948, or such subsequent date as is enacted by law, has continuously maintained his or her residence in the United States since then, and is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General pursuant to section 249 of the Immigration and Nationality Act (8 U.S.C. 1259) [8 USCS § 1259];

- A Non-Citizen who is lawfully present in the United States pursuant to an admission under section 207 of the Immigration and Nationality Act (8

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U.S.C. 1157) or pursuant to the granting of asylum (which has not been terminated) under section 208 of such Act (8 U.S.C. 1158);

- A Non-Citizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest pursuant to Section 212(d)(5) of the Immigration and Nationality Act (8 U.S.C. 1182(d)(5));

- A Non-Citizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation pursuant to section 243(h) of the Immigration and Nationality Act (8 U.S.C. 1253(h));

- A Non-Citizen lawfully admitted for temporary or permanent residence under section 245A of the Immigration and Nationality Act [8 USCS § 1255a].

- Lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Act Section 245A).

24. **Emancipated Minor** – Minor (under 18 years of age) with a child (or children) or who has otherwise established him/herself as a non-dependent individual.

25. **Fair Housing Act** – Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 *et seq*.)

26. **Family** – A single person, two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together in BHA housing. Other persons, including foster children, Personal Care Attendants, and members temporarily absent (including children temporarily assigned to foster care[14]), may be considered a part of the Household group if they are living or will live regularly with the Household.

27. **Federally-assisted Housing** – For purposes of this policy, housing assisted under the U.S. Housing Act as defined in 42 USC 1437a and following provisions.

28. **Full-time Student** -
For Eligibility in Federally-assisted Housing A person who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school or trade school.

[14] See 24 CFR 5.403.

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For Eligibility in State-assisted Housing- a household member between the ages of 18 and 25, who is the dependent of another household member and who is enrolled in and attending an accredited educational or vocational institution and is carrying a course load that is considered full-time for day students under the standards and practices of the institution. Full-time student status shall remain in effect as long as the individual carries a full-time student course load in pursuit of a bachelor's degree, an associate's degree, or a diploma from an accredited institution or a certificate from an accredited vocational program (excluding apprenticeship programs). In no event shall full-time student status last longer than the length of time normally required for day students to complete the required course of study.

29. **Good Cause** - A set of standards used by the Authority to determine the need for and special offer of housing in order to avoid a verifiable hardship. The basis for the special offer must be reliably documented and cannot result in discrimination on the basis of race, color, sex, sexual orientation, ethnicity, religion or national origin or handicap or disability.

30. **Grievance** –1. An allegation, by a tenant or a remaining Household Member of a tenant's household, that the BHA or a BHA employee has acted or failed to act in accordance with the tenant's lease or any statute, regulation, or rule regarding the conditions of tenancy and that the alleged action or failure to act has adversely affected the status, rights, duties, or welfare of the tenant or a Household Member; or 2. An appeal by a data subject pursuant to 760 CMR 8.00. The meaning of a statute, regulation or rule shall not be the subject of a grievance. A dispute between a tenant and another tenant or Household Member, in which the BHA is not involved, shall not be the subject of a grievance. A grievance shall not be filed by a tenant on behalf of another tenant or any Household Member of another tenant.

31. **Head of Household** - means the member who assumes responsibility and accountability for the Household and signs the lease.

32. **Household** – All persons residing in an apartment who are listed on the apartment's lease as household members or Tenant Status Review (T.S.R.); and may include an approved PCA, who resides in the apartment.

33. **Household Member** - A person residing in an apartment who is listed on the apartment's lease as a household members or Tenant Status Review (T.S.R.); and may include an approved PCA, who resides in the apartment.

34. **Home Visit** - a visit by BHA Occupancy Department staff or contractor to the home of an Applicant pursuant to the provisions of this policy.

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35. **HUD (U.S. Department of Housing & Urban Development)** - the Federal department responsible for the public housing program as provided in the 1937 Housing Act. HUD provides operating subsidies to the BHA through an Annual Contributions Contract.

36. **Imputed Welfare Income**- (In Federal Developments Only) The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for the purposes of determining rent.

37. **Last Permanent Residence**: the last main or the only residence (home) at a fixed address a "Dwelling" or "rental dwelling." This means a unit that was owned or rented by or to one or more tenants and landlord authorized household member(s) as occupants for use as a permanent residence under a lease or tenancy at will. The term does not include a room rented to overnight guests or doubled-up guests/visitors.

38. **Lease** -- A written agreement between the BHA and Head or Co-Head of Household for the occupancy of an apartment.

39. **Minor** - a person less than 18 years of age. An unborn child will not be considered to be a minor (Also see the definition for Dependent and Emancipated Minor).

40. **Mitigating Circumstances** - Circumstances which would tend to lessen the negative impact of an unsuitable housing history or unsuitable behavior and which may overcome or outweigh negative information gathered in the screening process about an Applicant or Transfer Applicant.

41. **Mixed Family** – A family whose members include those with citizenship or Eligible Non-Citizen Status, and those without citizenship or Eligible Non-Citizen Status.

42. **National** – A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

43. **Non-Citizen** – A person who is neither a citizen nor National of the United States.

44. **Occupancy Department** - the department within BHA that is responsible for the admissions and screening process. The department has responsibility for marketing, intake, waiting list management, screening, and making offers of public housing apartments to qualified Applicants and transfer applicants. The Occupancy Department administers the Admissions and Continued Occupancy Policy including eligibility for resident transfers.

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45. **Overcrowded** - a condition of occupancy where too more people reside in an apartment given its bedroom size and applicable standards

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46. **Overhoused** - a condition of occupancy where too few people reside in an apartment according to BHA standards for occupancy.

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47. **Personal Care Attendant (PCA)** - A person that regularly provides care and support and who may or may not reside with an Elderly, Handicapped, or Disabled person or persons. (See 5.5 for full definition)

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48. **Police Officer** – For the purposes of this policy, a police officer is defined as a person to be employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency is a police officer.

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48. **Preference** – BHA gives Applicants Preference if they are veterans, Boston Residents, or non-elderly disabled with a Household. Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on the BHA waiting list. Specific Preference definitions and point information can be found in **Chapter 4** of this policy.

49. **Priority** – A defined housing related situation that necessitates a Household's relocation. The BHA gives points to Applicants with Priority that ranks those Applicants higher on the waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others. Specific Priority definitions and point information can be found in Chapter 4 of this policy.

50. **Qualified –** An Applicant who is Eligible and has been approved for admission to BHA housing after meeting all requirements of the BHA Screening Policy.

51. **Qualified Healthcare Provider** - a medical or rehabilitation professional or expert, **OR** non-medical service agency whose function is to provide services to the disabled.

52. **Reasonable Accommodation**- A change or modification to BHA rules, policies, practices, or services or a Reasonable Structural Modification when such a change is reasonable and necessary on account of a persons disability to afford the person the ability to use and enjoy a BHA apartment or common areas, provided that the change does not pose an undue financial or administrative burden, or result in a fundamental alteration of BHA program.

53. **Reasonable Structural Modification**- A change to a BHA apartment or to a common area which is reasonable and necessary on account of a person's

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disability to afford the person the ability to use and enjoy BHA premises and which does not pose an undue financial and administrative burden or result in a fundamental alteration of BHA program.

54. **Residual Tenancy Applicant** - An existing Household Member, (except a Personal Care Attendant), or an adult (if all other Household Members in the apartment are minors or incapacitated adults), willing to assume guardianship where appropriate of an apartment where the Head and Co-Head of Household vacates or becomes incapacitated.

55. **Residual Tenant** - A remaining Household Member, (except a Personal Care Attendant), or an adult (if all other Household Members in the apartment are minors or incapacitated adults) who has been approved under this policy to remain a BHA resident.

56. **Non-Smoking**– A designation whereby smoking is prohibited inside an apartment or building (including common areas) and within a defined distance of the building.

56. **State-Aided Housing** – A low-rent housing development aided or financed by loans and/or annual contributions from DHCD.

57. **Tenant Status Review (TSR)** - The process and the document used to complete the required annual reexamination of all BHA residents.

58. **Unauthorized Occupants** - Individuals or families who are staying in an apartment leased by a BHA resident who: (a) have not been approved in writing by the BHA as additions to the Household; (b) have applied but have not yet been approved by the BHA as additions to the Household; (c) are staying beyond the limits established in the lease for temporary visitors.

59. **Underhoused** - a condition of occupancy where too many people reside in an apartment according to BHA standards for occupancy.

60. **Uniform Federal Accessibility Standards** - Standards for the design, construction, and alteration of publicly owned residential structures to insure that mobility and/or sensory impaired persons will have ready access to and use of such structures.

61. **Use and Occupancy Agreement** - an agreement between BHA and the occupant of a BHA apartment whereby the occupant is entitled to use and occupy the apartment under specified conditions but is not entitled to reside as a tenant under a BHA lease or otherwise.

62. **Utilities** - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, and sewerage services. Telephone service, laundry, and cable service are not included as utilities.

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63. **Vacancy Action Form** – Document by which BHA staff report the status of a vacated apartment (see Section 6.2.3 for status categories).

64. **Vacate Date** – The date on which a tenant vacates, abandonment proceedings are concluded; or the tenant is evicted.

65. **Veteran** - Anyone who is a veteran as defined in M.G.L. c4, § 7, clause 43. The word "Veteran" as used in these policies shall include the spouse, surviving spouse, Dependent parent or child of a Veteran and the divorced spouse of a Veteran who is the legal guardian of a child of a Veteran.

66. **Veterans' Preference** – A Preference that is given to Veterans, as defined above, when applying for BHA housing.

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) that the unit was the Applicant's last permanent residence. since permanent housing.The following documentation is a non-exhaustive list of documentation that may be used, in conjunction with Priority documentation that establishes displacement, will verify the Displaced Boston Tenant Preference:

Landlord verification;
A copy of a Lease;
Utility Bill (electric, gas, oil, or water)
Mortgage Payments;
Letter from School Department;
Letter from Social Security Department;
Taxes;
Other verification deemed acceptable or necessary by BHA.

(3) Non-discriminatory Effect of Preference

This Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an Applicant Family.

BOSTON HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

FOR THE PUBLIC HOUSING PROGRAMS

Latest Revision 11/23/11

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FOR THE PUBLIC HOUSING PROGRAMS
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CHAPTER 1: INTRODUCTION AND POLICY

1.1 Introduction

Boston Housing Authority's Mission Statement: It is the mission of the Boston Housing Authority ("*BHA*" or "*the Authority*") to provide stable, quality affordable housing for low- and moderate-income persons; to deliver these services with integrity and mutual accountability; and to create living environments which serve as catalysts for the transformation from dependence to economic self-sufficiency.

This Admissions and Continued Occupancy Policy (ACOP) describes the admission, occupancy and transfer policies by which the BHA determines eligibility for admission, selects prospective residents, assigns apartments, admits residents, and processes transfers, in a fair and nondiscriminatory manner.

This ACOP is applicable to BHA Public Housing Developments only. The BHA's Hope VI Program developments utilize a separate HUD approved admissions and occupancy system which can be obtained from the property management agent for those developments.

1.2 Statement of Nondiscrimination

1.2.1 Compliance with Federal and State Laws

It is the policy of the BHA to comply fully with existing Federal and State laws[1] protecting the individual rights of applicants, residents, or staff and any laws subsequently enacted.

1.2.2 Civil Rights and Fair Housing

The Authority does not discriminate because of race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status or marital status, in the leasing, rental, sale or transfer of apartments, buildings, and related facilities, including land that it owns or controls.[2]

---

[1] Title VI of the Civil Rights Act of 1964 and the implementing regulations at 24 CFR Part 1; Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendment Act of 1988); Executive Order 11063 on Equal Opportunity in Housing and the implementing regulations at 24 CFR Part 107; Section 504 of the Rehabilitation Act of 1973 and the implementing regulations at 24 CFR Part 8; the Age Discrimination Act of 1975 and the implementing regulations at 24 CFR Part 146; and the implementing regulations at 24 CFR Parts 100,108,110, and 121. Title II of the Americans with Disabilities Act and the implementing regulations at 28 CFR Part 35 and M.G.L. Chapter 151B. For BHA's state-aided housing, applicable regulations are found at 760 CMR 4.00, 5.00 and 6.00 covering housing developed under the Chapter 200, Chapter 667 and Chapter 705 programs.

[2] Buildings must be owned by the Authority and covered by a contract for annual contributions under the United States Housing Act of 1937 for properties in the Federal program, and/or a Massachusetts Department of

The BHA shall not, on account of race, color, sex, religion, age, sexual orientation, disability, handicap, national origin, ethnicity, marital status or familial status:[3]

1. Deny to any Household the opportunity to apply for housing, or deny to any qualified Applicant the opportunity to lease housing suitable to his/her needs;

2. Provide housing which is different from that provided others except as required or permitted by law and in accordance with this Policy;

3. Subject any person to segregation or disparate treatment;

4. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;

5. Treat a person differently in determining eligibility or other requirements for admission;

6. Deny a person access to the same level of services available to other similarly situated individuals; or

7. Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program.

1.2.3 Fair Admissions

The BHA shall not automatically deny admission to a particular group or category of otherwise eligible Applicants (e.g., Households with children born to unmarried parents or Households whose Head of Household or Co-Head of Household is a student).

Each Applicant in a particular group or category must be treated on an individual basis in the normal processing routine.

1.2.4 Reasonable Accommodations

The BHA shall make reasonable accommodations in policies and procedures and, if necessary and reasonable, make certain structural modifications for persons with disabilities (Applicants or residents) in accordance with the BHA's **Reasonable Accommodation in Housing Policy**.

Housing and Community Development Contract for Financial Assistance or operating funds for properties in the State program.

[3] See M.G.L. Chapter. 151B, § 4 and 42 U.S.C. § 3601

- The BHA cannot refuse to make a Reasonable Accommodation in rules, policies, practices or services when such accommodation may be necessary to afford a person with a physical or mental impairment equal opportunity to use and enjoy a BHA apartment, including public and common use areas.

- The BHA must make a modification to existing premises, when requested by a Disabled person, if the modification is reasonable and necessary to afford equal opportunity to use and enjoy BHA premises.

- An accommodation or structural modification is not reasonable if it would impose an undue administrative and financial burden on the BHA, or fundamentally alter the nature of the public housing program. The burden of demonstrating that a requested accommodation is unreasonable and imposes an undue administrative and financial burden, or fundamentally alters the nature of the public housing program is on the BHA. If granting the requested accommodation would create an undue administrative and financial burden, the BHA shall approve the request to the extent that it can do so without undergoing the undue burden or fundamental program alteration as described above.

Requests for accommodation with respect to documents used by the BHA should be made to the Authority's TDD phone number, TTY phone number, Civil Rights Department, Occupancy Department, Development Manager's Office, or the Housing Service Center. In addition, although there are many different staff members who may review a request for reasonable accommodation, the BHA has a Reasonable Accommodation Coordinator who may be contacted for assistance. The Reasonable Accommodation Coordinator can be reached in the BHA's Office of Civil Rights. The BHA Reasonable Accommodation in Public Housing Policy may also be consulted.

1.2.5 Records of Applications for Admission and Transfer

BHA records with respect to applications for admission and transfer shall indicate the following for each application:

1. Date and time of receipt;

2. The Applicant's choice(s) of development(s).

3. The determination of the BHA as to eligibility or non-eligibility of the applicant or resident;

4. Where eligible, the apartment size for which eligible.

5. Where eligible the Priority and/or Preference category granted, if any and the date such eligibility is granted.

6. Race of Household Members (for statistical purposes only)

7. Status as a Disabled Household or Household Member (See Section 5.3.2.G)

8. Name(s) of Household Member(s)

9. Address of Household including mailing address

10. Client number.

1.2.6 Records of Apartments Offered

The BHA will maintain a record of apartments offered and to whom offered, including the date, location, apartment identification, client number, circumstances of each offer, each acceptance or rejection, and the reason for any rejection.

1.2.7 Applicant/Transfer Applicant Appeal Procedure

An Applicant or resident who believes himself/herself to have been aggrieved by any action, inaction or decision of the BHA in the processing of his/her application for admission or transfer application shall have the right to a hearing. Applicants for admission are entitled to an appeal before a hearing officer pursuant to the provisions of this Policy (see Section 4.1.4) and transfer applicants before the BHA Grievance Panel pursuant to **BHA's Grievance Policy**.

1.3 Accessibility and Plain Language

1.3.1 Accessible Facilities and Programs

Facilities and programs used by Applicants and residents shall be made accessible. Application and management offices, hearing rooms, community centers, laundry facilities, craft and game rooms and other public spaces will be available for use by residents with disabilities. If these facilities are not already accessible (and located on accessible routes), they will be made accessible so long as this does not impose an undue financial and administrative burden on the Authority.

1.3.2 Plain Language Paperwork

Documents intended for use by Applicants and residents will be presented in accessible formats for those with vision or hearing impairments and they will be written simply and clearly to enable Applicants and residents with learning or cognitive disabilities to understand as much as possible. Requests for accommodation with respect to documents used by the BHA should be made to the Authority's TDD phone number, TTY phone number, Civil Rights Department, Occupancy Department, or the Housing Service Center.

1.3.3 Forms of Communication other than Plain Language Paperwork

At the point of initial contact BHA staff shall ask all Applicants whether they need some form of communication other than plain language paperwork. Some alternatives might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the Applicant to receive, interpret and explain housing materials. The BHA will pay for sign language interpreters for the hearing impaired.

1.3.4 English Language Ability

Some Applicants will not be able to read (or to read English), so staff must be prepared to read and explain documents that they would normally hand to an Applicant to be read or filled out. Applicants who read or understand little English may need to be provided with an interpreter who can explain what is occurring. The BHA will make an effort to have its written materials translated into those languages frequently spoken by Applicants and to provide oral interpretation, upon request, in accordance with its Limited English Proficiency Policy (LEP).

1.4 Broad Range of Incomes (Income Mixing) and Deconcentration (Family Developments Only)

In accordance with the Congressional mandate in the Quality Housing and Work Responsibility Act of 1998 and with the approval of the Commonwealth of Massachusetts' Department of Housing and Community Development (DHCD), the Boston Housing Authority has adopted the federally required policies to provide for deconcentration of poverty and to encourage income mixing in all Family (general occupancy) developments. BHA offers the plan below to facilitate both deconcentration and income mixing in BHA developments. The goals of the plan are to provide a sufficient mixture of

extremely low-income, very-low, and low-income Households at all BHA developments, and to avoid circumstances wherein higher-income or lower-income developments are created with respect to the Authority-wide average income.

1.4.1 Definitions

For the purposes of this Admissions and Continued Occupancy Policy (ACOP), Lower-Income Households are defined as Households whose annual income does not exceed eighty (80) percent of the Boston area median income (AMI), with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development. In accordance with 24 CFR 5.603, HUD may establish income ceilings higher or lower than 80% of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low household incomes. However, with regard to state developments, state income rules of eligibility as defined in 760 CMR 5.00 or any successor regulations will apply. Within this category of Lower-Income Households, the following definitions apply:

1. **Low-Income Household**

   A Low-Income Household is defined as a Household whose annual income exceeds fifty (50) percent but *does not* exceed eighty (80) percent of the Boston AMI, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development or Massachusetts Department of Housing and Community Development.

2. **Very Low-Income Household**

   A Very Low-Income Household is defined as a Household whose annual income exceeds thirty (30) percent of the Boston AMI but *does not* exceed fifty (50) percent of the AMI for the area with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development or Massachusetts Department of Housing and Community Development.
   .

3. **Extremely Low-Income Household**

   An Extremely Low-Income Household is defined as a Household whose annual income does not exceed thirty (30) percent of the AMI for the Boston area, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and

Urban Development or Massachusetts Department of Housing and Community Development.

.

1.4.2 Broad Range of Incomes (Income-Mixing)

It is the goal of BHA to attain, within a reasonable period of time, a resident population in each development composed of Lower-Income Households with a broad range of incomes. BHA will make an effort to assure that each of its developments will include Households with a broad range of incomes generally representative of the range of Lower-Income Households in the City of Boston.

To achieve and maintain the basic objective of housing Households with a broad range of incomes, BHA will review its waiting list to determine whether there is a representative income mix of Low, Very-Low, and Extremely-Low Income Households. If there is not a representative income mix, BHA will consider strategies to encourage a greater income mix including, but not limited to, conducting targeted outreach efforts and/or establishing income Preferences.

Regardless of any discretionary strategies the BHA may adopt to achieve the goal of income mixing, the BHA will ensure that it meets the following targeting requirements as set forth by federal regulation:

- In federal developments only, at least 40% of new admissions to the BHA's public housing program during each fiscal year will be Extremely–Low Income Households. (See Section 5.1.4 for additional Income Qualification criteria).

- BHA may reduce the required percentage of public housing apartments to which Extremely-Low Income Households must be admitted to the extent that the BHA has credits, in the same fiscal year, for admissions of Extremely-Low Income Households to its Section 8 tenant-based assistance program beyond the number required for that program. However, the BHA may not have more credits than the lesser of the following:

    - Ten percent of the total number of Households admitted to the Section 8 tenant-based assistance program during the fiscal year; **OR**

    - The number of the BHA's public housing apartments in developments located in census tracts with a poverty rate of 30 percent or more that are made available and filled by eligible

Households who are not Extremely-Low income Households.

- During any fiscal year and regardless of the number of credits from Section 8 tenant-based assistance admissions, at least 30 percent of BHA admissions to public housing apartments will be Extremely–Low income Households.

1.4.3 Deconcentration

The admissions policies contained in this ACOP are designed to deconcentrate poverty. This objective will be achieved by bringing higher-income Households into lower-income developments and/or lower-income Households into higher-income developments. While information regarding specifics of each development is contained each year in the BHA's Annual Plan, which is submitted to HUD and DHCD, below is an outline of BHA's deconcentration policy.

The BHA will accomplish the deconcentration goal in a uniform and non-discriminatory manner. While targeting certain levels of income for admission to BHA public housing, BHA will not intentionally concentrate lower-income Households, as defined below, in one public housing development or building within a development.

1. Deconcentration – Identification Procedures

Annually, the BHA will calculate the average income at all BHA Family developments ("the Authority-wide average income"). The Authority will also calculate the average income of all Households at each Development separately ("the Development average income"). Developments in which the Development average income is *above* 115% of the Authority-wide average income will be considered "higher-income" developments. Likewise, Developments in which the Development average income is *below* 85% of the Authority-wide average income will be considered "lower-income" Developments.

- Definitions

  - <u>The Authority-wide average income</u>: The average income of all Households residing in BHA Family developments. Such an average is used as a base measure from which Developments are either determined to be "higher-income" or "lower-income" for purposes of the BHA's deconcentration policy.

- The Development average income: The average income of all Households residing in a single BHA Family Housing development.

- Higher-income Development: A development in which the Development average income is above 115% of the Authority-wide average income.

- Lower-income Development: A development in which the Development average income is below 85% of the Authority-wide average income.

2. Remedial Action

Based upon the above-mentioned analysis, the BHA will review the need to offer incentives to eligible families that would help accomplish the deconcentration objectives at individual developments.

Should the average income at a development(s) vary more than 15% from the Authority-wide average, the BHA may utilize some or all of the policies and/or incentives listed below:

- Establish an income Preference in order to reach Applicant Households with lower or higher incomes as appropriate.

- Initiate affirmative marketing strategies to all eligible income groups.

- Provide additional applicant consultation and information.

- Provide additional supportive services and amenities.

- Provide rent incentives authorized by Quality Housing and Work Responsibility Act of 1998 ("QHWRA").

- Targeting investment and capital improvements towards a development(s) below 85% of the Authority-wide average income.

1.4.4 Monitoring

As part of the BHA's Annual Plan submission to HUD and as part of an annual report to DHCD, the BHA will annually monitor the income levels of Households residing in BHA housing and on the waiting list to assess

its progress in attaining the deconcentration and income mixing goals. The BHA will calculate and compare the average Household incomes at each development with the Authority-wide average, as described above. In addition, the income status of Applicants on the BHA's waiting list will be analyzed to determine the percentage of Applicants with "Low," "Very Low" and "Extremely Low" incomes.

The BHA will also ascertain its progress in meeting the income-targeting goal that requires in federal developments that 40% of new admissions must be Extremely-Low Income Households. If the monitored data indicates any problems, BHA will alter its marketing and deconcentration strategies in accordance with this policy and federal and State requirements.

1.5 Civil Rights Protection Plan

It is the policy and obligation of the Boston Housing Authority to administer all aspects of its housing programs without regard to race, color, age, sex, sexual orientation, national origin, ethnicity, religion, familial or marital status or handicap/disability. The BHA's **Civil Rights Protection Plan** ("CRPP") approved by the U.S. Department of Justice on July 26, 1999, is designed to protect Applicants, residents and their visitors from threats, harassment, violence or abuse while they are on BHA property. (Please refer to the BHA's CRPP for specific policies and procedures).

CHAPTER 2: MARKETING AND OUTREACH

2.1 Marketing Policy

It is the policy of the BHA to conduct marketing and outreach as needed to maintain an adequate application pool representative of the eligible population in the area. In marketing its developments, it is the policy of the BHA to comply fully with existing Federal and State laws protecting the individual rights of applicants, residents, or staff and any laws subsequently enacted. (See Section 1.2 Statement of Nondiscrimination including all subsections.)

2.1.1 Marketing has two primary purposes:

1. to make all potential applicants aware of the housing and related services that BHA offers its residents; and

2. to attract specific groups of applicants, such as,

- those with Low- and Very low-income levels, as defined in Chapter 1, section 1.4.1 “Definitions,” of this policy,
- Disabled Persons who require units with accessible features, or
- those determined by an annual analysis of site-based waiting lists to be the least likely to apply for the housing market area.

2.2 Marketing Requirements

The following requirements apply to BHA marketing efforts:

2.2.1 Fair Housing

Materials must comply with the Fair Housing Act requirements with respect to wording, logo, size of type etc.

2.2.2 Accurate Descriptions

Materials shall accurately describe each development, its apartments by size and type, its application process, waiting list, estimated wait time, amenities and Priority and Preference structure and shall include the availability of apartments with accessible features, and any designation that applies to the property.

2.2.3 Plain Language

Marketing materials shall be in “plain language”. The BHA shall make an effort to use print media, videos and multi-media in a variety of languages.

2.2.4 Eligibility

Marketing materials shall make clear to individuals and Households, who is eligible for housing including people with physical and/or mental disabilities.

2.2.5 Reasonable Accommodations and Structural Modifications

BHA’s marketing materials will include notice of the Authority’s responsibility to provide reasonable accommodations and structural modifications for people with disabilities if reasonably required on account of disability.

2.3 Marketing and Outreach Strategies

2.3.1 When BHA Will Market Apartments

The BHA will undertake marketing efforts whenever there is a need to do so in order to address: changes required as a result of legislative or regulatory requirements; fair housing needs; apartment vacancy or turnover considerations; deconcentration and income mixing needs; an insufficient pool of Applicants on the waiting list; or any other factor which may require marketing efforts to further public housing program goals. The BHA shall assess these factors at least annually as part of its Agency Plan in order to determine the need and scope of the marketing effort.

2.3.2 Affirmative Marketing

2.3.2.1 The BHA shall undertake appropriate affirmative fair marketing efforts whenever the Authority identifies a need to augment the number of applicants on any of its site–based waiting lists. (See Section 2.1.1.2 and Section 3.2) [4]**Outreach**

1. Print Media
The BHA will establish a listing of publications in which marketing will be done through the use of print media. As necessary, the BHA will utilize any or all of these publications to facilitate outreach to those groups identified under Section 2.1.1.2.

A listing of publications serving BHA's housing market area is:

Newspaper	Street	Town	Zip
Allston-Brighton TAB	PO Box 9113	Needham	02492
Back Bay Courant	294 Washington St., Suite 429	Boston	02108
Banker and Tradesman	280 Summer Street	Boston	02210
Bay State Banner	68 Fargo Street, 8th Fl	Boston	02210
Bay Windows	631 Tremont Street	Boston	02118
Beacon Hill Times	25 Myrtle Street	Boston	02114
Boston Business Journal	200 High Street	Boston	02110
Boston City Paper	492 E. Broadway	South Boston	02127
Boston Haitian Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125
Boston Irish Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125
Boston Seaport Journal/Travel N.E.	256 Marginal Street	East Boston	02128
Boston TAB	PO Box 9113	Needham	02492
Carriage News (Taxi News)	PO Box 326	South Boston	02127
Charlestown Patriot	1 Thompson Square	Charlestown	02129
Dorchester Argus Citizen	PO Box 6	South Boston	02127
Dorchester Community News	1454 Dorchester Ave.	Dorchester	02122
Dorchester Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125

East Boston Sun Journal Transcript	PO Box 9103	Revere	02151
East Boston Times	40 William Kelly Square	East Boston	02128
El Mundo	408 South Huntington Avenue	Boston	02130
El Universal	1736 Washington Street	Boston	02118
Fenway News	PO Box 230307 Astor Station	Boston	02123
Hyde Park Bulletin	11 Fairmont Avenue	Hyde Park	02136
Hyde Park Tribune/JP Citizen	1261 Hyde Park Ave	Hyde Park	02136
In Newsweekly	450 Harrison Ave	Boston	02116
Independent Newspapers	385 Broadway, Suite 105	Revere	02151
Jamaica Plain Gazette/MHGazette	PO Box 1139, 7 Harris Ave	Jamaica Plain	02130
Jewish Advocate	15 School Street	Boston	02108
La Semana	911 Massachusetts Ave.	Boston	02118
Metro Newspaper	354 Congress Street	Boston	02210
Parents Paper	670 Center Street	Jamaica Plain	02130
Parkway/W. Roxbury Transcript	PO Box 9113	Needham	02492
People's Voice	PO Box 940, 554 Washington	Dorchester	02124
Post Gazette (North End)	PO Box 130135, 5	Boston	02113

	Prince St		
Regional Review (North End)	PO Box 1187	Saugus	01906
Sampan	200 Tremont Street	Boston	02116
Sing Tao	130 Lincoln St	Boston	02111
South Boston Online	490 Broadway	South Boston	02127
South Boston Tribune	PO Box 6	South Boston	02127
South End News	631 Tremont Street	Boston	02118
Spare Change	1151 Massachusetts Avenue	Cambridge	02138
Wade Publications, LTD	PO Box 400811	N. Cambridge	02140
West Roxbury Bulletin	1842 Center Street	West Roxbury	02132
West Roxbury Transcript	PO Box 9113	Needham	02492
World Journal	75 Kneeland Street	Boston	02111

3. Social Service Agencies/Community Organizations

The BHA will maintain a listing of Social Service Agencies and Community Organizations that serve households in the BHA's market area. The BHA shall utilize this listing as necessary to facilitate outreach to groups as identified in Section 2.1.1.2.

In addition, a specific effort shall be made to provide marketing materials to all agencies, including MASS ACCESS, that serve and advocate for potentially eligible applicants (e.g. the disabled/ handicapped) in order that accessible/adaptable apartments are brought to the attention of people who can best take advantage of these apartments' accessible or adaptable features. (See Section 6.3 Occupancy of Accessible Apartments and Apartments with Adapted Features)

A listing of Social Service Agencies/Community Organizations serving households in BHA's housing market area is:

Company	Address	City	State	ZipCode
Abour Hospital	49 Robinwood Avenue	Jamaica Plain	MA	02130
Action for Boston Community Development	178 Tremont Street	Boston	MA	02111
Action for Boston Community Development, Inc.	178 Tremont Street	Boston	MA	02111
AIDS Action Committee of Massachusetts	131 Clarendon Street	Boston	MA	02116
AIDS Housing Corporation	29 Stanhope Street	Boston	MA	02116
Alianza Hispana	413 Dudley Street	Roxbury	MA	02119
American Association of Retired Persons	1 Boston Place	Boston	MA	02108
Bentley College	175 Forest Street	Waltham	MA	02154
Beth Israel/Deaconess Medical Center	330 Brookline Avenue	Boston	MA	02215
Bethel Tabernacle Pentecostal Church	10 St. George Street	Roxbury	MA	02118
Blue Cross Blue Shield of Massachusetts, Inc.	401 Park Drive	Boston	MA	02215-2909
Boston Addiction Services	723 Massachusetts Avenue	Boston	MA	02114
Boston Aging Concerns	67 Newbury Street	Boston	MA	02116
Boston Center for Independent Living	95 Berkeley Street	Boston	MA	02116
Boston Center for Independent Living	95 Berkeley Street	Boston	MA	02116
Boston College	38 Commonwealth Avenue	Chestnut Hill	MA	01760
Boston College Law School	855 Centre Street	Newton	MA	02159
Boston Community Services	780 American Legion Highway	Roslindale	MA	02131
Boston Digital Bridge Foundation	1 City Hall Plaza	Boston	MA	02201
Boston Senior Home Care	100 Chauncy Street	Boston	MA	02111
Boston Teachers Union		Dorchester	MA	02125
Boston University	19 Deerfield Street	Boston	MA	02215
Boston Worker's Assistant Center	33 Harrison Avenue	Boston	MA	02111
Bowdoin Street Community Health Center	230 Bowdoin Street	Dorchester	MA	02122
Brandeis University	P.O.Box 9110 Mail Stop U4	Waltham	MA	02254
Brigham & Women's Hospital	72 Francis Street	Boston	MA	02215
Brookside Community Health Center	3297 Washington Street	Jamaica Plain	MA	02130
Cambridge College	1000 Massachusetts Avenue	Cambridge	MA	02138
Cambridge Housing Authority	270 Green Street	Cambridge	MA	02139
Cardinal Cushing Center for the Spanish	76 Union Park Street	Roxbury	MA	02118
Cardinal Medeiros Center for the Homeless	140 Shawmut Avenue	Roxbury	MA	02118
Carney-Caritas Hospital	2100 Dorchester Avenue	Dorchester	MA	02124
Casa Myrna Vazquez	P.O. Box 180019	Roxbury	MA	02118
Cathedral LTPC	617 Harrison Avenue	Roxbury	MA	02118
Catholic Charities of Boston	49 Franklin Street	Boston	MA	02110
Center for Public Representation	246 Walnut Street	Newton	MA	02460
Central Boston Elder Services	812 Huntington Avenue	Boston	MA	02115
CHAPA	18 Tremont Street	Boston	MA	02108

Charlestown Health Care Center	73 High Street	Charlestown	MA	02129
Church Park	221 Massachusetts Avenue	Boston	MA	02115
City of Boston, Commission for Persons with Disabilities	1 City Hall Plaza	Boston	MA	02201
City of Boston, Emergency Shelter Commission	1 City Hall Plaza	Boston	MA	02201
City of Boston, Fair Housing Commission	1 City Hall Plaza	Boston	MA	02201
City of Boston, Office of Civil Rights	1 City Hall Plaza	Boston	MA	02201
City of Boston, Office of Personnel Management	1 City Hall Plaza	Boston	MA	02210
Clark University	950 Main Street	Worcester	MA	01610
Codman Square Community Health Center	637 Washington Street	Dorchester	MA	02124
Committee for Boston Public Housing, Inc	100 Terrace Street	Roxbury	MA	02120
Community Work Service	174 Portland Street	Boston	MA	02114
Council of Elders	2055 Columbus Avenue	Roxbury	MA	02119
Council of Large Public Housing Authorities	1250 Eye Street NW	Washington	DC	20001
Covenant Congregational Church	455 Arborway	Jamaica Plain	MA	02130
Dana Farber Cancer Institute	44 Binney Street	Boston	MA	02215
Dana Farber Cancer Institute	44 Binney Street	Boston	MA	02215
Dimock Community Health Center	55 Dimock Street	Roxbury	MA	02119
Dimock Community Health Center	55 Dimock Street	Roxbury	MA	02119
Disability Law Center	11 Beacon Street	Boston	MA	02108
Disabled American Veterans	JFK Federal Bldg.	Boston	MA	02203
Dorchester House Multi-Service Center	1353 Dorchester Avenue	Dorchester	MA	02122
Dorchester House Multi-Service Center	1353 Dorchester Avenue	Dorchester	MA	02122
Dudley Street Neighborhood Initiative	513 Dudley Street	Roxbury	MA	02119
E.R.I	432 Columbia Street	Cambridge	MA	02141
Ebenezer Baptist Church	157 West Springfield Street	Roxbury	MA	02118
Ecumenical Social Action Commission, Inc.	3134 Washington Street	Jamaica Plain	MA	02130
Egleston Square Neighborhood Association	3134 Washington Street	Roxbury	MA	02119
Episcopal Diocese of Massachusetts	138 Tremont Street	Boston	MA	02111
ETHOS	555 Amory Street	Jamaica Plain	MA	02130
Fairmount LTPC	43 Bow Street	Hyde Park	MA	02136
Families in Transition	316 Huntington Avenue	Boston	MA	02115
Family Services of Greater Boston	31 Heath Street	Jamaica Plain	MA	02130
Father Bill's Place	38 Broad Street	Quincy	MA	02169
Faulkner Hospital	1153 Centre Street	Jamaica Plain	MA	02130
Fenway Community Health Center	7 Haviland Street	Boston	MA	02115
Fenway Community Health Center	7 Haviland Street	Boston	MA	02115
Franciscan Children's Hospital	30 Warren Street	Brighton	MA	02135
Golden Age Center	382 Main Street	Charlestown	MA	02129
Greater Boston Elderly Legal Services	197 Friend Street	Boston	MA	02114
Greater Boston Housing Initiatives	105 Chauncy Street	Boston	MA	02111
Greater Boston Legal Services	197 Friend Street	Boston	MA	02114
Greater Boston Legal Services	197 Friend Street	Boston	MA	02114

Greater Boston Rehabilitation Service	31 Msgr. O'Brien Hwy	Cambridge	MA	02141
Haitian Multi-Service Center	12 Bicknell Street	Dorchester	MA	02121
Harborlight/Salvation Army	407 Shawmut Avenue	Roxbury	MA	02118
Harvard Pilgrim Healthcare	126 Brookline Avenue	Hyde Park	MA	02136
Harvard University	54 Dunster Street	Cambridge	MA	02138
HomeStart	105 Chauncy Street	Boston	MA	02111
HomeStart	105 Chauncy Street	Boston	MA	02111
Housing Opportunity Unlimited	320 Mount Vernon Street	Dorchester	MA	02125
International Institute of Boston	287 Commonwealth Avenue	Boston	MA	02115
International Union of Operating Engineers	120 Mount Hope Street	Roslindale	MA	02131
Jewish Vocational Services	105 Chauncy Street	Boston	MA	02111
Jewish Vocational Services	26 West Street	Boston	MA	02111
Jobs for Youth-Boston, Inc.	125 Tremont Street	Boston	MA	02108
JP Neighborhood Development Corporation	31 Germania Street	Jamaica Plain	MA	02130
Justice Resource Institute	270 Huntington Avenue	Boston	MA	02115
Kingston House Mission	39 Kingston Street	Boston	MA	02111
Kit Clark Senior Services	1500 Dorchester Avenue	Dorchester	MA	02122
Laborers Union Local	265 East 9th Street	South Boston	MA	02127
Lemuel Shattuck Hospital	170 Morton Street	Jamaica Plain	MA	02130
Lemuel Shattuck Shelter	170 Morton Street	Jamaica Plain	MA	02130
Lesley College	29 Everett Street	Cambridge	MA	02139
Manhattan Agency	152 Howard Avenue	Dorchester	MA	02125
Masjid Al Quran	35 Intervale Street	Dorchester	MA	02121
Mass. Advocacy Center	100 Boylston Street	Boston	MA	02116
Mass. Association for the Blind	200 Ivy Street	Brookline	MA	02146
Mass. Association of Older Americans	110 Arlington Street	Boston	MA	02115
Mass. Association of Older Americans	110 Arlington Street	Boston	MA	02115
Mass. Association of Older Americans	110 Arlington Street	Boston	MA	02115
Mass. Association of Retarded Citizens	217 South Street	Waltham	MA	02154
Mass. Behavioral Health Partnership	150 Federal Street	Boston	MA	02110
Mass. Commission for the Blind	48 Boylston Street	Boston	MA	02116
Mass. Commission for the Deaf & Hard of Hearing	150 Mount Vernon Street	Dorchester	MA	02125
Mass. Department of Employment & Training	19 Staniford Street	Boston	MA	02114
Mass. Department of Employment and Training	19 Staniford Street	Boston	MA	02114
Mass. Department of Mental Health	25 Staniford Street	Boston	MA	02114
Mass. Department of Mental Health	85 E Newton Street	Roxbury	MA	02118
Mass. Department of Mental Retardation	160 North Washington St.	Boston	MA	02114
Mass. Department of Social Services	24 Farnsworth Street	Boston	MA	02210
Mass. Department of Social Services	24 Farnsworth Street	Boston	MA	02110
Mass. Housing & Shelter Alliance	5 Park Street	Boston	MA	02108
Mass. Immigrant & Refugee Advocates	105 Chauncy Street	Boston	MA	02111
Mass. Job Training, Inc.	90 Washington Street	Dorchester	MA	02121
Mass. Job Training, Inc.	1 Orr Square	Revere	MA	02151
Mass. Job Training, Inc.	1 Orr Square	Revere	MA	02151

Mass. Job Training, Inc.	600 Washington Street	Dorchester	MA	02122
Mass. League of Community Health Centers	100 Boylston Street	Boston	MA	02116
Mass. Senior Action Council, Inc.	565 Warren Street	Dorchester	MA	02121
Mass. Senior Action Council, Inc.	565 Warren Street	Dorchester	MA	02121
Mass. Senior Action Council, Inc.	565 Warren Street	Dorchester	MA	02121
Massachusetts General Hospital	55 Fruit Street	Boston	MA	02114
Massachusetts House of Representatives	State House	Boston	MA	02133
Massachusetts Institute of Technology	70 Memorial Drive	Cambridge	MA	02142
Mattapan Community Health Center	1425 Blue Hill Avenue	Mattapan	MA	02126
Maximus	30 Winter Street	Boston	MA	02108
Metro North Worker's Assistance Center	196 Boston Avenue	Medford	MA	02155
Metropolitan Boston Housing Partnership	125 Lincoln Street	Boston	MA	02111-2503
Mission Hill Extension LTPC	2609 Ruggles Street	Roxbury	MA	02120
NAACP of Greater Boston	330 Dr. Martin Luther King, Jr. Blvd.	Roxbury	MA	02119
NAHRO	630 Eye Street NW	Washington	DC	20001
National Association of Letter Carriers	626 Dorchester Avenue	South Boston	MA	02127
New England Baptist Hospital	125 Parker Hill Avenue	Roxbury	MA	02120
New England Baptist Hospital	125 Parker Hill Ave	Roxbury	MA	02120
New England Council of Carpenters	803 Summer Street	South Boston	MA	02127
New England Rehabilitation Center	1269 Beacon Street	Brookline	MA	02146
New England School of Law	154 Stuart Street	Boston	MA	02116
NOAAH c/o KMX Parners	2300 M Street NW	Washington	DC	20037
Northeastern University	400 Huntington Avenue	Boston	MA	02115
One With One	PO Box 35404	Brighton	MA	02135
Orchard Park LTPC	1154 Harrison Avenue, #137	Roxbury	MA	02119
Partners HealthCare System, Inc.	800 Boylston Street, Ste. 1150	Boston	MA	02199-8001
People's Baptist Church	134 Camden Street	Roxbury	MA	02118
Pine Street Inn	444 Harrison Avenue	Roxbury	MA	02118
Pleasant Hill Baptist Church	155 Humboldt Avenue	Dorchester	MA	02121
Project Free	93 Ames Street	Dorchester	MA	02124
Riverside Cambridge Community Center	217 Western Avenue	Cambridge	MA	02139
Rosie's Place	889 Harrison Avenue	Roxbury	MA	02118
Roxbury Multi-Service Center	317 Blue Hill Avenue	Dorchester	MA	02121
RoxComp	435 Warren Street	Roxbury	MA	02119
RoxComp/Orchard Park Health Center	116 Eustis Street	Roxbury	MA	02119
Russian Community Association of MA	215B Harvard Avenue	Boston	MA	02134
S.D.I.	50 Otis Hill Road	Norwell	MA	02061
S.T.R.I.V.E.	533 Washington Street	Dorchester	MA	02121
Saint Mark's Congregational Church	200 Townsend Street	Dorchester	MA	02121
Salvation Army Family Shelter	23 Vernon Street	Roxbury	MA	02119
Simmons College	300 The Fenway	Boston	MA	02115
Sojourner House	85 Rockland Street	Roxbury	MA	02119
Somerville Housing Authority	30 Memorial Road	Somerville	MA	02145
South Cove Community Health Center	145 South Street	Boston	MA	02111
Spaulding Rehabilitation Hospital	125 Nashua Street	Boston	MA	02114
St. Elizabeth's Medical Center	736 Cambridge Street	Brighton	MA	02135

St. Francis House	39 Boylston Street	Boston	MA	02116
Suffolk University	20 Ashburton Place	Boston	MA	02108
Suffolk University Law School	41 Temple Street	Boston	MA	02114
Teamster's Local 122	765 East Third Street	South Boston	MA	02127
Ten Point Coalition	215 Forest Hills Avenue	Jamaica Plain	MA	02130
The Laboure Center	275 West Broadway	South Boston	MA	02127
Travelers Aid Society of Boston	711 Atlantic Avenue	Boston	MA	02111
Travelers Aid Society of Boston	711 Atlantic Avenue	Boston	MA	02111
Tufts New England Medcal Center	750 Washington Street	Boston	MA	02110
Tufts New England Medical Center	750 Washington Street	Boston	MA	02111
Twelfth Baptist Church	160 Warren Street	Roxbury	MA	02119
United Food & Commerical Workers	725 South Street	Roslindale	MA	02131
Uphams Corner Community Health Center	415 Columbia Road	Dorchester	MA	02125
Urban Edge Housing Corporation	PO Box 1209	Jamaica Plain	MA	02130
Urban League of Eastern Massachusetts	88 Warren Street	Roxbury	MA	02119
VA Medical Center	150 S. Huntington Avenue	Jamaica Plain	MA	02130
Veterans Administration Outpatient Clinic	251 Causeway Street	Boston	MA	02114
Visiting Nurse Association of Boston	320 Washington Street	Brighton	MA	02135
Wheelock College	45 Pilgrim Road	Boston	MA	02115

CHAPTER 3: PRELIMINARY APPLICATIONS AND PROCESSING

3.1 Application Forms

Preliminary application forms shall be available at the Boston Housing Authority's Central Office located at 52 Chauncy Street, Boston; in its Housing Service Center, located at 56 Chauncy Street, Boston, on the BHA's web-site and at other locations, as determined by the Authority. Applications shall also be available by mail and may be downloaded from the BHA's web-site at www.bostonhousing.org. A **preliminary application** will be accepted from anyone who wishes to apply provided that: the Waiting List for the development(s) in which they are interested is open.

3.2 Development Choice

The BHA maintains separate waiting lists for each of its public housing developments. Applicants may choose to apply for any or all of the developments for which they meet the minimum threshold requirements (See Section 5.1.2). Applicants may add or remove developments choices at any time prior to entering the final eligibility screening process except for reasonable accommodation and/or extenuating circumstances which will be reviewed on a case-by-case basis. Once the applicant is contacted by the BHA to schedule the personal interview appointment no changes in development choice(s) shall be accepted. Failure to schedule the personal interview appointment or complete the screening process for one of the developments of choice shall result in the withdrawal from all BHA public housing waiting lists.

Single individuals may elect to be placed either on the studio waiting list of a development(s) of choice **or** on the one-bedroom waiting list of a development(s) of choice.

Note: An unborn child shall be counted as a person in determining apartment size for admission purposes only. Therefore, a single individual if pregnant does not qualify to elect a studio or one-bedroom waiting list(s).

Some BHA studio waiting lists have a shorter waiting period to near the top of the waiting list. Therefore, as a result the Applicant may be contacted sooner to begin their final eligibility screening process. Applicants who elect studio waiting list(s) and are housed in a studio apartment, shall have the option to apply for an Emergency Transfer to move to a one-bedroom apartment at a development of choice **if**:

a) Has resided in the studio apartment at least for two years; and
b) Is a Resident in good standing. No waivers of this requirement shall be approved.

c) Approved Emergency Transfers shall be offered every other 4th available unit by waiting list by bedroom size and appropriate unit type.

3.2.1Monitoring

As part of the Annual Plan submission to HUD and as part of a semi-annual report to DHCD, the BHA will monitor the racial, ethnic, and disability-related composition of Households residing at each BHA development and on each development waiting list. The purpose of this monitoring will be to assess changes in racial, ethnic, or disability-related Household composition at each BHA development that may have occurred during the implementation of the site-based waiting list.

In addition, at least every three years the BHA shall contract with an independent agency specializing in fair housing, to employ independent testers or other means satisfactory to HUD and DHCD, to assure that its site-based waiting lists are not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist. The BHA shall provide the results of this review to HUD and DHCD and shall take steps to remedy any problems found during the review including steps necessary to affirmatively further fair housing.

3.2.2 Remedial Action

Based upon the above-mentioned monitoring, the BHA will review the need to take steps to remedy any problems that surfaced during the review. These steps may include some or all of the following:

- Initiate affirmative marketing strategies
- Provide additional applicant consultation and information
- Provide additional supportive services and amenities
- Target investment and capital improvements towards a development
- Modify marketing efforts in response to assessment of occupancy patterns and the composition of the waiting lists.

3.3 Processing Applications for Admission

3.3.1 Processing

It is the BHA's policy to accept and process applications in accordance with applicable BHA, Federal and State regulations and handbooks.

3.3.2 Assignment of Application Control Number

All applications shall be assigned a chronological application control number and shall be dated and time stamped when they are completed

at a BHA application-taking location. All Applicants shall be given a date and time stamped receipt that informs Applicants of their responsibility to notify the BHA of any change of address or Household composition and to respond to application update requests sent to them.

3.3.3 Communications

1. BHA to Applicants

All communications with Applicants will be by first class mail, except when an Applicant who is a Disabled Person requests some other form of communication (for example, a telephone call, communication with a designated third party, etc.). Failure to respond to BHA communications may result in withdrawal of an Applicant from all waiting lists.

2. Applicants to BHA

It is the responsibility of each Applicant to inform the BHA in writing of any change in address, telephone number, Household composition, change in Priority, Good Cause, or other information, which may affect the status of the application while on the waiting lists. For an Applicant with no fixed address, such as homeless Households, the address of a social service agency may be used for BHA contacts; however, if the Applicant finds permanent housing, the address must be reported to the BHA in writing at once.

3.3.4 Waiting List Updates

On a regular cycle determined by the Authority, the BHA will send each Applicant on its waiting lists a notice (or other form of communication specified by an Applicant with a Disability) in which an appropriate response notice is enclosed. The notice will request each Applicant to return the response if s/he is still interested in public housing and to indicate on the response any changes in Household size, income, address, and other information as requested. Applicants will have twenty (20) calendar days from date of the notice to respond to the update notice.

As responses are returned, an Applicant's waiting list position is updated for each individual development for which they have applied. If an Applicant does not return the response, the Application is withdrawn from all waiting lists and the Applicant notified of the opportunity to appeal pursuant to Section 4.1.4 (Applicant Appeals/Informal Hearings) of this policy.

If an update letter to an Applicant is returned to the BHA because the Applicant is no longer at the address to which it was mailed, and the Applicant has not notified the BHA in writing of an address change, the application will be withdrawn from all waiting lists and the Applicant notified of the opportunity to appeal pursuant Section 4.1.4 (Applicant Appeals-Informal Hearings**)** of this policy.

3.3.5 All Applicants will be given a Notice entitled: ***Notice to All Applicants: Options for Applicants with Disabilities****.* This notice explains the BHA's responsibilities for providing reasonable accommodations and recites examples of what a reasonable accommodation might entail.

3.3.6 Preliminary application forms will not be accepted unless they are complete, legible and signed by the Head of Household and Co-Head of Household (if applicable). (*See section 1.3.3 for more information on forms of communication other than plain language paperwork*).

CHAPTER 4: ESTABLISHING AND MAINTAINING WAITING LISTS FOR THE PUBLIC HOUSING PROGRAMS

4.1 Waiting List Management

In the state housing program the BHA shall maintain separate waiting lists for each of its public housing developments. For its federal housing programs the BHA shall maintain waiting lists based on individual developments or on the designated Asset Management Projects (AMPs). In the event that any two or more developments are designated as one AMP, the BHA may continue to maintain a separate site-based waiting list for each development if HUD regulations and policies allow. If required by HUD the BHA shall combine the site-based waiting lists into one consolidated AMP-based list, after giving notice to the affected applicants on those waiting lists. It is the policy of the BHA to administer its waiting lists as required by the U.S. Department of Housing and Urban Development (HUD) and the Massachusetts Department of Housing and Community Development (DHCD) regulations and any approved waivers to said regulations**.**

4.1.1 Opening and Closing Waiting Lists

1. With respect to one or more development waiting lists/AMP waiting list, the BHA may limit application intake, suspend application intake and close waiting lists in whole or in part except as otherwise provided in Federal or State regulations. The BHA will also update its waiting lists by removing the names of those Applicants who are no longer interested or no longer qualify for housing or cannot be reached by mail, utilizing information provided by the Applicant and in accordance with procedures in 4.1.3.

2. During the period when a waiting list is closed, the BHA **will not** maintain a list of individuals who wish to be notified when the waiting list is reopened.

4.1.2 Determining if a Waiting List may be Closed

The BHA will use the following method to determine whether the waiting list for a public housing development/AMP will be partially or completely closed. The BHA may elect to close the list by Priority and/or Preference category and by bedroom size.

1. How to Determine When a Waiting List May Be Closed

a. Staff will compute the average number of move-ins to each public housing development/AMP per year by Priority and/or Preference categories. In addition, staff will compute the average number of move-ins over the past two years by apartment size.

b. Each waiting list will then be examined to determine how many Applicants are already on the waiting list in the Priority categories established by the BHA's Priority and Preference system described in this Admissions and Continued Occupancy Policy (see 4.2)

c. If the number of Applicants in the Priority categories **is less than** five (5) times the average number of move-ins by bedroom size per year, the waiting list <u>will not</u> be closed.

d. If the number of Applicants in the Priority categories is equal to or greater than five (5) times the average number of move-ins by bedroom size per year, the waiting list <u>may be</u> closed because the average wait of a new Applicant in these Priority categories would be more than one year.

e. At any point after the waiting list has been closed, if the number of Applicants in the Priority categories drops below five (5) times the average number of move-ins per year, the BHA will reopen the waiting list and begin accepting new Applications. The BHA may elect to re-open a waiting list in whole or in part. For example, the BHA may elect to accept Applications only from individuals who appear to qualify for Priority categories or Applicants with disabilities who require an Accessible Apartment or an apartment with special features or for certain bedroom sizes.

f. When the waiting list is to be closed or re-opened, notification will be placed in the lobby of BHA's central

office Housing Service Center, development management offices, social service agencies and other housing application centers and notices will be placed in the media. The notification and notices will specify the development(s)/AMP(s) waiting list(s) affected by the closing or re-opening.

BHA will notify HUD and DHCD prior to closing and re-opening of any waiting list.

4.1.3 Removal of Applications from All Waiting Lists

Applicant's names will be removed from the Waiting Lists of all developments/AMPs they have selected by:

- being housed
- being withdrawn (See Section 4.1.3.1)
- being determined Ineligible (See Section 4.1.3.2)

In addition, an applicant may withdraw from any or all of the BHA waiting lists at any time by their own written request.

Applicants whose applications are removed from any waiting list are entitled to an informal hearing where they may appeal this decision. A Request for an appeal must be made **in writing** and must be received by the BHA within 20 calendar days of the date of the notice removing them from the waiting list

The BHA will hold the files of Applicants removed from any waiting list for seven (7) years.

1. Withdrawal of an Application

Circumstances that will lead to withdrawal of an Applicant's name from any or all waiting lists include:

a. The Applicant requests **in writing** that his/her name be removed; **OR**

b. The BHA has made reasonable efforts to contact the Applicant to determine continued interest or to schedule an interview but has been unsuccessful. Properly addressed correspondence mailed (or sent by other methods designated by an Applicant who is a Disabled Person) to the latest address provided by the Applicant in writing that is returned by the U.S. Postal Service shall

constitute documentation of a reasonable effort to contact the Applicant; **OR**

c. Failure of the Applicant to keep an appointment:

1. If an Applicant fails to keep an appointment and fails to notify the Authority**, within ten days,** of his/her inability to keep an appointment, his/her name will be withdrawn from all waiting lists. A statement to this effect will appear on the forms used by BHA to advise Applicants of scheduled interviews or of information required.

2. The Authority will consider Mitigating Circumstances such as health problems, incidents of domestic or dating violence or stalking, or lack of transportation in evaluating whether the Application should be withdrawn as described above. The Authority will also consider a reasonable accommodation that may be necessary for Applicants who are Disabled Persons to keep appointments or provide information. Consideration of Mitigating Circumstances does not relieve the Applicant of the responsibility to provide the information or notify the BHA in writing.

d. The Applicant has failed to supply sufficient information necessary for screening, see Chapter 5.

e. Refusal of an appropriate offer of housing for reasons other than those that qualify as a basis for Reasonable Accommodation will result in withdrawal of the Application from all waiting lists.

f. Failure to respond to the BHA's annual waiting list update.

2. Determination of Ineligibility

Applications will be determined Ineligible for the following reasons:

a. The Applicant failed to pay an outstanding balance owed to the BHA or other Federal or State housing assistance program;

b. The Applicant failed to meet the Applicant selection or home visit criteria pursuant to this policy;

c. The Applicant failed to pay a previous utility balance that result in a current denial of service by the utility supplier to the Applicant.

3. Notice of Withdrawal or Ineligibility

Applicants removed from a waiting list (s) will receive a written notice, which will:

a. Inform the Applicant why s/he is being withdrawn or determined Ineligible;

b. Advise the Applicant of his/her right to request an appeal of the action in an informal hearing within twenty (20) calendar days of the date of the notice. Such request must be in writing and must state clearly the Applicant's reason for requesting the informal hearing.

c. Advise the Applicant that if s/he or a Household Member has a disability, or is a victim of domestic or dating violence or stalking not previously disclosed that the disclosure of such condition or situation would initiate the consideration of Mitigating Circumstances and/or Reasonable Accommodation.

d. Advise the applicant of his/her right to contest Applicant Background Check and Eviction Report information or CORI information in accordance with Federal and State law if that is a basis for determination of Ineligibility.

e. Provide a description of BHA's Informal Hearing process and advise Applicants that they have a right to be represented by an attorney or other individual at the informal hearing, review the contents of their file in advance of the hearing, the right to submit additional documents and evidence at the hearing, the right to request a reasonable accommodation and the right, after receiving a decision, to request reconsideration.

f. Explain the rights of an Applicant to a state aided program to request a review of the decision by the Massachusetts Department of Housing and Community Development within twenty-one (21) calendar days of the initial decision or after a decision on reconsideration.

4.1.4 Applicant Appeals – Informal Hearings

1. Right to an Informal Hearing

All Applicants who are determined Ineligible for admission, issued a Notice of Withdrawal, denied Priority status or Preference(s)or denied Reasonable Accommodation or Good Cause by the BHA will be sent a notice that:

a. Informs the Applicant of the reason(s) for Ineligibility, withdrawal or denial of Priority status or Preference(s)or denial of Reasonable Accommodation or Good Cause ;

b. Advises the Applicant of his/her right to contest the decision in an informal hearing provided a request for a hearing is received within 20 calendar days of the date the Notice of Adverse Action is issued. Such request must be in writing and must state clearly the basis for requesting the informal hearing and be sent to the address provided on the notice;

c. Advises the Applicant of his/her right to contest Applicant Background Check and Eviction Report information and/or CORI information in accordance with Federal and/or State law if that is the basis for determination of Ineligibility;

d. Advises the Applicant that if s/he has a disability or is a victim of domestic or dating violence or stalking, not previously disclosed, that the disclosure of such condition or situation could lead to the consideration of Mitigating Circumstances and/or a reasonable accommodation, if it is related to the disability or the domestic or dating violence or stalking situation. Advises the Applicant that if s/he or a Household Member requests Mitigating Circumstances and/or reasonable accommodation at the time of or after requesting an informal hearing, the decision regarding the Mitigating Circumstances and/or accommodation will be made by the hearing officer.

e. Provides a description of BHA's informal hearing process and advises Applicants that they have the right to be represented by an attorney or other individual at the informal hearing, review the contents of their file in advance of the hearing, the right to submit additional documents and evidence and to testify at the hearing, the right to request reconsideration and for Applicants to a state-aided program, the right to request a review of the decision by the Massachusetts Department of Housing and Community Development.

2. Scheduling the Informal Hearing

Upon receipt of the Applicant's written request, staff in the BHA's Office of Civil Rights shall schedule an informal hearing. The hearing shall be scheduled within a 30-day period following the receipt of the Applicant's request for an informal hearing unless the applicant requests it to be postponed as a "reasonable accommodation" or for "good cause" see 760 CMR 5.13(1)(d).

A "**Notice of Informal Hearing**" shall be sent by the BHA Office of Civil Rights to the Applicant's address of record listing the date, time and place of the hearing. The notice shall also restate the Applicant's rights to present evidence and testify, review their file, request a reasonable accommodation or interpreter and be represented by an attorney or other individual at the hearing. The hearing shall be held at a convenient time and at an accessible location for the Applicant and the BHA. If an Applicant requests a reasonable accommodation at the time of or after requesting an informal hearing, the decision regarding the accommodation will be made by the hearing officer.

3. Applicant Rights during the Informal Hearing

During the hearing, the BHA will put forth its evidence in support of a determination of Ineligibility, Withdrawal, denial of Priority status or Preference(s) or denial of Good Cause or Reasonable Accommodation. The Applicant will be afforded an opportunity to present evidence and testimony rebutting the basis for the BHA's determination.

4. Due Process Requirements

The informal hearing will conform to the following due process requirements:

a. If the Applicant requests, the BHA employee who made the decision must be present to provide available facts, and to be questioned, if still a BHA employee.

b. An employee of the Authority who did not participate in the original decision must conduct the hearing.

c. The decision must be based solely on evidence presented at the hearing as well as any evidence previously received by the BHA. All evidence submitted at the hearing shall be considered de novo, and the matter shall not be sent back to the Occupancy Department for reconsideration due to submission of new evidence.

d. The Applicant and/or his/her representative has a right to inspect the file prior to the hearing, provided the Applicant provides BHA with written authorizations permitting the representative to have access to the contents of the Applicant's file including CORI information.

e. Either the Applicant or the BHA may request after close of the hearing that the record remain open for submission of new or rebuttal evidence. The Hearing Officer shall designate a date by which the record shall be closed and may extend it for good cause. The Applicant shall receive notice in writing of the date on which the record will close and of any extension. If BHA wishes to consider

additional evidence not submitted at the hearing or submitted after the hearing, it shall give written notice to the Applicant with an opportunity to review such evidence and a reasonable period for the Applicant to respond.

5. Informal Hearing Decisions

After the informal hearing, all Applicants will be sent an "**Informal Hearing Decision**" from the BHA hearing officer. This notice shall:

a. Provide a summary of the hearing;

b. Provide the decision of the hearing officer, together with findings and determination;

c. Provide an explanation of the regulations and/or other applicable provisions utilized in making the decision;

d. Explain the rights of the Applicant to seek reconsideration by the BHA within 14 days of the decision;

e. Explain the rights of an Applicant to a state-aided program to request a review of the decision by the Massachusetts Department of Housing and Community Development within 21 calendar days of the decision or decision on reconsideration pursuant to 760 CMR 5.13(4).

f. All informal hearing decisions shall be made within 15 working days of the close of the hearing or the record, whichever is later.

6. Reversal of BHA's Determination of Ineligibility, Application Withdrawal, Denial of Priority Status or Preference(s), Denial of Good Cause or Reasonable Accommodation

a. If, as a result of information presented by the Applicant at the informal hearing, the BHA reverses its decision to reject the Applicant, no new application is required and the application will be returned to its appropriate place on the waiting list(s) for all developments/AMPs previously selected by the Applicant using the original date and time of application and applicable Priority and/or Preference(s).

b. If the BHA reverses its decision to withdraw the Applicant, the process described above will repeat.

c. If the decision to deny Priority status and/or Preference(s), Good Cause or Reasonable Accommodation is reversed, the Applicant's position on the waiting list(s) for all developments/AMPs previously selected by the Applicant will be restored in accordance with the determination.

7. Confirmation of the BHA's Determination of Ineligibility, application withdrawal, Denial of Priority Status or Preference(s), Denial of Good Cause or Reasonable Accommodation

a. If the decision or an appeal upholds the determination of Ineligibility, the Applicant may submit a new application for admission at a time when a waiting list is open but no earlier than 18 months after the decision of Ineligibility is confirmed. This period of time may permit the Applicant and/or Household Member to correct the behavior or situation that resulted in rejection. A shorter period, as determined by the Authority, to be appropriate under the circumstances of the rejection, or any new Application, may be allowed.

b. Applicants who are found ineligible for any of the following reasons may re-apply at anytime **if** they meet the preliminary eligibility requirements when they submit a new application and they shall be given a new application date effective the date the application is received by the BHA's Occupancy Department: 1) the Applicant's total household income was over the income limits; 2) the Applicant had failed to pay an outstanding balance owed to the BHA or other Federal or State housing assistance program; 3) the entire household had no eligible immigration status; 4) the pro-rated rent amount was more than 50% of the total household income; and/or 5) the applicant was not elderly or disabled and, therefore, did not qualify for the elderly/disabled housing program.

c. Applicants who are withdrawn may submit a new Application at any time provided a waiting list is open.

d. Applicants denied Priority Status, Preference(s), Good Cause or Reasonable Accommodation may re-apply for the same or a different Priority or Preference at any time provided a waiting list is open except as provided for in this policy.

Note: Intentional misrepresentation by an Applicant may result in federal or state criminal prosecution for fraud, and removal from the waiting list, and disqualification from further consideration for admission or transfer for a three (3) year period beginning on the date of such determination by the BHA.

4.2 Priorities and Preferences

Certain BHA Applicants may qualify for a Priority and/or Preference, which affects the position of those Applicants on each BHA waiting list.

4.2.1 Definitions

1. **Priority** is defined as a housing-related situation that affects a Household's present residential status. To qualify for a Priority, the Applicants need to verify that their last permanent residence is/was at a unit within the City of Boston. The BHA gives points to Applicants with a Priority that ranks those Applicants higher on each waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others are. An Applicant will always be assigned to the highest Priority for which they qualify. Specific Priority definitions and point information can be found later in this chapter in sections 4.4.3 and 4.4.5.

2. **Preference** refers to points given to BHA Applicants who are veterans, Boston Residents, employed in Boston, offered employment in Boston, a Disabled Person (Family Developments/AMPs only) or Elderly Households who apply for certain developments in accordance with State regulations and the BHA's Designated Housing Program (See Section 10.3, Designated Housing and Section 10.4 Elderly Preference). Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on each BHA waiting list. An Applicant may qualify for more than one Preference at a time.

4.2.2 Verification

BHA will provide to each potential Applicant a description of each Priority and Preference available to Applicants. BHA will verify the Priority and/or Preference during the application process-as part of both the preliminary and final eligibility processes (See Section 4.4.3).

4.2.3 Matching of the Applicant and the Apartment Characteristics

Before applying Priorities and Preferences, BHA will determine the appropriate apartment size, and special needs requirements if any, based on Household composition and special needs required. In making the selection of a Household for an apartment with accessible features, the BHA will give preference to Households with the greatest number of Priority/Preference points, the earliest approval date for said Priority/Preference points and earliest application date that include a person with disabilities who has a specific need for the apartment features.

4.2.4 Ranking by Priority and/or Preference Points

Applicants will be ranked on each selected development's/AMPs waiting list by Priority and/or Preference points, which are described below. Date Priority and/or Preference points are granted and original Application date will further rank each Applicant.

Although the BHA has adopted specific ranking categories, the order in which they are ranked is different in the BHA's State and Federal Public Housing Programs. A chart for each program listing the ranking categories and the order in which they are ranked follows:

Note: Approved Administrative Transfers will be offered housing before all ranking clients. Approved Emergency Transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type. On-site Under or Over Housed transfers shall be offered every 8th unit by development by bedroom size when the site is at 98% occupancy. See Chapter 6.

BHA PRIORITY CATEGORIES

Federal Housing Programs	State Housing Programs
Administrative Transfers	**Administrative Transfers**
Priority One: Displaced Due to Disaster Displaced Due to Domestic Violence Victim of Hate Crime Avoidance of Reprisal/Witness Protection Court Ordered no Fault Eviction Condemnation Urban Renewal Other Government Action Inaccessibility of Dwelling Unit Homelessness	**Priority One:** Displaced Due to Natural Disaster
Priority Two: **(Elderly/Disabled** **Program Only)** Excessive Rent Burden Imminent Landlord Displacement	**Priority Two:** Urban Renewal Condemnation
	Priority Three: •Displaced Due to Domestic •Violence •Victim of Hate Crime •Avoidance of Reprisal/Witness Protection •Court Ordered No Fault Eviction •Inaccessibility of Dwelling Unit •Homelessness •BHA Resident in Federal Program "Termination of Assistance" due to

	Lack any household member with eligible immigration status. **Priority Five:** AHVP (Alternative Housing Voucher Program **Priority Six: (Elderly/Disabled Program Only)** Excessive Rent Burden Imminent Landlord Displacement
Standard Applicants	**Standard Applicant**
Emergency Transfers	**Emergency Transfers**
On-Site Under or Over Housed Transfers	**On-Site Under or Over Housed Transfers**

Note: Approved Emergency Transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type. On-site Under or Over Housed transfers shall be offered every eighth unit by development by bedroom size when the site is at 98% occupancy. See Chapter 6

4.2.5 Determining Placement on Waiting List

Priority and Preference points are added together to determine position on each selected development's/AMP's waiting list. The more points an Applicant has and the earlier the date such points are granted, the higher on the list the Applicant will be in relation to other persons who applied for the same bedroom size and hold the same date of preliminary application.

4.3 Organization of the Waiting Lists

The BHA maintains a waiting list for each of its public housing developments/AMPs. Each waiting list is maintained by apartment size, Applicants' Priority and/or Preference points and the date such points are granted and then chronologically according to application date.

Assignments to each waiting list shall be in order based upon suitable type and size of apartment, date Priority and/or Preference points are granted as established in these policies and the date and time the application is received. Generally, an Eligible Applicant with the highest Priority and/or Preference points and the earliest date of approval of such Priority and/or Preference points per category of apartment size will be placed at the top of each waiting list. If no Application with approved Priority and/or Preference points exists, an Eligible Applicant with the earliest date and time of application will be placed at the top of each waiting list.

In the event the BHA merges two or more waiting lists as a result of two or more developments being designated as one AMP, the BHA shall, after giving notice to the affected applicants, rank each applicant on the single waiting list by providing each client with their respective oldest application date **and** approved Priority and/or Preference sequence dates.

4.4 Application of Priorities and Preferences to the Waiting Lists

4.4.1 Not a Guarantee of Admission

It is BHA's policy that a Priority and/or Preference establishes placement position on a waiting list. Every applicant must still meet BHA's **Applicant Screening Criteria** (see Section 5.3.3) before being accepted as a resident.

4.4.2 Granting of Priorities and/or Preferences

A Priority and/or Preference will be granted to Applicants who are otherwise Eligible and Qualified and who, at the time they are certified for admission meet the definitions of the Priorities and/or Preferences described below.

Priorities and/or Preferences are established by the BHA in accordance with HUD and DHCD regulations.

4.4.3 Priority and/or Preference System

The following system of Priorities and/or Preferences will be used for new admissions to and transfers within BHA housing:

All requests for Priority Status must be verified by a third party and the Applicant must verify that: (1) he or she is/was displaced from a unit within the City of Boston, (2) that the unit was the Applicant's last permanent residence, and that the Applicant has been unable to obtain permanent housing. Information shall be submitted on Certificates of Priority Status and/or another form of written verification from a reliable third party as determined by the BHA. All requests for Priority status will be reviewed prior to the Personal Interview and/or as part of the final screening process.

During the review of documents submitted for Priority status, it may be necessary to obtain additional documentation in order to complete the review. In this case, the Occupancy Department will send (or give) the Applicant a notice entitled "**Priority Status Request – Insufficient Documentation Notice**" detailing the information still needed to complete the review for Priority status.

Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice entitled **"Notice to Applicants Denied Priority Status**" detailing the specific reason(s) for the denial of priority. This notice informs applicants of their right to appeal the denial of Priority status through the informal hearing process conducted by the BHA's Office of Civil Rights.

Applicants will be sorted on each waiting list in accordance with their Priority and/or Preference(s). The BHA considers residents seeking transfers as Applicants and as such they will be provided the opportunity to select the development/AMP waiting lists to which they choose to apply. The ranking categories utilized by the BHA are outlined below.

1. Emergency Transfers

For a complete listing of definitions of each Emergency Transfer Category and the verification required for each category, please refer to Section 7.2 of Chapter 7, "Transfer Policy."
Approved emergency transfers shall be offered every other fourth unit by waiting list by bedroom size and appropriate unit type. See Chapter 6.

2. Priority Applicants
Priority status for admission shall be granted to Applicant Households whose verified circumstances at the time of an offer of an apartment (prior to execution of the lease) fall within one of the following categories:

A. ***Displacement from a unit within the City of Boston due to a disaster***, such as flood or fire, that results in the un-inhabitability of an Applicant's apartment or dwelling unit not due to the fault of the Applicant and/or Household member or beyond the Applicant's control;

Verification must include:

1. a copy of the incident report from the local Fire Department, and
2. a copy of his/her lease, or a statement from the property owner, verifying that s/he is/was the tenant of record at the affected address, and
3. verification from the Fire Department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable.

4. the cause of the disaster if known. If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of Occupancy Department Staff.

B. ***Displacement from a unit within the City of Boston due to domestic violence/Dating Violence or Stalking***, which is defined as displacement from an address where the Applicant is/was the tenant of record due to continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the household members.
Verification must include submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/or Stalking " or third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence. Such verification will not be considered valid unless it:

a. Supplies the name of the abuser

b. Describes how the situation came to verifier's attention; and

c. Indicates that the threats and/or violence are of a recent (within the past six-(6) months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring.

d. Indicates that the Applicant has been displaced because of the threats and/or violence or that the Applicant is in imminent danger where he/she now resides.

The Applicant must supply the name and address of the abuser **AND**

Provide documentation that the Applicant is/was a tenant of record.

C. ***Victim of hate crime****:* A member of the Household has been a victim of one or more hate crimes AND the Household has vacated a dwelling unit within the City of Boston because of this crime OR the fear associated with the crime has destroyed the peaceful enjoyment of the dwelling unit;

- "Hate crime", is defined as any criminal act coupled with overt actions motivated by bigotry and bias

including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation, prejudice, or which otherwise deprives another person of his/her constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Verification must include submission of a fully completed "Certificate of Involuntary Displacement by Hate Crimes" or documentation from a law enforcement agency that the Household Member(s) was a victim of such crime(s); **and**

a. has vacated the dwelling unit within the City of Boston because of such crime(s); **or**

b. has experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling unit.

D. ***Avoidance of reprisal/witness protection***: Relocation from a unit within the City of Boston is required because: (A) a Household Member provided information or testimony on criminal activities to a law enforcement agency; and (B) based upon a threat assessment, a law enforcement agency recommends the relocation of the Household to avoid or minimize risk of violence against Household Members as reprisal for providing such information.

Verification requirements:

a) Submission of a fully completed "Certificate of Involuntary Displacement from a unit within the City of Boston to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a Household Member provided information on criminal activity; **AND**

b) Documentation that, following a threat assessment conducted by the agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the Household Member(s) for providing such information.

   This includes situations in which the Applicant and/or Household Member(s) are themselves the victims of such crimes and have provided information (testimony) to a law enforcement agency.

E. ***Court-ordered no-fault eviction from a unit within the City of Boston****:* eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of: (a) Landlord action beyond the applicant's ability to control or prevent, and the action occurred despite the applicant's having met all previously imposed conditions of occupancy and displacement was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and overcrowded units or failure to accept a transfer to another unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Verification Requirements (ALL documents are required):

a) submission of a fully completed "Certificate of Involuntary Displacement from a unit within the City of Boston by Landlord Action"; **and**

b) a copy of the Notice to Quit issued by the landlord or property manager; **and**

c) a copy of the Summons and Complaint available from the court; **and**

d) a copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**

e) a copy of the Judgment of the Court (Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**

f) if applicable, a copy of the execution issued by the court.

The information contained in the above-referenced documents must clearly establish to the satisfaction of the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action by the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement from a unit within the City of Boston was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and over-crowded Apartments or failure to accept a

Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Failure to establish any one of the above referenced elements will result in denial of Priority status.

F. ***Condemnation of house/apartment within the City of Boston****:* the applicant's housing has been declared unfit for habitation by an agency of government through no fault of the Applicant.

Verification Requirements:

a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced from a unit within the City of Boston or will be displaced in the next ninety days, as a result of action by that agency; **and**

b) the precise reason(s) for such displacement.

G. ***Displacement by any low-rent housing project or by a public slum clearance or urban renewal project*** within the City of Boston initiated after January first, nineteen hundred and forty-seven, or other public improvement.

Verification Requirements:

a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced from a unit within the City of Boston within the next ninety days, as a result of action by that agency, **and**

b) the precise reason(s) for such displacement.

H. ***Other Government action (Federal Only)****:* A Household is required to permanently move from their residence within the City of Boston by a Federal, State or local governmental action such as code enforcement, public improvements or a development program.

Verification Requirements:

a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced from a unit within the City of

Boston in the next ninety days, as a result of action by that agency; **and**

b) the precise reason(s) for such displacement.

I. ***For disabled individuals only, inaccessibility of a critical element of their current dwelling unit within the City of Boston****:* A member of the Household has a mobility or other impairment that makes the person unable to use a critical element of the current apartment or development AND the owner is not legally obligated under laws pertaining to reasonable accommodation to make changes to the apartment or dwelling unit that would make these critical elements accessible to the Household Member with the disability.

Verification Requirements:

a) The name of the household member who is unable to use the critical element;

b) a written statement from a Qualified Healthcare Provider verifying that the household member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and

c) a statement from the landlord or official of a government or other agency providing service to such Disabled Persons explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a reasonable accommodation.

J. ***Homelessness due to Applicant was displaced from his or her last permanent residence from a unit within the City of Boston:*** A Household lacks a fixed, regular and adequate nighttime place of habitation and the primary nighttime dwelling is one of the following:

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing); or

- A public or private place not designed for human habitation.

Persons living with existing BHA residents or other subsidized housing, or living with residents in private

housing even if only temporarily DO NOT qualify as homeless.

Persons who temporarily move to a shelter for the sole purpose of qualifying for this priority shall be determined ineligible.

Verification Requirements:

1. Submission of a "Certificate of Homelessness" fully completed by an appropriate source that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

   a. a supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);

   b. a public or private place not designed for human habitation; and

2. A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy; and

3. A third-party verification must verify that: (1) the Applicant was displaced from a unit within the City of Boston, (2) that the unit was the Applicant's last permanent residence, and that since then the Applicant has been unable to obtain permanent housing. The following documentation is a non-exhaustive list of documentation that may be used, in conjunction with Priority documentation that establishes displacement, will verify that the Applicant was displaced from a unit within the City of Boston:

   (a) Landlord verification;
   (b) A copy of a Lease;
   (c) Utility Bill (electric, gas, oil, or water)
   (d) Mortgage Payments;
   (e) Taxes;
   (f) Other verification deemed acceptable or necessary by BHA.

K. **AHVP – Alternative Housing Voucher Program (STATE ONLY)**

L. **EXCESSIVE RENT BURDEN (ELDERLY/DISABLED PROGRAM ONLY):** The household pays more than 50% of its total monthly income for rent and utilities (excluding telephone, Internet and cable TV) for a unit within the City of Boston.

Verification Requirements:

1. Submission of a fully completed "certificate of excessive Shelter Costs" form ; and
2. Verification of the gross income for ALL household members; and
3. Copies of bills and proof of payment for all utilities listed in the Applicant's name for which s/he actually pays.

M. **BHA Resident in Federal Program "Termination of Assistance"** due to Lack any household member with eligible immigration status.

Verification requirements:

1. Notice of Termination of Assistance
2. Notice of Private Conference or Notice to Quit.

N. IMMINENT LANDLORD DISPLACEMENT FROM A UNIT WITHIN THE CITY OF BOSTON (ELDERLY/DISABLED PROGRAM ONLY) You have not yet been evicted by Court-order BUT your landlord has notified you that you must vacate your dwelling unit within the City of Boston through no fault of your own, unrelated to a rent increase, and you have actually vacated the dwelling unit or you will vacate the dwelling unit within the next six (6) months.

Verification requirements:

1. Submission of "Certificate of Involuntary Displacement from a unit within the City of Boston by Landlord Action" form; and
2. Copies of any notices from the landlord to the Applicant regarding the termination of the tenancy.

The information contained in the above referenced documents must clearly establish to the satisfaction of the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action of the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement was not the result of failure to comply with HUD or DHCD policies in its housing programs with respect to occupancy of under-occupied and overcrowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD/DHCD-approved desegregation plan.

Failure to establish any one of the above referenced elements will result in denial of Priority Status.

3. On-Site Under or Over Housed Transfers

For complete definitions of each Under or Over Housed Transfer category and the verification required for each category, please refer to Section 7.2.3 of Chapter 7, "Transfer Policy."

4. Standard (no Priority) Applicants

Standard Applicants who qualify for no priority.

4.4.4 Preference System

The Preference system below applies only to Applicants for admission on BHA waiting lists.

Within Priority categories, and within the standard "no Priority" category (i.e., standard applicants), Applicants may also receive Preference points. Preference points are assigned to veterans, deceased or disabled veterans' families, handicapped/disabled Applicants (Family Program/AMP only), Elderly Households who select certain developments in accordance with state regulations and the BHA's Designated Housing Plan and Boston residents. Preference points will be added to Priority points to determine an Applicants' placement on each BHA waiting list. Thus a Priority Two Applicant with a residency Preference will be ranked above a Priority Two Applicant with no

Preferences. Veterans, non-elderly disabled, Elderly Preference (State), Designated Housing (Federal) and Boston residency Preferences are cumulative, so an Applicant with more than one Preference (i.e., Veterans and residency) will be ranked higher within his or her Priority category than an Applicant with only one Preference.

The Preference categories are described below.

1. Veterans Preference

In all federal developments/AMPs and in state family developments, the Veterans' Preference shall be ranked above the residency Preference. In state elderly/disabled developments only veterans who also qualify for residency preference will receive veteran's preference. The Veterans Preference shall further be ranked in the following order:

- Among households equally in need (i.e., within the same housing Priority category), first Preference shall be given to families of non-elderly disabled veterans whose disability has been determined by the Veteran's Administration to be service-connected.

- Among households equally in need, second Preference shall be given to families of deceased veterans whose death has been determined by the Veteran's Administration to be service-connected.

- Among households equally in need, third Preference shall be given to families of other veterans. Among households of other veterans, Preference shall be given to families of disabled veterans whose disability has been determined by the Veteran's Administration to be service-connected, and second Preference shall be given to families of deceased veterans whose death has been determined by the Veteran's Administration to be service-connected."

Verification Requirement:

Applicants claiming a Veteran's Preference must provide the Occupancy Department with a copy of the Discharge documents of the Veteran for whom the Preference is claimed. The Veteran's Preference is only applicable to Veterans and/or immediate families of Veterans who were discharged under circumstances other than dishonorable.

2. Disabled Non-Elderly Persons will receive Preference points on Family development/AMP waiting lists only. Households claiming this preference must verify their Household composition and show that the Head or Co-Head of Household is disabled.

3. Designated Housing Preference(Federal Elderly/Disabled Program Only)
Applicants who are 62 years of age or older and are on a Federal Elderly and Disabled Program designated development/AMP wait list where the elderly resident population is less than 70% will receive preference points. The Designated Housing Preference shall be further ranked in the following order:
    - Among households (i.e. within the same housing Priority category), first Preference shall be given to households whose Head and/or Co-Head is/are 62 years of age or older.
    - Among households (i.e. within the same housing Priority category), second Preference shall be given to households whose Head and/or Co-Head is/are Non Elderly Disabled (<62 years of age).

4. Elderly Preference (State Elderly/Disabled Program Only)
Applicants who are sixty (60) years of age or older and are on a State Elderly and Disabled Program development waiting list where the Disabled resident population is at least 13.5% will receive preference in admissions over Applicants who are under sixty (60) years of age (See Section 10.4).

5. Residency Preference shall be given to BHA Applicants who are residents of the City of Boston, who work within the City of Boston, whose last permanent address was in the City of Boston and applicant has not claimed local residency preference in another community where the applicant is temporarily residing OR who have been offered employment in the City of Boston. Residency Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability or age of any member of an Applicant household.

    Applicants claiming a Boston Resident Preference shall be required to verify this through:

    1. Proof of residency at an address within the Boston city limits (No length of stay verification will be imposed on Applicants claiming this Preference.); **or**

2. Proof that the Applicant is currently employed or has obtained employment in the city; **or**

3. Proof that the Applicant's last permanent address was within the Boston city limits; and

4. Proof that an Applicant has not claimed local preference in another community.

7. BHA residents residing in federally funded developments/AMPs who are financially affected due to pro-rated rent where the rent is 50% or more of the household's total gross income.

4.4.5 Point System

1. The **Priority point system** used by BHA to process new admissions and transfers for all waiting lists for Family and Elderly/Disabled Developments/AMPs is as follows:

Federal Housing Programs:

• Administrative transfers	**175 points**
• Emergency transfers	**67 points**
• Priority One Applicants	**30 points**
• Priority Two Applicants	**10 points**
• On-Site Under or Over Housed Transfers and Standard Applicants	**0 points**

State Housing Programs:

• Administrative transfers	**175 points**
• Emergency Transfers	**70 points**
• Priority One Applicants	**60 points**
• Priority Two Applicants	**50 points**
• Priority Three Applicants	**30 points**
• Priority Four Applicants	**20 points**
• Priority Five Applicants	**10 points**
• Priority Six Applicants	**9 points**
• Under or Over Housed and Standard Applicants	**0 points**

2. **Preference points** will be added to Priority points as follows for Applicants for admission only:

- Veterans Preference
  - Families of non-elderly disabled veterans **4 points**
  - Families of deceased veterans **3 points**
  - All other veterans **2 points**
  - ♦ Local Veterans Preference (State Elderly/Disabled Only) **4 points**
- Non-Elderly Disabled Household (Family Developments/AMP only) **6 points**
- BHA resident in Federal Housing Pro-Rated rent burden (State only) **3 points**

- Designated Housing (Federal Elderly/Disabled Program only)
  Elderly **100 points**
- Elderly Preference(State Elderly/Disabled Program only) **24 points**
- Displaced Boston Tenant Preference **2 points**
- Residency Preference **1 point**

3. Approved emergency transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type.

4. On-site Under or Over Housed transfers shall be offered every 8th unit by development by bedroom size when the site is at 98% occupancy. See Chapter 6.

4.5 Administrative Transfers

The BHA is occasionally required to initiate transfers that have not been requested by a resident. These transfers are required in order to free an apartment(s) for an important operational or policy reason. Typically, specific apartments must be identified for each Administrative Transfer. The BHA will consider the resident's documented need(s) for an on-or off-site transfer. Administrative Transfers will be placed on an on-site or off-site waiting list in accordance to the BHA's and resident's needs and thus are not available for matching under the point system described in Section 4.5.4 above. Administrative Transfers will be assigned before any other transfer type and new admissions. Administrative transfers include the following categories:

- Relocation necessary due to a redevelopment, capital improvement program, or extraordinary maintenance; or
- Compliance with legislative or regulatory requirement(s), for example sanitary code enforcement; or
- In Federal Developments/AMPs, Households Over housed by two or more bedrooms; or
- In State Developments, Households Over housed by two or more bedrooms; or
- Relocation necessary to free an accessible apartment to accommodate another BHA resident or Applicant with a disability who requires an accessible apartment or an apartment with special features.

4.6 Change in Priority and/or Preference Status While on a Waiting List

4.6.1 Change in Status

Occasionally, Households on a waiting list who did not qualify for any or a certain Priority and/or Preference at the time of application will experience a change in circumstances that qualifies them for a different Priority and/or Preference. In such instances, it is the Applicant's obligation to contact the Authority so that a change in status can be verified.

4.6.2 Verification

To the extent that the verification determines that the Household does now qualify for a Priority and/or Preference, the Household will be moved up on any waiting list previously selected in accordance with its Priority and/or Preference(s), and the date such Priority and/or Preference(s) is approved. Similarly, removal of a Priority and/or

Preference (because a Household is discovered to be ineligible for a Priority and/or Preference) will result in a reduction of waiting list points, and therefore change of waiting list position, for the Household. The Household will then be informed in writing of how the change in status has affected its place on any waiting list previously selected. Intentional misrepresentation by an Applicant may result in federal or state criminal prosecution for fraud, and removal from the waiting list, and disqualification from further consideration for admission or transfer for a three (3) year period beginning on the date of such determination by the BHA.

4.7 Applicant Family Break-Up Policy

An Applicant Family Break-Up occurs when a Head and Co-head of household will no longer reside together and/or there is a dispute as to who will retain the original Application date or any approved Priority and/or Preference(s). An Applicant Family Break-Up situation where only on individual signed the Application (i.e., where there is a Head but no Co-head of household) occurs in instances of domestic violence and where and Adult(s) who is/are not currently a household member(s) advance(s) a claim on behalf of a minor or incapacitated Head who is/are on the Application's household composition.

When the BHA receives notice that a Family has broken up or will imminently break-up, the BHA will make the determination of which Family member will retain what Application date and or any approved Priority and/or Preference(s) using the criteria and the procedure provided below.

(a) Split between Head and Co-Head of Household

When the Head and Co-Head of Household no longer wish to reside with each other, the BHA will split the application between the two.

(1) Application Date and Priority/Preference for Split Household

If both Head and Co-Head signed the original application and both qualified for the Priority and/or Preference(s) status that was selected by the united Family, prior to the Break-up, both the Head and Co-Head shall retain the original application date and Priority status. Otherwise, only the portion of the Family that qualifies for the Priority and/or Preference(s) status selected prior to the beak-up shall retain such Priority and/or Preference(s).

(2) If the Co-Head was added at a later date, s/he shall be approved for the application date equal to the date when

s/he was added to the application of the individual who originally applied. The BHA will determine if there are any applicable Priority and/or Preference(s) based on the documentation that was submitted when the Co-head was added to the application.

(b) BHA Determination in cases of a split between a Head of Household and other Adult Household member due to domestic violence

(1) If a court has determined the disposition of the Family's Application in a divorce or separation under a court order or court approved settlement (provided that no provision is against State or Federal Housing regulations), the BHA is bound by the court's determination as to which Household Member(s) will continue with the Application. Such a determination cannot be appealed through the BHA review process, as it is the court's determination and not the BHA's determination that governs.

(2) In the absence of a court order, the BHA shall determine whether the Family member who did not sign the Application should be given a separate Application. The BHA will make this determination based on individual circumstances.

(3) Verification Requirements

(i) A third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence.

(ii) Verification will not be considered valid unless it:

- Supplies the name of the threatening or abusive Household Member
- Describes how the situation came to verifier's attention, and Indicates that the threats and/or violence are of a recent (within the past six [6] months)

(c) Notice of Proposed Disposition of Application

A notice shall be sent to any and all addresses identified by the Head of Household and Co-Head of Household, and not solely to the last address for the Head of Household.

In cases where a Household Member who is an alleged victim of Domestic Violence, but is not a Head or Co-Head of Household requests a separate application, the notice shall describe what factors BHA utilized in arriving at its decision. The notice shall also state the alleged victim of Domestic Violence has twenty (20) days to request a review of the decision.

(d) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by the ACOP or its successor.

4.7.1 Procedure Where There is a Family Break-Up and Adults Who Are Not Currently Household Members Advance a Claim on Behalf of Minor or Incapacitated Household Members.

(a) Where there has been an Applicant Family Break-Up with one or more remaining Minor and/or incapacitated Household Members and no remaining Co-Head, AND The result of the Break-up was due to reasons included but not limited to death, incarceration, or incapacitation of the Head, AND one or more adults who are not currently Household Members advance a claim that they wish to become the Head of Household on behalf of one or more remaining Minor or incapacitated Household Members, AND there is a dispute about who should become the Head of Household, the BHA shall determine which such claimant, if any, shall take over the Application.

(b) In the event the remaining Household Member(s) is an incapacitated Adult who is unable to fulfill the Family obligations, the proposed Applicant must be an adult who has been appointed either a temporary or permanent guardianship, and is willing to assume the obligations and responsibilities as Head of Household.

(c) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by the ACOP or its successor.

CHAPTER 5: DETERMINATION OF ELIGIBILITY

5.1 Preliminary Eligibility

5.1.1 Eligibility

Eligibility is determined differently under federal and state regulations.

5.1.1.1 Notice of Preliminary Eligibility

Applicants shall receive a Notice of Preliminary Eligibility for all developments/AMPs to which they applied to and met the Threshold Requirements. This notice shall contain:

- A listing of the development(s)/AMP(s) to which they applied
- The size and type of apartment they qualify for
- Any approved Priority and/or Preference(s)
- An estimated wait time

The Notice shall further inform Applicants that they are responsible for notifying the BHA in writing of any change to their household including any approved priority status or change of address and that all information will be verified as part of a final eligibility process.

5.1.2 Threshold Requirements

A. Family Program

In order to be preliminarily Eligible for the Family Program a Household must meet three threshold requirements:

1. The Household must qualify as a **"Family"**;

2. The Household must have an **Annual Income at or below program guidelines**, as defined below; and

3. The Applicant must not owe uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program[5]).

[5] Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. Chapter 121B (such as state-assisted public housing for families, elderly or disabled persons), or Massachusetts Rental Voucher Program or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. 1401 *et seq.)* (such as federally-assisted public housing for families, elderly or disabled persons, Section 8 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

B. Elderly and Disabled Program

In order to be preliminarily eligible for the Elderly and Disabled Program a Household must meet four threshold requirements:

1. The Household must qualify as a **"Family"**;

2. The Head of Household, Co-Head of Household or Sole Member must be 62 years of age or older (60 years of age or older for State-Aided Housing) or handicapped or Disabled.

3. The Household must have an **Annual Income at or below program guidelines**, as defined below; and

4. The Applicant must not owe uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program[6].)

5.1.3 Family

Applicants must qualify as a "Family", which is defined as:

1. Two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together in BHA housing;

2. This definition includes single persons.[7]

3. Other persons, including foster children, Personal Care Attendants[8], and members temporarily absent (including children temporarily assigned to foster care[9]), may be considered a part of the household if they are living or will live regularly with the household.

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[6] Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. Chapter 121B (such as state-assisted public housing for families, elderly or disabled persons), or Massachusetts Rental Voucher Program or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. 1401 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

[7] Single persons include: a single woman who is pregnant at the time of admission, a single person who has secured, or is in the process of securing the custody of any individual(s) below the age of 18, an Elderly person, a Person with a Disability or Handicap, a Displaced Person, or a Single Person who is not elderly, disabled, handicapped or displaced, each as defined in Chapter 11 of this Policy.

[8] Personal Care Attendants do not have rights of tenancy, nor can they be considered the remaining member of a resident household.

[9] See 24 CFR 5.403.

5.1.4 Income Qualifications

Persons meeting BHA income qualifications are those whose Annual Income at the time of admission, does not exceed the income limits for occupancy established by the U.S. Department of Housing and Urban Development (HUD), or Massachusetts Department of Housing and Community Development (DHCD), as applicable. Income limits are posted separately in BHA offices.

5.1.5 Applicant Owing a Balance to the BHA or Other Publicly Assisted Housing Program

The BHA will check for past balances upon receipt of the **Preliminary Application**. An Applicant who applies owing a balance consisting of uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program) will be entered into the BHA database as an ineligible Applicant and will not be placed on the waiting list until that balance is paid or a determination is made by BHA that no balance is due.

5.2 Final Eligibility

5.2.1 Eligibility Determination

In order to be determined eligible, the Applicant, and other members of the Applicant's household must demonstrate through verified information of past and present conduct, the ability, either alone or with a reasonable accommodation, if the Applicant household member is a Disabled Person, to meet the resident selection criteria found in this policy, including compliance with the terms of BHA's lease, and any other BHA rules governing tenancy. In determining final eligibility the BHA will, in all cases, consider Mitigating Circumstances including and not limited to incidents of domestic or dating violence or stalking, and, any request for a reasonable accommodation on account of a Disability.

5.2.2 Qualified and Unqualified Applicants

To determine final eligibility, verified information will be secured by the BHA and the Applicant (See 5.3) and evaluated and a determination will be made by the BHA with respect to:

1. Eligibility of the Applicant household as a Family;

2. Eligibility of the Applicant Household as an Elderly Household or Disabled Person;

3. Eligibility of the Applicant household with respect to income limits for admission;

4. Apartment size and design and whether an accessible or modified apartment is required for the household;

5. Priority and/or Preference category (if any) to which the household belongs;

6. Qualification of the Applicant household with respect to the Applicant Screening Criteria.

6. The Applicant head of household must have verifiable identification with photograph of that Applicant.

7. **Each** household member must have a Social Security number or certify that he/she has no number. In addition, for Applicants for federally assisted housing only, **each** household member must document that s/he is a citizen of United States or has eligible Non-Citizen status, or who is otherwise eligible for continued assistance or prorated assistance under applicable regulations.[10]

8. **The calculated pro-rated rent for admission shall not exceed 50% of the household's total gross income (federally funded programs only).**

Factors that determine that an Applicant household is Eligible and Qualified can be found in the sections below.

5.3 Screening

5.3.1 General Verification Requirements

1. What must be verified

All information concerning an Applicant household's composition, income, Priority status, Preferences, request Good Cause or reasonable accommodation such as the need for special apartment features, and ability to reside in public housing under the terms of the BHA's Lease (Screening) must be verified and documented. Except for determination of Priority status, which is completed prior to the Personal Interview and Screening, all information shall be verified during Screening.

[10] See Section 5.6.1.

2. Documentation

All documents related to verification shall be maintained in the Applicant's file folder.

Documentation used as part of the verification process may include:

- Copies of documents that will be retained in the Applicant's file folder, where the original is not otherwise required by law or regulation.
- Checklists completed as part of the interview process and signed by the Applicant and/or the Occupancy Specialist.
- Verification forms completed and signed by third parties and/or Applicant.
- Reports of all interviews, telephone conversations or personal contact with or regarding the Applicant household including date of the conversation, source of the information, name and position of the individual contacted, name and position of staff member receiving information and a written summary of the information received.
- All correspondence received for or on behalf of the Applicant.
- Applicant Background Check and Eviction Reports.

3. Misrepresentation or Falsification of Information

An Applicant's knowing falsification, misrepresentation, or concealment of information will be considered grounds for denying admission to BHA housing.

In the event that the Occupancy Staff person believes that false and/or inaccurate information was or may have been submitted intentionally the Applicant Folder will be reviewed by the Assistant Director of Occupancy or the Director of Occupancy who will make the determination. In this case, the intentional submission of false and/or inaccurate information may be used to disqualify the Applicant.

Unintentional errors, or errors that do not secure an advantage with regard to eligibility for admission, Priority status and/or Preferences, or amount of rent, will not be used as a basis for Applicant rejection.

4. **The BHA will accept verification of screening information in the following order of preference:**

   - **<u>Written Third Party Verification</u>** – Written verification by a third party is the most acceptable form of verification.

   - **<u>Oral Third Party Verification</u>** - Staff documented verification from a third party by telephone will be accepted where written verification is impractical, or the third party is unresponsive to BHA's written requests within ten (10) business days of mailing. Staff shall utilize the same form that would have been mailed to the third party. All the information required by the written verification form should be requested during the telephone contact. BHA staff will complete the form on the basis of such information. The contact person, date and time of conversation will be noted and the BHA staff person who made the telephone call will sign the form.

   - **<u>Verification by Applicant-supplied documents</u>** – BHA will review documents submitted by the Applicant household when: (a) the information requested does not require third-party verification (for example rent receipts, canceled checks for rental payments, lease agreements and monthly utility bills) or (b) third-party fax or telephone verification is impossible. BHA may copy documents into the Applicant's file. Applicant supplied documents must be dated within sixty (60) days of receipt by the BHA.

   - **<u>Verification by Applicant certification</u>** – With the approval from the Director and/or Assistant Director of the Occupancy Department, the BHA may choose to accept an affidavit from an Applicant regarding housing and employment history only when verification by a third party written or oral, and verification by documents is impossible to obtain.

5. **General procedures applicable to screening information are as follows:**

   1. **<u>Information subject to change</u>** – Verifications are valid for ninety (90) days from the date received by the BHA. Information may be updated by telephone or fax for an additional thirty (30) days. After one hundred and twenty (120) days, the Applicant must obtain new verification documentation.

2. **<u>Information not subject to change</u>** – BHA will verify this information (e.g. verification of age or place of birth) only once during the screening process.

3. Each Applicant folder will include a checklist documenting verification efforts and tracking progress. The checklist will record the forms sent, date sent and the date the information is received by the BHA by mail, telephone or fax. Upon receipt of all requested verifications, the BHA staff person will sign the checklist and certify as to the completeness of the file.

4. Each BHA verification form sent to a third party will include the following: (a) an explanation of why the information is being requested: and (b) authorization from the Applicant to release the information on the BHA's **General Release Form** or **Income Verification Form.**

BHA will send third party verifications directly to the third party, not through Applicants. The third party verifications shall include a self-addressed stamped envelope for return to BHA. Verifications may also be faxed to a third party with a request for a return fax to the BHA. BHA's fax transmission to the third party shall be confirmed by printed receipt at the time of transmission or verified by telephone. Annotation or copy of the receipt shall be kept in the Applicant's file.

5.3.2 Interviews and Verification Process

As Applicant households approach the top of the BHA waiting list, they shall be scheduled for a personal interview with a BHA staff member trained to conduct interviews. Applicants at this point will not be allowed to change any of the developments/AMPs of choice. During the personal interview the BHA will require Applicants to identify and provide documentation of "Good Cause" or Reasonable Accommodation that may affect their ability to accept an offered apartment due to special circumstances that may be applicable for their Household. (See Section 6.2.5 for further detail).

1. Verification of Household Composition

The following information must be obtained for all Household Members as applicable:

A) Photo identification for Head of Household and Co-Head of Household (One of the following forms of photo identification (for the Head and Co-Head of Household only) :

1. Driver's license
2. Registry of Motor Vehicles picture ID

3. Passport
4. Student or employer ID
5. Other photo ID acceptable to BHA

B) Proof of Birth – all Household Members (One of the following proof of birth documents in order of preferred documentation):

1. Original copies of Birth Certificates
2. Passports
3. Original Baptismal Records
4. Original INS documents for eligible Non-Citizens(Federal only)
5. Other records as deemed appropriate(Marriage certificate, DDG214, Statement from Social Security Administration)

*** A letter documenting pregnancy as well as anticipated date of birth will be required for all unborn children listed on application.

C) Proof of Relationships - applies to minor children or the care of adults in guardianship situations. The following types of documents will be accepted:

1. Birth certificates
2. Court records of adoption
3. Court records of guardianship
4. Other written and sworn documentation under pains and penalty for perjury such as a written designation from the minor child's parent.

D) Social Security Numbers

Federal regulations require that the social security numbers of all Applicant household members must be provided and verified except for those individuals who do not contend to have eligible immigration status. One of the following types of documents may be accepted:

1. Original of the Applicant household members social security card (BHA will make a copy for the file)
2. Original Report from the Social Security Administration documenting the unavailability/non-assignment of a social security number for that Applicant household member (BHA will make a copy for the file)
3. A written statement from the Social Security Administration documenting the social security number assigned for that Applicant household member.

E) Status as a full time student (for Applicant household members over 17 years of age)

Statement on the letterhead of an accredited educational institution stating that the Applicant household member is enrolled as a full-time student at that institution.

F) Status as an Elderly Household

Proof of Birth (see above) of Head and/or Co-Head of Household indicating an age of at least sixty years (State aided housing) or 62 years (Federally assisted housing)

G) Status as a Disabled Household or Disabled Person

1. In general, the BHA shall not inquire as to the existence or nature of a disability, or ask for information related to a disability or the medical history of residents, Applicants, or their Household Members. However, when a Resident, Applicant or Household Member requests a Reasonable Accommodation or Reasonable Structural Modification on account of a disability, the BHA may require documentation as to the disability and the needs to be served by an accommodation or modification. A Resident, Applicant or Household Member may choose not to disclose the fact of a disability and request an accommodation or modification; however, in this case, the BHA is not obligated to provide any such accommodation or modification.

2. If the Head or Co-Head of Household is claiming status as a Disabled Person, in order to qualify as a Disabled Household for purposes of Preference status or other reasons, such as eligibility for Elderly & Disabled Housing, proof that the individual is a Disabled Person must be obtained. In addition, certain benefits may accrue to a household with a Disabled Person, such as the need to move into a specially adapted apartment. Verification of the status of the household member as a Disabled Person must also be obtained in this case.

3. For purposes of determining whether or not the Disabled Applicant requires a particular location or an Apartment with special features, BHA Staff may inquire as to the effect of the Disability on the Applicant or Applicant household member

4. The following documentation will be accepted for purposes of verifying the status of a household member as a Disabled Person:

1. The household member's sole source of income is SSI benefits, SSDI benefits, or disability retirement income (see income verification below);

2. A certification from a Qualified Health Care Provider verifying that the household member meets the criteria of a Disabled Person for the state and federal housing programs.(See Definitions for eligibility of Disabled Persons)

H) U.S. Citizenship or Eligible Non-Citizenship Status (Federal Program ONLY)

Each Household Member's status as a U.S. citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified except as indicated below. Determination of eligibility or partial eligibility for public housing benefits (federal program only) is affected by citizen or Non-Citizen status. At least one household member must be a citizen or Eligible Non-Citizen.

What Evidence Will Be Required? Evidence of U.S. Citizenship or "Eligible Immigration Status" will be required to be submitted for all household members regardless of their age, except as indicated below:

If you are a U.S. Citizen:
A signed Declaration of U.S. Citizenship -
If you are a Non-Citizen who is age 62 or over:
A signed Declaration of "Eligible Immigration Status." You will also need to provide a "proof of age" document.
If you choose not to contend that you are a citizen or have eligible immigration status:
A completed form electing not to contend to such status
If you are a Non-Citizen who does not fall into one of the categories above:
A signed Declaration of "Eligible Immigration Status," a signed Verification Consent Form **and** you must provide **the original** of one of the documents listed below:

1. *Registered Alien Card* (U.S. Immigration and Naturalization Service (INS) I-551 Form)

2. *Arrival /Departure Record* (U.S. Immigration and Naturalization Service (INS) I-94 Form); with one of the following annotations:
   (a) "Admitted as Refugee pursuant to Section 207";
   (b) "Section 208"or "Asylum";
   (c) "Section 243(h)"or "Deportation stayed by Attorney General";
   (d) "Paroled pursuant to Section 2112(d)(5) of the INAA";

3. *Arrival /Departure Record* (U.S. Immigration and Naturalization Service (INS) I-94 Form) not annotated, accompanied by one of the following documents:

(a) A final court decision granting asylum to which no appeal was taken.
(b) A letter from a U.S. Immigration and Naturalization Service (INS) Asylum Officer granting asylum (if application was filed on or after October 1,1990) or from a U.S. Immigration and Naturalization Service (INS) District Director (if application filed before October 1,1990).
(c) A court decision granting the withholding of deportation.
(d) A letter from a U.S. Immigration and Naturalization Service (INS) Asylum Officer granting withholding of deportation (if application was filed on or after October 1, 1990).

4. *Temporary Resident Card* (U.S. Immigration and Naturalization Service (INS) I-688 Form or also known/replaced by the I-766 Form which must be annotated with the notation either: "Section 245A" or "Section 210")

5. *Employment Authorization Card* (U.S. Immigration and Naturalization Service (INS) Employment Authorization Card I-688B Form which must be annotated with the notation either: "Provision of Law 274a.12(11)" or "Provision of Law 274a.12")

6. Receipt From the U.S. Immigration and Naturalization Service (INS) Indicating Application for Issuance of a Replacement Document

For Applicants for Federal Program only, eligible Immigration Status for all Non-Citizen household members must be verified through the U.S. Department of Immigration and Naturalization Service Unless There is an Election Not to Contend *or all household members are 62 years of age or older and have submitted proof of age and a declaration of eligible non-citizen status*

I) Verification of Income, Assets, Income Deductions and Income Exclusions

During the screening process, verification must be provided for all income, assets, income deductions and income exclusions pertaining to an Applicant household as outlined in this

procedure. These items are verified for purposes of determination of income eligibility and determination of monthly rent.

Income, assets, deductions and exclusions shall be verified at Screening and the initial monthly rent shall be calculated by Occupancy Department Staff. The monthly rent is determined by adding together gross income from all sources for all Household Members, including income from assets, and reducing that income by allowable deductions and income exclusions, in accordance with Federal (HUD) and State (DHCD) laws and regulations . In Federal developments/AMPs, residents have the choice of paying either an Income Based Rent or a Flat Rent. (See 9.2)

In the event that the information used to calculate rent is more than ninety (90) days old at the time of signing the lease, the information shall be updated and re-verified and the rent recalculated by the Housing Manager.

Projections of annual income shall be based on the best available information, with due consideration to the past year's income of all household members, current income rate and effective date; and shall include projections for each income recipient in the household.

In order to ensure that all sources of income, assets, deductions and exclusions are considered in calculating annual income, Occupancy Staff shall interview all applicants during the screening process using the Occupancy Department's Income Questionnaire.

In addition, in the case that the documentation provided by the applicant is not complete or is otherwise doubtful, the BHA may require the Household Member to sign a release allowing the BHA to obtain the information directly from the third party.

The following forms of verification of income, deductions, exclusions and assets will be accepted.

1. Income from Employment

- A statement from the Employer stating the gross wages of the employee, including history or anticipated amounts of overtime or bonus to be earned by the employee, or
- Pay stubs showing gross income for each pay period and all deductions taken for four consecutive weeks;

The income of workers employed on an irregular basis will be estimated based on the verification of the best

information available, with due consideration to earning ability and work history.

2. Income from governmental agencies

A statement from the appropriate agency (Social Security, Department of Transitional Assistance, Employment Security, etc), stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

3. Income from Retirement Accounts

A statement from the source stating the amount of annual or monthly income provided, including the gross amount and any deductions taken

4. Income from the operation of a business or profession

1. Most recent audited financial statement of income and loss;
2. Most recent tax return showing income and loss from the operation of a business or profession.

5. Zero Income

When an adult Applicant household member reports zero income, the BHA will require the Applicant household to complete a budget or statement of financial responsibility. An investigation shall include the information on the Applicant Background Check and Eviction Reports that are ordered on the Applicant household members. If the Applicant household member owns a motor vehicle, a telephone, or has other evidence of some form of expenditures reflecting income, the Applicant household member will be asked to explain the source of funds supporting such cash expenditures

In addition, the Applicant household member will be required to sign releases allowing the BHA to obtain verification of no-income from sources such as Dept. of Transitional Assistance, Internal Revenue Service, Department of Revenue, Social Security Administration, Employment Security and Veterans Affairs.

6. Child Support, alimony, regular gifts and gambling proceeds

1. A statement from the individual, business or agency providing the income and the frequency and amount of income provided; and/or

2. Signed release form allowing the BHA to obtain information from the State Division of Child Support.

7. Income from Assets

Income from assets shall be based on either the actual income received or imputed income based upon current passbook savings rates in accordance with federal and state regulations as applicable. For instance, actual interest received shall be used for interest bearing bank accounts, money market funds, rented property, etc. Imputed income will be used for real property which is not rented, jewelry, coin collections, works of art and other non-income bearing assets. If the value of the asset is more than $5,000 the higher of imputed income or actual income received will be used.

Common household items such as furniture, clothing, and vehicles used for day-to-day transportation shall not be considered assets for the purposes of calculating income.

Types of verification which will be accepted for purposes of determining the value and income received from an asset include:

1. Three most recent statements for statement accounts, including bank accounts, money market funds, mutual funds, or other assets for which regular statements are issued;
2. Original passbook for passbook savings accounts;
3. Most recent (no older than one year) appraised value of real property owned provided it's reflective of fair market value, in the form of property tax bill or appraisal from a Real Estate Appraiser; and
4. Appraised valuations of any non-essential personal assets such as jewelry, coin collections, antiques or classic cars.

8. Verification of childcare expenses or care of disabled household member deductions

Statement from the provider of childcare or care of Disabled Person who is a household member of the amount of payment made on a periodic basis by the Applicant household.

9. Verification of Medical Deductions

Applicants must submit evidence of the following medical expenses for all household members paid within the last twelve months:

1. Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
2. Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
3. Signed printout of prescription costs from a pharmacy accompanied by proof of payment
4. Medical or dental bills for a household member paid by a household member.
5. Un-reimbursed reasonable attendant care and auxiliary apparatus expenses.

J) Verification of Income Exclusions

Various sources of income are excluded by the BHA in accordance with Federal and State regulations. A list of currently allowable income exclusions will be given to the Applicant at the beginning of the Final Screening Process in preparation of the determination of rent. In each case where the Applicant claims that income should be excluded a determination must be made as to whether or not the information provided needs to be verified. For instance, if an Applicant acknowledges receipt of a one-time gift of cash, that income does not need to be verified prior to its exclusion. On the other hand, if the Applicant claims to have a welfare-to-work income exclusion, that exclusion must be verified with the appropriate agencies.

K) Verification of need for particular apartment features

At the time of Preliminary Application, or during the Screening Process, all Applicants will be asked to complete an Apartment Requirements Questionnaire. This questionnaire will identify any special features that the applicant may require, and whether or not they consider themselves to be, or are, a Disabled Person. Such features will include first floor apartments, inability to live in

a townhouse unit, need for accessible features such as wheelchair accessibility, and other factors.

Any special apartment requirements identified by the Applicant as needed for his/her Household shall be verified using the process included in this Policy for Good Cause and/or Reasonable Accommodation verifications, Disability status and in compliance with all applicable laws and regulations.

L) Verification of Applicants Ability to Live in Accordance with the Lease

During the screening process, an Applicant shall be required to verify that all household members are capable of living in compliance with the BHA lease. A number of verification sources will be used to determine this as listed below. Applicants must provide to the BHA required information, including at least the last three years of housing history. These questions are asked on the **Final Application Form** and must be as fully and completely answered. Refusal to answer questions or inability to respond to requests for information may lead to a determination of ineligibility or withdrawal of an Application for Applicant's failure to respond.

The BHA will not offer housing to an Applicant who can provide no documentation of ability of all household members to comply with the essential obligations of the Lease.

M) Applicant Rent Payment History

The following sources may be used to verify whether or not the Applicant is likely to pay rent in a timely manner:

1. Landlord references (preferred method);
2. Bank references in the case of home-owners paying mortgages;
3. Tax and utility payment records in the case of a homeowner not paying a mortgage;
4. Credit Bureau Reports;
5. Other records of payment histories in the case of an Applicant who has neither rented before as tenant of record or owned a home, including records of payment on credit cards or other independently verifiable regular or periodic payments.

N) Applicant History of Care of Property

1. Landlord references (preferred method);

2. Statement from a Qualified Health Care Provider, other social services worker or other independent individual who has been in the home of the Applicant and has knowledge of the Applicant's care of property within his/her care;

3. Neighbor references in the case of an Applicant who is or was not a tenant of record and for whom a landlord reference can not be obtained;

4. Statement from a shelter worker, a worker in residential care settings, or a worker from other alternative housing institutions who has knowledge of the Applicant's care of property within his/her care.

O) Applicant History of Not Disturbing neighbors or otherwise violating lease conditions, including violating the civil rights of other residents, their guests, neighbors, and employees

1. Landlord references;

2. Neighbor References in the case of an Applicant who is or was not a tenant of record and a landlord reference cannot be obtained;

3. Statement from shelter workers, workers in Residential Care settings, or workers from other alternative housing institutions who can testify to the Applicant's record of living in such a way as not to interfere with the peaceful enjoyment of neighbors;

4. Other references from independent individuals or agencies, which can testify to the Applicant's record of living in such a way as not to interfere with the peaceful enjoyment of neighbors.

P) Criminal History

Each adult Applicant or adult household member 17 years of age or older is required to sign a release to allow the BHA to obtain criminal offender record information (CORI). Each Applicant household member 14-16 years of age shall be required to sign a release to allow the BHA to obtain youthful offender record information from the Massachusetts Criminal History Systems Board, or other youthful offender record information as it may lawfully receive from other jurisdictions. Discussion of the review and determination based upon the information that is received is included in Section 5.3.5 (Applicant Screening Criteria).

Q) Verification of Mitigating Circumstances

In the event that negative information about any household member is found in the process of reviewing the above verifications during the screening process, the Applicant may request that Mitigating Circumstances including the history of incidents of domestic or dating violence or stalking be considered in making a determination whether the Applicant is Qualified for housing. For example, the Applicant is a victim of domestic or dating violence or stalking and has had certain unusual expenses that prevented the Applicant from paying rent in a timely fashion. Mitigating Circumstances claimed by an Applicant must be verified and be related to the negative impact of an unsuitable housing history or unsuitable behavior and which may overcome or outweigh negative information gathered in the screening process about an Applicant .In addition to the Mitigating Circumstances verification, the Applicant may submit when applicable the HUD Domestic Violence self-certification form which must identify the alleged abuser and the his/her relationship to the Applicant.

5.3.3 The Screening Policy

Information to be considered in completing Applicant screening shall be reasonably related to assessing the conduct of the Applicant and other household members listed on the application, in present and/or prior housing. The BHA shall reject an Applicant if it finds any of the following conditions are present and there is reason to believe the future behavior of the Applicant or Applicant household members will exhibit the same behavior, unless there are acceptable Mitigating Circumstances as provided in Section 5.3.6 paragraph 2 below. The history of the Applicant household's conduct must demonstrate that the Applicant household can reasonably be expected not to:

1. Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises or to adversely affect their health, safety, or welfare or the security of their property;

2. Violate the civil rights of any person, while on BHA property, in accordance with the BHA's Zero Tolerance policy.

3. Cause damage to the property or fail to pay rent in full and on time;

4. Violate the terms and conditions of the BHA lease;

5. Require services from BHA staff that would alter the fundamental nature of the BHA's program.

6. Illegally use, possess or distribute a controlled substance; or

7. Give the BHA reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

The Applicant household's ability and willingness to comply with the above requirements in current and former housing will be checked and documented. BHA may review the Credit Bureau Report of the household member(s) who will be responsible for paying rent in order to determine Applicant's credit history in meeting rent and housing-related utility charges, if any, and to verify Applicant's prior housing history. The Applicant's prior credit history in meeting non-housing-related financial obligations will not be a basis for determining an Applicant ineligible except in cases where the Applicant has no prior rent payment or housing history.

Relevant information respecting habits or practices may also be considered including, but not limited to:

1. An Applicant household's past and present performance in meeting financial obligations, especially in rent; provided that if the Applicant paid at least fifty percent of his/her household's monthly income for rent each month during a tenancy but was unable to pay the full rent, an eviction for non-payment of the balance of the rent shall not disqualify such individual from BHA housing.

2. The most recent three-year housing history, and whether there is a record of disturbance of neighbors, destruction of property, or housekeeping habits at present or prior residences which, if repeated, may adversely affect the health, safety, or welfare of

other residents or neighbors or BHA employees or the security of their property during such time.

3. Involvement in criminal activity on the part of any Applicant household member in a crime of physical violence to persons or property or other criminal activity, which if repeated , would threaten the health, welfare and safety or the right to quiet enjoyment, of other BHA tenants, or other criminal activity involving the illegal use of a controlled substance, or if the BHA determines that it has reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (The BHA will utilize the Massachusetts Criminal History Systems Board's Criminal Offender Records Information or "CORI" data as a reference.)

4. A record of eviction from housing or termination from residential programs.

5. An Applicant household's ability and willingness to comply with the terms of the BHA lease. Applicant households must be able to demonstrate the ability and willingness to comply with the terms of the BHA's lease.

6. Information related to an Applicant's knowing misrepresentation of any information related to Priority and/or Preference eligibility, household composition, Household income and/or assets, rent or use of the apartment. Failure to provide consent for verification of information can be considered grounds for ineligibility.

7. Information related to an Applicant's or a member of an Applicant's household treatment by a substance abuse treatment facility. The BHA requires any Applicant or member of Applicant's household to sign a consent form authorizing inquiry to a substance abuse treatment facility where the BHA :

- Receives CORI information that indicates evidence of a prior arrest or conviction for criminal activity which would be a basis for denial due to reasonably current illegal drug use, OR

- Receives information from records from a prior tenancy of the Applicant or household member that demonstrate he or she was:
  - Engaged in the destruction of property;
  - Engaged in violent activity against another person;
  - Interfered with the right to peaceful enjoyment of the premises by another tenant.

8. Home Visits

Home visits at the current dwelling of the Applicant household shall be required of Applicants in the circumstances listed below. Housekeeping inspections are part of the home visit.

- *Criteria for home visits:* BHA will make a Home Visit when the following conditions exist:
  - One bad housekeeping reference from the present or a prior landlord or housing provider, including residential programs and shelters; or
  - Information contained in a reference or verification form that demonstrates a marked difference among references of the Applicant as to housekeeping; or
  - The Applicant is unable to provide documentation from an independent source to support a positive assessment of housekeeping; or
  - Evidence of poor personal hygiene habits, as observed by BHA staff during a personal interview or other visit to BHA offices and/or during a home visit, such as would affect the livability of a BHA apartment occupied by the Applicant Household, a neighbor's apartment, or other premises or such as not to be conducive to decent, safe, and sanitary conditions as required by BHA's lease.
- Housekeeping observations shall include, but are not limited to:
  - Conditions in the living room, kitchen, bathroom, bedrooms and other spaces in the unit.

- Conditions of entrance-ways, stairways, halls, and yard if under the control of the Applicant
- Cleanliness in each room, for example, dirt, grease, grime or infestation
- Clutter that might create a health or safety problem
- General care of furniture, appliances, fixtures, windows, doors and cabinets

- Other conditions which would constitute a violation of BHA lease terms, such as:
  - Evidence of destruction of property;
  - Evidence of criminal activity, for example, presence of drugs or drug paraphernalia; dangerous weapons; or
  - Conditions inconsistent with application information, i.e., evidence of unauthorized occupants.
- All Applicants shall have at least two calendar days' advance written notice of Home Visits.
- The purpose of the Home Visit is to obtain information to be used in determining the Applicant's compliance with the screening criteria described in this chapter.

5.3.4 The Final Application Package and Screening Requirements

1. The Final Application

Various questions relating to the Applicant household's eligibility, Priority status and/or Preferences and tenant history will be asked as part of the Final Application. Included will be the Social Security Numbers (SSNs) of all household members (or certification that an Application for a SSN is submitted or that no SSN has been assigned)- the federal regulations require that the social security numbers of all Applicant household members must be provided and verified except for those individuals who do not contend to have eligible immigration status- and the name, address and telephone numbers of current and former landlords or current and former housing providers. Failure to

answer the questions and provide the requested information will result in withdrawal of the Application. BHA staff will be available to guide Applicants, as needed, in understanding the Application process and completing BHA forms. For Federal Programs, verification of U.S. Citizenship or Eligible Non-Citizen status for each household member will also be required at this time.

All sections of the Final Application must be completed by the Applicant and must be signed by the Household Head and Co-Head, where appropriate.

2. Applicant Releases of Information and other required documents

All adult household members will be required to execute the following releases of information or sign information forms as appropriate:

- The single standard **Release of Information** form that is to be signed by the Applicant and each adult household member;
- Non Citizen Rule (Federal Housing only) – Verification of Consent for all household members.
- One copy of the **CORI Release of Information** form advising the household member that CORI will be used; and
- The **Privacy Act Notice**.

Refusal to sign these forms or other documents required to process the Application or conduct screening will result in the withdrawal of the Application.

The BHA has discretion to determine what constitutes adequate and credible documentation. If staff has doubts about the veracity or reliability of information received, they may examine alternative methods of verification with the Applicant or third parties until they are satisfied that the documentation is reliable or that reliable documentation is unattainable. The BHA will not offer housing to an Applicant household who has failed to provide requested documentation or to identify sources who can provide documentation which demonstrates the ability of the household to comply with the essential obligations of the Lease or meet other eligibility requirements.

5.3.5 Applicant Screening Criteria

Applicants including all household members for public housing will be screened. The screening criteria in this Admission and Occupancy Policy, are based on those set forth in the HUD and DHCD Regulations (24 CFR Part 960.205 and 760 CMR 5.00 respectively), and require an assessment of the conduct of each Applicant household member age fourteen (14) or older with respect to all the factors listed below:

1. **An Applicant household's performance in meeting financial obligations, especially rent, as required by terms of the BHA Lease**

   A. Primary indicators for meeting financial obligations, especially rent are:

   No more than one (1) rent delinquency in any 12 month tenancy period under review except in cases of acceptable Mitigating Circumstances including incidents of documented domestic or dating violence or stalking which prevented the applicant from meeting his/her financial obligations; payment of rent in full and on time for the period under review, payment of gas, electric, and heating fuel bills in full and on time (no shut-offs or termination of service). Prompt payment of repairs for damage caused by the Applicant, household members and/or guests. Compliance with repayment plans (if any) will also be considered.

   B. Secondary indicators for meeting financial obligations, especially rent. One or more of the following secondary indicators may demonstrate acceptable history under this criterion:

   1. Applicants may present evidence of a recovery from a delinquency, such as sweat equity to pay off a debt and meeting the requirements of payment contracts for rent in arrears. All such evidence must be adequately verified;

   2. Self-employment work histories that show positive performance and habits with respect to the monthly payment of bills or creditors (as verified by vendors or creditors);

   3. Record of payment of consumer loans, credit cards, or lay-a-way accounts (monthly payment in full and on time). Evidence of recovery from a delinquency shall be deemed a Mitigating Circumstance;

4. Record of monthly payment for utilities in full and on time (other than gas or electric) such as water and sewer, telephone. Evidence of recovery from a utility payment delinquency shall be deemed a Mitigating Circumstance;

5. Record of cable TV payments (monthly payment in full and on time). Evidence of recovery from a delinquency shall be deemed a Mitigating Circumstance;

6. Record of making any kind of regular payments (i.e., monthly payment of a storage bill for household possessions);

7. No liens, defaults or other types of poor payment history;

8. Record of regular on time payments for alimony and/or child support;

9. Ability to secure a vendor payment agreement with payments made directly to the BHA for a period of not less than 24 months or shorter period if agreed to by BHA;

C. Acceptable documentation in support of an Applicant's history of meeting financial obligations includes the following:

1. Credit Bureau Applicant Background Check and Eviction Report information reflecting no negative indicators relative to the ability to pay rent or similar shelter costs. The information on the Credit Bureau report must be consistent with other documentation or statements made by the Applicant;

2. Completed Landlord Verification Form for all prior landlords for the past three years reflects no more than one (1) delinquency in any 12-month tenancy period in payment of rent;

3. Account records (computer printouts) provided by utility companies for any period of tenancy under review reflecting no delinquencies in payment for utilities;

4. Where a landlord verification is not available, a completed Third Party Verification form: **Ability to Comply with Lease Terms** from a knowledgeable third party source reflecting an ability to meet Lease terms, including the obligation to pay rent;

5. No record of an eviction for non-payment, or failure to pay for damages or other charges due a landlord (If the Applicant has a record of eviction for nonpayment, the applicant must document that s/he was paying at least fifty percent of the total household income towards rent)

6. Other documentation accepted as reliable and credible by the BHA, which is sufficient to support a determination that the Applicant will pay rent and other charges as permitted by the BHA lease on time.

D. Method of Verifying an Applicant's history of meeting financial obligations:

1. If the Applicant household has or has no landlord references (e.g. because of living with friends or family or in an institution or shelter) the BHA shall order a Credit Bureau Report Applicant Background Check and Eviction Report on all adult members of the Applicant household. BHA will conduct a careful examination of the information contained in the Credit Bureau Report. The report will be checked to determine if there are inconsistencies in the Applicant's housing history as reported to BHA on the Final Application form or other documents or a history of evictions filed against the Applicant. BHA staff will consider negative credit information with respect to the Applicant's rent and utility payment history. In cases where the Applicant has no prior housing payment history, the BHA will utilize the payment history for other consumer credit obligations.

   If BHA rejects an Applicant in whole or in part because of a poor credit history reflected in a Credit Bureau Report, BHA will advise the Applicant in writing of:

- his/her right to examine the Credit Bureau Report; and
- his/her right under applicable law to dispute and correct inaccurate credit information.

Should the Applicant obtain correction of the report, BHA will reconsider the Application and if the Applicant is not determined ineligible again, s/he will be reinstated to each previously selected waiting list using the original date and time of Application and any applicable Priority and/or Preferences.

BHA will consider a poor credit history in light of any Mitigating Circumstances that can be documented by the Applicant (for example loss of employment, illness, medical problems, or incidents of domestic or dating violence or stalking that limited the household's financial resources). BHA will also consider whether non-payment or poor payment of rent and other charges is likely to reoccur once the Applicant obtains housing where the rent is based on a percentage of the household income.

2. If an Applicant has filed bankruptcy and this is reflected in the Credit Bureau Report, BHA will determine if the bankruptcy included debts that were related to tenancy and shelter costs and which would be a basis for rejecting the Applicant if they had not been discharged. Applicants will not be rejected solely on the basis of the bankruptcy filing.
3. Performance in meeting financial obligations will be checked by contacting current and prior landlords, (and utility suppliers if applicable). The BHA **Landlord Verification Form** will be used to gather information about present and past performance in meeting rental obligations. The form will be mailed to the landlords identified by the Applicant or otherwise, along with a release of information form signed by the Applicant.

   Where any adult member of the Applicant household has had past responsibility for utility payments, the BHA may consider account records

provided by utility companies (excluding those providing telephone and cable TV service).

In lieu of the form referenced above, BHA will accept credible evidence of rent payment or utility payments in the form of canceled rent checks, or money orders for any period of tenancy under review. Situations may arise where an adult member of an Applicant household has not paid rent but has responsibility for utility payments. Their payment of utilities can be an indicator of ability to pay a shelter-related cost.

4. Information from landlords of any adult Applicant household member may be discounted if it appears that the landlord may have misrepresented information about the Applicant Household. Contacts with all prior landlords for the past three-(3) years will be pursued by BHA staff.

5. BHA will examine tenancy history over a longer period of time when the information obtained from the three-(3) year period is incomplete or conflicting. When examining an Applicant's housing history BHA will focus on any periods when any adult Applicant household member made or should have sustained periodic payments in support of housing-related costs.

6. If a current or previous landlord is a relative of the Applicant household, the BHA will give more weight to references provided by unrelated landlords.

7. If verifications of timely rental payments (and utility payments, where applicable) are received from landlords and utility suppliers, no further documentation of past performance of meeting financial obligations, especially rent, need be collected.

8. Payment of funds owed to the BHA or other subsidized housing provider will be considered as some evidence that an Applicant Household is willing to meet financial obligations.

9. The BHA differentiates between Applicants who are/were tenants named in a Lease or tenants at will whose landlord BHA cannot reach and Applicants who have lived in a dwelling without the landlord's knowledge, thus making it impossible for the landlord to verify the Applicant's residency or ability to meet financial obligations although the landlord may verify residency information, including rent-paying ability, of the tenant occupying the dwelling.

   The BHA will attempt to verify that the landlord of a prior dwelling knows the Applicant. The BHA may accept other credible verification that can establish the address and occupancy status for the period under review. Failure to establish the Applicant's claimed residency in a dwelling will constitute cause for the BHA to withdraw the Applicant's Application.

10. In the absence of credible landlord references with respect to past performance of meeting Lease or tenancy obligations, the BHA may contact someone with knowledge of the Applicant household's or members' behavior and abilities to complete the BHA form, **Third Party Verification: Ability to Comply with Lease Terms**.

    If the current housing provider is a relative, additional information on the Applicant's ability to comply with the Lease terms may be collected by the BHA.

11. If BHA personnel have questions about information received, they may contact the source of the information in order to ask such questions.

2. **A record of disturbance of neighbors, destruction of property, or housekeeping habits at present or prior residences which may adversely affect the health, safety or welfare of other residents or staff, or cause damage to the Apartment or development/AMP on the part of any household member, as prohibited by terms of the BHA Lease**

   A. Primary indicators that the Applicant household will not cause disturbances, destruction of property, damage or will not have unacceptable housekeeping habits are:

1. No record of activity or behavior that would disturb other residents' or neighbors' peaceful enjoyment of their accommodations; no record of activity or behavior that resulted in damage to an Apartment or residential facility of any kind including grounds or common areas associated with such Apartment or facility; no record of activity or behavior that results in damage to the real or personal property of neighbors;

2. No record of activity or behavior (including housekeeping) that resulted in safety violations, unsanitary or unhealthy conditions in an Apartment or dwelling or the common areas associated with such Apartment or dwelling;

3. Evidence that the Applicant reported maintenance problems to the landlord in a timely manner is a positive indicator.

4. The Authority will consider Mitigating Circumstances such as incidents due to a disability, domestic violence or dating violence or stalking which are related to a history of unsanitary, unhealthy, and/or poor maintenance conditions, or destruction of property in the unit.

B. Secondary indicators that the Applicant household will not cause disturbances, destruction of property, damage, or will not have unacceptable housekeeping habits are:

One or more of the secondary indicators may demonstrate acceptable history under the following criteria:

1. Proper care of one's room or space (especially for a person living with someone else or in a shelter or group home);

2. Proper maintenance of other physical space ((for example a work space)

3. Use of chore service or other assistance in caring properly for an Apartment or living area;

4. The presence of a Personal Care Attendant who will assist in the proper care of the dwelling.

In attempting to determine if the Applicant household will respect the rights of others, the BHA may also consider:

5. treatment of others with whom the Applicant household lives;

6. treatment of BHA staff with whom the Applicant household comes in contact;

7. treatment of administrators, staff or other participants in programs in which the Applicant household is or has been a participant;

8. recent school and employment relationships.

C. Acceptable documentation that an Applicant and/or household member will not cause disturbances, destruction of property, damages or will not have unacceptable housekeeping habits includes:

1. Credit Bureau Applicant Background Check and Eviction Report reflecting the absence of eviction proceeding for such activity or behavior.

2. Completed Landlord Verification Form for all previous tenancies reflecting the absence of such activity or behavior and reflecting the ability to care for a dwelling and to comply with essential Lease terms;

3. If no landlord verification is possible, a completed **Third-Party Verification: Ability to Comply with Lease Terms** reflecting the absence of such activity or behavior and reflecting the ability to care for the dwelling and to comply with essential Lease terms;

4. Criminal Offender Record Information (**CORI**) reflecting no criminal offenses arising from physical or other abuse of persons or property, disturbances, destruction or damage to property or similar types of activities. Examples of criminal offenses that will be considered under this screening criterion include but are not limited to: threats or harassment, especially civil rights violations, domestic violence, including actual or threatened violence toward members of an Applicant's household or other individuals who are not household members, assaults, assaults and

batteries, destruction of property, vandalism, situations where children, the elderly or disabled are neglected or abused, criminal conduct which may not in and of itself be considered violent but may lead to violence, reported or other evidence that may constitute a health or sanitation problem;

5. Where disqualifying behavior has occurred, evidence of Mitigating Circumstances shall include evidence that the Applicant household has ceased the behavior or activity and that the behavior and activity is unlikely to re-occur or the individual engaged in such behavior will not be part of the household composition. The evidence must be provided by a Qualified Health Care Provider or other individual qualified to provide such evidence;

6. Where disqualifying damage to property has occurred, evidence of Mitigating Circumstances would require a showing that the Applicant and/or household members ceased the behavior or activity resulting in the damage and that the behavior and activity is unlikely to re-occur or the individual engaged in such behavior will not be part of the household composition. An Applicant household member should show that s/he has paid for the damage or, if s/he didn't make such payment, establish a valid reason why payment for the damage was not made.

D. How a Record of disturbance, destruction of property, damages, unsatisfactory or unacceptable housekeeping habits will be determined:

1. Staff will check for current or past problems in the above areas with the current and former landlord(s) using the **BHA Landlord Verification Form.**

BHA staff shall utilize information from a Credit Bureau Report on the Applicant household.

2. BHA staff will routinely check the BHA's former Resident files to determine whether the Applicant and/or any household member have been residents of the BHA and have vacated in bad standing from the BHA either by threat of eviction, eviction, termination from its rental assistance programs or vacating without notice to the BHA. They also can order a check of court records to determine whether the Applicant or household members have been evicted from other housing.

3. In addition to checking with landlords, the BHA will make a Home Visit when the following conditions exist:

   a. One unsatisfactory housekeeping reference from a present or prior landlord or housing provider, who may include a provider at a residential program or a shelter has been received;

   b. Reference or verification forms show a marked difference or discrepancies in the housekeeping assessment of the Applicant;

   c. The lack of adequate documentation from an independent source to support a positive assessment of housekeeping habits as required by this screening criteria;

   d. Evidence of poor personal hygiene habits, observed by the Occupancy Specialist at the interview or by other BHA staff, which may be an indication that such habits could disturb the peaceful enjoyment or health of other BHA Residents or affect the habitability of an Apartment.

   The home visit will be documented on the **BHA Home Visit Form**. Where the Applicant is living in a shelter, or other transient housing facilities, BHA staff may visit the site and may confirm compliance with facility rules using the **Third Party Verification: Ability to Comply with Lease Terms.**

   Applicants who fail a home visit will be determined Ineligible.

4. If the Applicant is not currently living under a lease with a landlord, or is living as a tenant at will, the housing provider will be asked to verify the Applicant's ability to comply with BHA Lease terms related to this screening criterion. Any area for which the Applicant has responsibility may be inspected.

5. An Applicant's behavior toward BHA staff may be considered as a reflection of future behavior toward neighbors and/or BHA staff. Physical abuse or threats by an Applicant toward BHA staff will be noted in the file and included in the Screening evaluation. BHA staff will also note health or hygiene habits when such habits, in the opinion of the BHA staff, are serious enough to interfere

with the ability of staff to conduct the interview and/or to disturb future neighbors. Where personal hygiene is a question, a final determination will be made based on available information which may include a home visit and which will be made after consultation with the Assistant Director of Occupancy for Screening.

3. A record of involvement in criminal activity on the part of any Applicant household member in crimes of physical violence to persons or property, crimes of fraud, prostitution or larceny and other criminal acts including the use and/or distribution of an illegal drug, or the illegal use (or pattern of illegal use) and distribution of any illegal drug, or abuse (or pattern of abuse) of alcohol which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other Residents, as prohibited by the BHA Lease

A. Persons convicted of sexual offenses and subject to a lifetime sexual offender registration requirement are permanently prohibited from admission to Federally assisted developments/AMPs and they are only eligible for admission to State aided developments upon establishing acceptable Mitigating Circumstances. The BHA will conduct criminal history background checks sufficient to determine whether any household member is subject to such a registration requirement.

B. Persons that have been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of Federally-assisted housing are permanently prohibited from admission to Federally assisted developmentsAMPs and are only eligible for admission to State aided developments upon establishing acceptable Mitigating Circumstances.

C. Examples of primary indicators that an Applicant and/or household member has not engaged in criminal activity:

The absence of CORI or other evidence of criminal activity or behavior, excluding minor offenses

D. Criminal activity/drug related criminal activity, other factors and considerations:

1. **Rehabilitation and Mitigating Circumstances –** With respect to potentially disqualifying criminal behavior, evidence of Mitigating Circumstances or rehabilitation must be substantial and commensurate with the seriousness of the crime.

BHA will consider the particular circumstances of the offense, the seriousness of the offense, the degree of damage, disruption and inconvenience caused by the offense, the passage of time since the offense, and whether the offender has been a good citizen and remained free of trouble since the offense.

BHA may consider evidence of the Applicant's or household member's behavior and reputation in the community both before and after the offense, and any other evidence indicating a likelihood that the offender will not engage in any future criminal activity.

Example of rehabilitation: If an Applicant or household member has an isolated incident of criminal activity which is neither violent nor drug related in the past, then clear and verifiable evidence of good citizenship sustained over a significant period of time may establish that the Applicant or household member has been rehabilitated.

Example of Mitigating Circumstances: If an Applicant or household member has an isolated conviction for larceny but establishes that he or she had an emergency need for money to pay for prescription drugs due to the illness of a household member, or if such behavior was a result of domestic or dating violence or stalking, such justification, if documented, may constitute Mitigating Circumstances sufficient to outweigh the offense.

2. BHA will not admit a current user of illegal drugs. The Fair Housing Act explicitly states that current users of illegal drugs are not a protected class. BHA will not exclude former users of illegal drugs solely because of their former illegal drug use. Evidence of use within the past year (12 months) creates a rebuttable presumption that the individual is a current user.

3. The fact that an Applicant or household member may have been an illegal drug user in the past does not automatically excuse any disqualifying behavior that the Applicant or household member may have engaged in while an illegal drug user. If the BHA has cause to believe a former illegal drug user is still using illegal drugs, BHA has cause to reject the Applicant because of his/her current illegal drug use.

4. Documentation that a former illegal drug user is not currently using illegal drugs could include:

    a. Verification from a Qualified Health Care Provider stating that the former illegal drug user has been or is currently in treatment, that there is a reasonable

probability that the Applicant will be successful in refraining from use of illegal drugs, that the Applicant is complying with the requirements of the treatment program, and is not currently using an illegal drug;

b. Verification from a self-help program (for example, Narcotics Anonymous) stating that the former illegal drug user has been or is participating in their program, that there is a reasonable probability that the Applicant will be successful in refraining from use of illegal drugs, and is not currently using an illegal drug;

c. Verification from a probation or parole officer stating that the former illegal drug user has met or is meeting the terms of probation or parole **and** that periodic screens have not revealed the presence of illegal drugs;

d. Voluntary drug testing. An Applicant or household member cannot be required to undergo drug testing as a condition of eligibility. However, if s/he chooses to be tested, testing shall meet the following requirements:

- The drug test must be conducted at facilities that use the National Institute of Drug Abuse Guidelines (implementing EO 12564 and Pub. L. 100-71; these guidelines were published April 11, 1988 in the Federal Register);

- The test must screen for illegal drugs only and the Applicant's use of prescription drugs that contain controlled substances must be taken into account; and

- The BHA will pay for all costs associated with drug testing unless the costs are otherwise reimbursed.

5. If an Applicant or household member is currently in treatment for illegal drug use (as opposed to successfully completed treatment) or if an Applicant or household member has a history of drug treatment followed by further illegal drug use, the Applicant or household member must convincingly demonstrate (by providing additional verifiable information) in what way the current situation and claim of

non-drug use is different from the previously unsuccessful efforts to stop using drugs. BHA must have an acceptable demonstration that the likelihood of a change in behavior is significantly greater than in the past.

In such cases, an Applicant or household member should successfully complete the current treatment program and maintain acceptable behavior in the community for a reasonable period established by the BHA.

6. Where an Applicant or household member has committed one or more crimes and establishes a direct causal link between the crimes and former illegal drug use, BHA will consider the evidence of rehabilitation from the illegal drug use. Rehabilitation does not mean that the BHA will ignore the criminal behavior if other factors apart from illegal drug use may have had a causal effect on the criminal acts. A demonstration that a former illegal drug user is not a current user does not necessarily excuse crimes committed while s/he was using illegal drugs. S/he must reliably establish that drug use caused the crimes, that s/he is rehabilitated, **and** that there is a likelihood of no further criminal behavior.
7. **Alcohol Abuse and Screening –** Alcohol is a legal drug. Use of alcohol is not a basis for rejecting an Applicant. An Applicant or household member who is an alcoholic may qualify as a person with a disability under State and Federal anti-discrimination laws and be entitled to certain protections afforded to Disabled Persons.

   It is BHA's policy that an Applicant or household member who is an alcoholic must meet the same screening criteria and standards as any other person. If an Applicant's (including household members) housing history demonstrates unacceptable behavior that is grounds for disqualification and there are inadequate Mitigating Circumstances, screening staff will have grounds to reject the Application, even if the behavior is claimed to be alcohol related. BHA's screening is directed at the Applicant's (and household members) behavior, not their condition.

E. How criminal activity including drug related criminal activity or activity under the "One-Strike" Policy on the part of the Applicant or a household member will be checked:

1. Possible involvement in criminal activity by the Applicant and/or any member of an Applicant's household that, if repeated by the Applicant or a household member as a Resident, would adversely affect the health, safety or welfare or physical security of property of other Residents, BHA staff or guests, will be checked by use of Criminal Offender Record Information (CORI)

provided by the Massachusetts Criminal History Systems Board, criminal histories provided by other states/jurisdictions, Federal authorities, court records, and other evidence of criminal activity. In addition, the current or former landlord will be asked about criminal activity during the residence of any member of an Applicant household.

2. The BHA will use CORI or **youthful offender record information from the Massachusetts Criminal History Systems Board, or other youthful offender record information as it may lawfully receive from other jurisdictions** to check all adult household members and non-adult household members, 14 years of age or older, of the Applicant household for any evidence of:

   a. criminal convictions, both felonies and misdemeanors, regardless of when the conviction occurred;

   b. any criminal charges which are currently pending before the courts of the Commonwealth or any jurisdiction, including the Federal courts.

3. Criminal record information shall be used in accordance with procedures established by the Massachusetts Department of Housing and Community Development (DHCD) memorandum dated December 11, 1991 as it may be amended, and 803 CMR 5.00 or equivalent requirements of any other jurisdiction.

4. If the Criminal record information shows that a case is continued without a finding (CWOF) or “placed on file” it cannot be used as a determination that the Applicant or household member, in fact, engaged in criminal activity without other independent evidence of the criminal activity charged. Independent evidence might include: police reports documenting criminal activity, statements from the arresting officer or other reliable information that the Applicant and/or a household member committed the crime charged.

5. (a) If the Criminal record information indicates that an Applicant and/or household member has a record that would establish a basis for an Ineligibility finding, the Applicant will be notified of the negative information received, provided with an opportunity to review the information and to offer any information as a Mitigating Circumstance before a final determination of Ineligibility is made by the BHA.

(b) If the Applicant believes that the Criminal record information is inaccurate, he/she must submit to BHA a written notice to this effect. The notice must be provided to BHA within the time specified in BHA's notice to the Applicant.

(c) Upon receipt of the Applicant's written notice disputing the accuracy of Criminal record information, BHA will provide the Applicant a reasonable amount of time to provide credible evidence of the report's inaccuracy.

6. Applicants shall be advised at the time of both Preliminary and Final Application intake that past and future criminal behavior by the Applicant and or a household member will jeopardize admission to BHA's public housing program.

7. Depending on the circumstances, any of the following crimes committed by the Applicant or a household member may, alone or in conjunction with other crimes, result in the rejection of an Applicant household:

   - use, possession or distribution of illegal drugs;

   - a property-related crime such as burglary, larceny, fraud, automobile theft, receipt of stolen goods, and attempts at such crimes;

   - a crime against another person such as murder, manslaughter, assault and battery, assault and battery with a dangerous weapon, robbery, kidnapping, mayhem, rape, spouse or child abuse or any similar type crimes, and attempts at such crimes;

   - a crime that endangers or threatens the health, welfare or safety of others such as lewd conduct, indecent exposure, prostitution, disorderly conduct, public drunkenness, assault, harassment, reckless driving, leaving the scene of an accident, motor vehicle homicide, failure to stop for a police officer and attempts at such crimes.

8. BHA will consider the likely impact of a recurrence of past criminal conduct in a BHA community. BHA will consider the danger that such activity creates and its potential effect on the health, welfare or safety of Residents and staff and the security of their property. In evaluating criminal activity, BHA will consider each offense, its seriousness, its age, its potential impact on other persons including the victim, any possible recidivism, any Mitigating Circumstances including any criminal activity which was a direct result of incidents of domestic or

dating violence or stalking, and any rehabilitation or efforts at rehabilitation which make a recurrence unlikely.

4. A record of eviction from housing, involuntary termination from rental assistance programs or involuntary termination from residential programs

A. Examples of primary indicators that an Applicant and/or household member has not been evicted from housing or involuntarily terminated from residential programs are:

1. No record of eviction or termination from any apartment, dwelling, shelter, other housing, rental assistance program or a residential program;

2. No negative information received from a present or former landlord or housing provider;

3. The Applicant household member is currently in a residential program and is meeting all requirements of the program;

4. No record of summary process proceedings having been commenced in a District Court or Housing Court which resulted in a judgment against the Applicant or household member or in which the Applicant or household member voluntarily agreed to vacate due to the fault of the tenant.

5. The Authority will consider Mitigating Circumstances such as incidents due to a disability, domestic violence or dating violence or stalking which are related to a history of eviction or termination from any apartment or other housing program(s).

B. Secondary indicators that an Applicant and/or household member(s) have not been evicted from housing, or involuntarily terminated from residential programs or from rental assistance programs are:

1. The Applicant (or a household member) was asked to leave the program for a rule violation that is not related to BHA Lease compliance;

2. The Applicant or household member leaves a program but returns and is accepted for continued participation;

3. No references from current or past landlords or the Credit Bureau Applicant Background or Eviction Report indicating that the Applicant or a household member was

ever served with a Notice to Quit or Notice of Termination when the reason for termination is due to the fault of the tenant;

C. Acceptable documentation that an Applicant or household member has not been evicted from housing, terminated from a rental assistance program or involuntarily terminated from a residential program is:

1. A completed **Landlord Verification Form** for the current tenancy and all prior tenancies and the Credit Bureau Applicant Background Check and Eviction Report reflecting no evictions due to the fault of any Applicant household member.

2. If a landlord verification is not possible, a completed **Third-Party Verification: Ability to Comply with Lease Terms** showing no "fault" evictions or terminations.

D. How a record of eviction from housing, termination from a rental assistance program or involuntary termination from a residential program will be checked:

1. Staff will check BHA's records, landlord records and court records to determine whether the Applicant and/or a household member has been evicted from the BHA, any Other Publicly Assisted Housing Programs, or any other property in the past. BHA will also use Credit or Eviction Service information to check for a record of eviction.

2. A record of involuntary termination from a residential program will be checked with police, service agencies and with the provider.

3. Conditions of former tenancy may not be attributable to an Applicant or household member where the Applicant or household member was not the responsible tenant in the former housing. If the responsible tenant was not the Applicant or a household member, the Applicant will not be held accountable by the BHA for the rental delinquency or other problems of the former tenant unless it can be demonstrated that the Applicant or household member contributed to the cause of the involuntary termination.

4. Any household member who signed a previous Lease will be considered responsible for the actions occurring during the former tenancy.

5. Staff will consider the date and circumstances of any past eviction or program termination in determining its relevance to a BHA tenancy. Staff will consider if the eviction or program termination resulted from an Applicant's (or household member's) violation of rules and if a similar violation would violate the BHA Lease. Thus, infractions of rules in a residential program that have relevance to the BHA's Lease will be given greater weight than violations of rules that are specific to the residential program and have little or no relevancy to those requirements.

5. Ability and willingness to comply with the BHA Lease and other program requirements (*This screening criteria will be applied ONLY in the absence of satisfactory landlord documentation.)*

A. Examples of primary indicators of ability and willingness to comply with the lease terms are:

1. The Applicant household can meet this criteria on its own or with assistance;

2. Through a home visit (if required) the dwelling or living area is clean and no destruction of property is evident;

3. The Applicant household has the ability to manage regular monthly payments of some kind; the Applicant household responds to mail and appears promptly for appointments;

4. The Applicant household observes applicable lease terms or rules in his/her current housing or shelter situation;

5. There is no record of disturbing neighbors; and

6. The Applicant and/or household members have avoided criminal activity.

B. Secondary indicators of ability and willingness to comply with the lease terms are:

1. Evidence of rule compliance in any residential program (shelters, transitional facilities, group homes) or other program in which the Applicant or household member is participating (for example drug or alcohol treatment);

2. Job or school references showing compliance with applicable rules.

C. Acceptable documentation that an Applicant and/or household members have not been evicted from housing or involuntarily terminated from a residential program is:

1. Verification from the current and all previous tenancies and the Credit Bureau Applicant Background Check and Eviction Report reflecting no evictions. If no traditional landlord verification is possible, BHA may require a completed **Third-Party Verification: Ability to Comply with Lease Terms** showing no "fault" evictions or terminations. Any discrepancies in the information on these forms must be resolved to the BHA's satisfaction.

2. Other documentation accepted as reliable and credible by the BHA, which is sufficient to support the Applicant household's claim of no "fault" evictions or program terminations.

3. The Authority will consider Mitigating Circumstances such as incidents due to a disability, domestic violence or dating violence or stalking which are related to a history of eviction or termination from any apartment or other housing program(s).

D. How ability and willingness to comply with the Lease terms will be checked:

1. If each member of an Applicant household is able to document that s/he is both willing and able to comply with BHA Lease terms at current and former residences through a combination of third party references, landlord references and a home visit (if required), this criterion will be considered to have been satisfied.

2. Ability to comply with BHA Lease terms will be checked when the Applicant household is currently living in a setting that does not require compliance with Lease terms or is "doubled-up" with another household. An Applicant household is considered "doubled-up" when living with another household and is not the tenant household of record.

3. Staff will send the **Third-Party Verification: Ability to Comply with Lease Terms** form to the housing provider, i.e., landlord or other parties that may be able to provide information related to the tenancy. When the Applicant household is doubled-up, the form will be sent to the

provider as distinguished from the host household with whom the Applicant household is living. Staff will also complete the **Applicant checklist: Ability to Comply with Lease Terms** in an interview with the Applicant.

If the housing provider (the provider may have no knowledge that the dwelling is housing two households) is unable or unwilling to complete the **Third-Party Verification: Ability to Comply with Lease Terms**, BHA will send the form to other third parties or persons who have or should have knowledge of the Applicant household's current living arrangements and to the head of the host household. BHA will assess the credibility of the information in the completed form in light of any family ties between the host household and the Applicant household and any other pertinent circumstances.

5.3.6 Outcome of Screening Process

1. Households determined to be Eligible and Qualified after screening will be notified by the BHA of the approximate date of occupancy insofar as that date can be reasonably determined. The BHA will make reasonable effort to estimate accurately an approximate date of occupancy. However, the date given by the BHA is not a guarantee that Applicants will be housed by that date. The availability of a suitable apartment to offer a Household is contingent upon factors not directly controlled by the Authority, such as turnover rates, and availability of apartments of the appropriate size and/or with special features.

2. Rehabilitation and Mitigating Circumstances

In the event of the receipt of unfavorable information with respect to an Applicant the BHA will notify the Applicant in writing, and the BHA shall permit the Applicant to show whether there are Mitigating Circumstances, which may include a showing of rehabilitation or rehabilitating efforts, sufficient so that when the potentially disqualifying conduct is weighed against the Mitigating Circumstances, the BHA is reasonably certain that the Applicant will not engage in any similar conduct in the future. In making this determination, the BHA shall consider all relevant circumstances, including the severity of the potentially disqualifying conduct, the amount of time which has elapsed since the occurrence of such conduct, the degree of danger, if any, to the health, safety and security of others or to the security

of the property of others or to the physical conditions of the housing development/AMP and its common areas if the conduct recurred, the disruption and inconvenience which recurrence would cause the BHA, and the likelihood that the Applicant's behavior in the future will be substantially improved. The greater the degree of danger, if any, to the health, safety and security of others or to the security of property of others or the physical condition of the housing, the greater must be the strength of the showing that a recurrence of behavior, which would have been disqualifying, will not occur in the future.

3. Applicants determined unqualified for admission will be promptly notified. These Applicants will receive a Notice of Ineligibility from the BHA, stating the basis for such determination and advising them of the opportunity for an informal review of the determination. Rejected Applicants will also be informed that they have a right to request reconsideration if the reason for rejection is related to a disability and a reasonable accommodation on account of that disability may make it possible for them to be housed in accordance with the Screening Procedures.

5.4 Confidentiality of Applicants' Files

The contents of Applicants' files at the BHA are confidential and will not be misused or the information therein improperly disseminated. BHA will not share the contents of an Applicant's file with persons not authorized to view the file.

5.5 Personal Care Attendants (PCAs)

5.5.1 Definition

1. A Personal Care Attendant ("PCA") is defined as a person who:

   a. is determined by BHA based upon medical documentation from a Qualified Healthcare Provider to be essential to the care and well being of an Elderly or Disabled person or persons; AND

   b. may or may not reside with the Elderly or Disabled person or persons; AND

   c. is not obligated to support the Elderly or Disabled person or persons; AND

d. in the case of a live-in PCA, would not be living in the apartment except to provide the necessary supportive care; AND

e. has no right to the apartment as a Residual Tenant except as provided in 5.5.2.8.

f. does not have his/her income included in Elderly or Disabled persons household for the purposes of determining total household income and rent except as provided in 5.5.2.8.

5.5.2 Policy on Addition of a licensed PCA to the Household

General Provisions

1. Any PCA must meet the definition of a PCA as stated above.

2. A PCA can be a single person or a person with a household.

3. No addition of a PCA and his/her household, if applicable, shall result in **overcrowding** of the apartment.

4. No PCA and his/her household, if applicable, has/have the right to the apartment as a Residual Tenant except as provided in 5.5.2.8.

5. Any PCA and his/her household, if applicable, must sign a waiver of residual residency status except as provided in 5.5.2.8.

6. Any PCA and his/her household, if applicable, must meet the criteria in the BHA's Screening Policy.

7. Any PCA and his/her household, if applicable, will be counted as a member of the resident's Household for the purposes of determining the appropriate apartment size ONLY

8. A relative who satisfies the definition above will be notified in writing that s/he may be qualified as a PCA and can choose one of the following two options:

    1. S/he can qualify as a PCA, choose not to include his/her income as part of the Total Household Income and sign a waiver of residual residency status. OR

    2. They can qualify as a PCA, have their income included as part of the total Household income and retain rights as a remaining member of the Household.

5.6 Citizenship, Eligible Non-Citizen Status and Restrictions on Assistance to Non-Citizens (Federal Program Only)

In federal developments/AMPs, BHA will restrict assistance to citizens and to Non-Citizens with Eligible Non-Citizen status, in accordance with HUD's final rule, effective June 11, 1999. Each household member's status as a U.S. citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified unless there is an election not to contend. Determination of eligibility or partial eligibility for public housing benefits (Federal Program only) is affected by citizenship status. One household member must be a citizen or Eligible Non-Citizen.

1. Evidence of Citizenship or Eligible Non-Citizen Status

See Section 5.3.2.1 (h) "Verification of Household Composition" above for acceptable evidence of citizenship or Eligible Non-Citizen Status.

2. Verification of Citizenship Status

The BHA will verify the citizenship or Eligible Non-Citizen status of at least one household member prior to a determination of eligibility. BHA may verify citizenship or Eligible Non-Citizen status of other household members (other than those who elect not to contend) prior to a determination of eligibility but no later than the date of a Household's first or next annual re-examination after admission if the verification was not completed at the time of admission.

3. Mixed Households

- An eligible mixed Household is defined as a Household containing members who are citizens or with Eligible Non-Citizen status, as well as members without such status, and that meets the criteria for eligibility for continued assistance.

- Continued financial assistance may be provided to an eligible mixed Household, but it will be prorated based upon the percentage of Household Members that are eligible for assistance. If an Applicant Household elects to be placed on the waiting list for either Federal or State programs and to pay prorated rent in Federal Housing rather than waiting for assignment to a State-Aided Housing program, the Applicant will be obligated to accept an apartment offer in either program. Refusal of the offer shall be considered a rejection unless there has been a

change in circumstances. (See Good Cause or Reasonable Accommodation– Section 6.2.5)

4. Financial Assistance

- The BHA may provide financial assistance to an individual or Household prior to verifying the eligibility of the individual or one household member.

- Assistance will be prorated based upon the number of individuals in the Household for whom eligibility has been affirmatively established.

5. The BHA will deny assistance to an Applicant or terminate assistance to a resident in the following situations:

   1. Evidence of citizenship or Eligible Non-Citizen status is not submitted by the date set by the BHA or by the expiration of any extension granted by the BHA;

   2. Evidence of Eligible Non-Citizen status is submitted in a timely fashion, but INS primary and secondary verification does not verify Eligible Non-Citizen status of a household member; and

      a). The Household does not pursue an INS appeal or informal hearing rights; **or**

      b). The INS appeal and informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the Household Member; **or**

   3. The BHA determines that a Household Member has knowingly permitted another individual who is not eligible for assistance to reside on a permanent basis in the public or assisted housing apartment of the Household Member. Such termination shall be for a period of not less than 24 months. This provision does not apply to a Household if the ineligibility of the ineligible individual was considered in calculating any proration of assistance provided for the Household.

6. The BHA will not delay, deny, reduce or terminate assistance to an Applicant or resident on the basis of ineligible Non-Citizen status of a household member if:

1. The primary and secondary verification of any immigration documents that were submitted in a timely manner has not been completed;

2. The household member for whom required evidence has not been submitted has moved from the assisted apartment;

3. The household member who is determined not to be in an Eligible Non-Citizen status following INS verification has moved from the assisted apartment;

4. The INS appeals process has not been concluded;

5. For residents, following notification of the INS decision on appeal, or in lieu of a request of appeal to the INS, an informal BHA hearing has been requested by the Household and said hearing process has not been completed (under the regulations, the BHA may delay but not deny assistance to an Applicant during the pendency of the informal hearing process);

6. Assistance is prorated in accordance with the applicable Federal requirement; or

7. Assistance for a mixed Household is continued in accordance with applicable Federal requirements; or

8. Deferral of termination of assistance is granted.

7. Preservation of Assistance

7.1 For Resident Households:

a) Prorated Assistance

- Available for a mixed Household that qualifies other than a Household who requests and receives Temporary deferral of Termination Assistance.

- Proration is calculated in accordance with Federal requirements.

b) Temporary Deferral of Termination of Assistance

A mixed Household that qualifies for prorated assistance but decides not to accept prorated assistance may be granted a Temporary Deferral of Termination of Assistance.

- The BHA will notify a resident Household in writing at least 60 calendar days in advance of the expiration of a deferral period if termination will no longer be deferred.
- An applicant for refugee or asylum status may receive a Temporary Deferral of Termination of Assistance pending a determination of status.

CHAPTER 6: ASSIGNMENTS

6.1 Apartment Occupancy Guidelines

6.1.1 Occupation by Households of Appropriate Size

It is BHA's policy that apartments will be occupied by Households of the appropriate size as determined by the Occupancy Standards.

6.1.2 Table of Occupancy Standards

The following table of maximum and minimum number of persons per apartment and assignment standards will govern the number of bedrooms required to accommodate a household of a given size and composition:

Occupancy Standards

Number of Bedrooms	*Min. Persons/Apt.*	*Max. Persons/Apt.*
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10
6BR	6	12

The Elderly/ Disabled Program does not have any Apartments larger than two bedrooms. Thus, Households requiring more than two (2) bedrooms may only apply for the Family Program.

6.1.3 Apartment Assignments

Apartments shall be so assigned that:

1. The Head of Household and his /her spouse or partner shall be entitled to one bedroom.

2. Household Members under the age of twenty-five (25) who are of the same sex shall share a bedroom, with the following exemptions:

   A. Household Members more than ten years apart in age and regardless of gender may qualify for separate bedrooms, if the older Household Member is fourteen years of age or older. For

example, a fifteen year-old Household Member may be eligible for a separate bedroom when living with a one-year old Household member of the same gender. HOWEVER, a thirteen year-old Household Member can be required to share a bedroom with a five-year old Household Member of the same gender.

B. Persons of different generations or opposite sex, other than head and spouse or partner, are not required to occupy the same bedroom.

3. An unborn child **shall** be counted as a person in determining apartment size for admission purposes only, not for qualification for transfer

4. Each Applicant shall be listed for only one apartment size. However, if the Applicant's Household qualifies for two apartment sizes, the Applicant may choose to be listed for either of these sizes.

5. Single person Households may elect to be placed on a studio waiting list(s)/AMPs of choice and shall be assigned only to a studio Apartment..Applicants electing this option <u>after</u> housed may apply for an Emergency Transfer to move to a one-bedroom at a development of choice **if**:
   a) Has been a BHA Resident for at least two years; and
   b) Is a Resident in good standing. No waiver of this requirement shall be approved.

6. Single person Households may elect to be placed on a one-bedroom waiting list(s)/AMPs of choice and shall be assigned only to a one-bedroom Apartment.

7. Transfer Applicants currently residing in a studio or a one-bedroom unit shall not be offered studio/efficiency units.

8. Spouses, partners and children who would otherwise be required to share a bedroom under BHA's policies may be assigned separate bedrooms for substantial health-related or reasonable accommodation reasons which are thoroughly documented by a Qualified Healthcare Provider.

9. A living room will not be counted as a bedroom, except in BHA's studio/efficiency apartments or for the use of an overnight Personal Care Attendant (PCA).

10. First floor apartments as they become available will be offer first to BHA residents who are approved as reasonable

accommodation transfers to such unit types. If there are no approve reasonable accommodation transfers for this type units, they will be offered to a screened and qualified Applicant who is approved as a reasonable accommodation for a first floor unit. If there are no approved Applicant, such unit will be offered to the next highest ranked Resident or Applicant on the waiting list.

6.2 Offers and Good Cause or Reasonable Accommodation

6.2.1. A. Method of Applicant Assignment from a Waiting List

The plan for assignment of Qualified Applicants from a waiting list and assignment of apartments to assure equal opportunity and non-discrimination on grounds of race, color, sex, sexual orientation, handicap, disability, familial status, marital status, religion or national origin is established in accordance with HUD & DHCD Regulations. Under this plan, the Eligible Priority One Applicant with the highest Priority and/or Preference(s) and earliest approval date of such Priority and/or Preference(s) will receive one offer of an apartment of appropriate size at a development/AMP of choice. Failure to accept the housing offer to a unit of appropriate size and type will result in the withdrawal from all public housing waiting lists/AMPs and the Applicant will lose any approved Priority and/or Preference(s).
Furthermore, the Applicant will only be eligible to re-apply for the same Priority/Preference after one year from the date of the most recent apartment assignment rejection. During the 1-year period after an Applicant is removed from all waiting lists, BHA will only consider them for Priority and/or Preference status when an Applicant experiences a change in circumstances which justify a different Priority/Preference. An Applicant who is removed from all waiting lists due to apartment offer rejection may therefore apply for <u>another</u> Priority of different, equal or higher point value or the same Priority due to different underlying circumstances (See Section 4.4.5 for Priority point values).

BHA will recognize the new Priority and/or Preference status after verification and place the Applicant on awaiting list using the new status and the date of the new application.

Amongst Standard Applicants, the Eligible Applicant with the earliest application date is made one offer of an apartment of appropriate size and type. Failure to accept an offer of housing will result in the withdrawal for the particular site.

When an apartment of the appropriate size and type is available and ready for occupancy, the apartment offered will be the apartment with the earliest "ready" vacate date entered into BHA's database.

6.2.1.B. Method of Approved Transfer Applicant Assignment from a Waiting List

It is the policy of the BHA that:

1) Every other fourth available apartment for each bedroom size and unit type category by development/AMP shall be offered to the next approved Emergency Transfer Applicant at the top of the Emergency Transfer waiting list/AMP, **and**

2) Every eighth apartment for each bedroom size category by development/AMP shall be offered to the next approved Under or Over Housed Transfer at the top of the On-Site Under or Over Housed Transfer list/AMP provided that the Development is at a 98% occupancy rate.

If the development is at 98% occupancy rate and there are no approved On-Site Under or Over housed transfers, the eight unit shall be offered to the next approved Emergency Transfer Applicant. If there are no approved Emergency Transfers, the eight unit shall be offered to the next highest ranked approved Applicant.

If the development is not at 98% occupancy rate, the eight unit will be offered to the next highest ranked approved Applicant.

3) All approved Emergency **OR** Under or Over Housed Transfer Applicants shall be made only one housing offer to a unit of appropriate size and type. Failure to accept the housing offer will result in the withdrawal of the approved transfer and the resident may not re-apply for the same transfer type for a period of twelve months from the date the housing offer was rejected.

6.2.2 More than One Apartment Available

If two or more apartments of the appropriate size and type are available, the first apartment to be offered will be the apartment with the earliest time and vacate date that has been entered as "ready" and "available" for a housing offer into the database.

6.2.3 Method of Identifying Available Apartments

The BHA has a system for identifying vacated apartments available for offers in the database. Apartments are identified through the use of a Vacancy Action Form indicating the status of each vacated apartment. An apartment may be identified as

"vacant" in which case it will be available for offer to Applicants and Transfer Applicants on a waiting list. Alternatively, a vacated apartment may be placed in one of the following categories that will make it temporarily or permanently unavailable for offer from a waiting list.

(B) Breakthrough	Apartment will be combined with another Apartment to create a larger Apartment.
(D) Demolition / Disposition	Apartment No longer exists due to gut rehabilitation, building demolition or disposition.
(F) Funded for Modernization	Apartment planned for or under construction as part of a funded modernization program.
(L) Lottery	Apartment is part of a special re-occupancy program in which Apartments or residents are selected by a lottery.
(P) Potential Redevelopment – Hope VI	Apartment is off line pending funding for major rehabilitation.
(S) Supported / Congregate	Apartment is designated for residents under supported services agreement
(A) Non – Residential	Apartment will be used for Management, Resident Custodian, Agency, Police, Special Assignment, Laborer, or LTO. Requires Non Dwelling Conversion Approval.
(E) Employee Occupied	Will be used as a dwelling unit by a Resident Custodian or Special Assignment Laborer.
(M) Administrative Transfer	Relocation of residents for development/AMP renovation, relocation of residents from/to an Accessible/Adapted Apartment, or Temporary Transfer required to permit work required for extraordinary maintenance.
(R) Temporary Relocation	Held for temporary relocation of residents due to a funded phase of modernization.
(U) Uninhabitable/Unfunded	Temporarily unavailable due to serious code violations or essential system failures which require more than 1 month to correct.
(Q) Turnover Conditions	Currently unavailable – Requires clean-out and/or maintenance repairs before an offer is made

Apartments in the above listed categories which have not been made permanently unavailable, will be returned to " Vacant" status and made available for offer to Applicants and Transfer Applicants on a waiting list as soon as practicable.

6.2.4 Accepting/Rejecting Housing Offers

1. When assigned an apartment, an Emergency Transfer or Under or Over Housed Transfer or Applicant will be offered only one apartment. An Emergency Transfer, or Under or Over Housed Transfer or Applicant must accept an apartment offered within five (5) working days of the date the offer is communicated by the Occupancy Department (by phone and mail). Failure to accept an apartment offer will result in the following actions unless the Emergency Transfer or Under or Over Housed Transfer or Applicant can establish extenuating circumstances for his/her failure to respond:

   - A) Emergency Transfers and Priority One applicants will be removed from all public housing waiting list(s)/AMP upon the refusal of a housing offer to a unit of appropriate size and type. Applicants will lose any approved Priority and/or Preference(s). The Emergency Transfers will lose the approved Emergency type. Furthermore, the Emergency Transfers and Applicants will only be eligible to re-apply for the same Priority and any applicable approved Preference(s) or same Transfer type after one year from the date of the most recent apartment assignment rejection.
     During the 1-year period after Emergency Transfers and Applicants are removed from all public housing waiting lists/AMP, BHA will only consider them for Priority and/or Preference(s) or Transfer type status when a Resident or an Applicant experiences a change in circumstances which justify a different Priority/Preference(s) or Transfer type. An Applicant or Resident who is removed from all waiting lists due to apartment offer rejection may, therefore, apply for <u>another</u> Priority or Transfer of different, equal or higher point value or the same Transfer or Priority due to different underlying circumstances (See Section 4.4.5 for Priority point values).

   BHA will recognize the new Transfer type and Priority and/or Preference status after verification and place the Applicant on a waiting list using the new status and the date of the new application/transfer.

   - Non-emergency On-site Under or Over Housed approved transfers shall not be affected by this refusal.

     B) All other Applicants will be removed from the development/AMP waiting list of the site where the offer

was made and may not re-apply for this site for a period of twelve months. In the case of an “Internal Applicant”, if the resident is over or under housed the BHA shall take legal action upon the refusal of an offer of housing to a unit of appropriate type and size. On-Site Under or Over Housed transfer applicants will be withdrawn from the On-site waiting list and the resident will be subject to legal action(s). In addition, if there is an approved Emergency transfer this transfer shall be withdrawn as well if the unit rejected would have addressed the resident’s needs and the resident may not re-apply for the same transfer types for a period of twelve months.

2. **Applicant Acceptance of Housing Offer**: Applicants who are offered a unit of appropriate size and type must accept said offer, and move to their assigned unit within 30 calendar days of the offer of housing unless otherwise agreed upon by the BHA in writing. Failure to move to the unit within the 30 calendar days or agreed date shall be considered as an unacceptable housing offer refusal.

3. **BHA Resident Acceptance of Housing Offer**: BHA Residents who are offered a unit of appropriate size and type must accept said offer, move to their new unit and vacate their current unit within 30 calendar days of the offer of housing unless otherwise agreed upon by the BHA in writing Failure to move to the unit within the 30 calendar days or agreed date shall be considered as an unacceptable housing offer refusal.

4. If the BHA resident fails to **completely** move to the offered unit within the 30 calendar days from their housing offer notification or BHA agreed date, the resident shall be subject to rent charges as approved by HUD and DHCD. See Chapter 7.8

6.2.5 Good Cause or Reasonable Accommodation

In certain cases, applicants for admission or residents seeking transfers may require special consideration regarding their housing placement or transfer. Such consideration may address a particular verifiable need with respect to housing accommodations or may be needed to avoid a verifiable hardship.

If the Authority determines, after reviewing the request for such consideration and the documentation submitted in support of it, that the Applicant or transfer applicant qualifies, he/she will be approved for an assignment for Good Cause or Reasonable Accommodation.

Applicants for admission must apply for Good Cause or Reasonable Accommodation prior to receiving an offer of an apartment in order to assist the BHA in assigning an appropriate apartment. Residents seeking transfer must apply for Good Cause or Reasonable Accommodation at the time they submit a transfer request at their local management office or before they receive a transfer offer. The BHA maintains a detailed inventory of physical characteristics for all of its apartments for this purpose. These apartment characteristics, as well as the location of the developments/AMPs, will be used in matching an Applicant or transfer applicant in order to address the Good Cause or Reasonable Accommodation need.

The need for an assignment based upon Good Cause or Reasonable Accommodation shall be identified by the Applicant during screening with the assistance of Occupancy Department staff.

The need for a transfer to a particular type of apartment for Good Cause or as a Reasonable Accommodation or to a particular area of the city will be identified by the resident at the time of applying for transfer with assistance of the staff at his/her development/AMP or appropriate BHA staff reviewing the transfer request.

Below is a description of the BHA's procedure for requesting an assignment or transfer for Good Cause or Reasonable Accommodation: (This process must be completed before a housing offer is made):

1. The Applicant must indicate to the Occupancy Department staff, and a resident seeking transfer must advise staff in his/her management office, that he/she requires special consideration in identifying a particular type of apartment or placement in a particular area of the city and;

   Good Cause or Reasonable Accommodation must be established in writing by a Qualified Healthcare Provider, or other professional (such as a law enforcement official, medical services provider, or social service provider) familiar with the Applicant's or resident's need, and;

   The Applicant must indicate to the Occupancy Department, or the resident seeking transfer must advise staff in his/her management office, of the physical characteristic(s) and/or location of the apartment that is required to address the Applicant's or resident's needs in assignment or transfer during the final eligibility determination process or transfer request submission

Assignment of an Apartment for Good Cause shown by the Applicant or resident **cannot** be related to considerations of race, color, sex, religion, sexual orientation, familial status, marital status, religion national origin, or handicap or disability of others. Disabled individuals may apply for a reasonable accommodation under the BHA's Reasonable Accommodation policy.

2. Reasons considered Good Cause or Reasonable Accommodation and documentation adequate to establish Good Cause or Reasonable Accommodation are listed below:

- **THE AGGRAVATION OF A SERIOUS, DETERMINABLE PHYSICAL OR MENTAL IMPAIRMENT**

  ACCEPTABLE DOCUMENTATION:
  A statement from a Qualified Health Care Provider on letterhead stationery which establishes the precise reasons a particular apartment feature (or apartment location) is needed. The statement MUST provide information regarding the effect of the condition on the Applicant or household member and must document why a particular type of apartment (or apartment location) is needed.

- **INACCESSIBILITY TO SUPPORTIVE FACILITIES OR PROGRAMS FOR ELDERLY, HANDICAPPED, OR DISABLED HOUSEHOLD MEMBERS.**

  ACCEPTABLE DOCUMENTATION:

  A statement on letterhead stationery from a Qualified Healthcare Provider, which provides reliable documentation that a household member(s) has a condition which requires on-going regular or emergent care at a particular facility (hospital, clinic but not a practitioner's office), frequency of the treatment and anticipated length of treatment.

- **PARTICIPATION IN A WITNESS PROTECTION PROGRAM – APPLICABLE TO GOOD CAUSE ONLY**.

  ACCEPTABLE DOCUMENTATION:
  Written documentation on letterhead stationery from a law enforcement agency, which indicates that a Household Member(s) is, or might be endangered because they have

provided essential information in a criminal prosecution. Documentation must specify the development(s)/AMPs or areas of the city in which the affected Household Members might be endangered.

- **DOMESTIC VIOLENCE/DATING VIOLENCE/OR STALKING. APPLICABLE TO GOOD CAUSE ONLY.**

  ACCEPTABLE DOCUMENTATION:
  The BHA prefers documentation from a court of competent jurisdiction, and/or from a law enforcement agency, in conjunction with a temporary or permanent restraining order issued pursuant to M.G.L. c209A specifying underlying circumstances which would require a Household Member(s) to be located in an area of the city away from the location of the person named in the order or his/her relatives or associates. If the Applicant has cause to believe that obtaining a restraining order will trigger a violent act by another person, a combination of the following documentation that establishes that an abusive situation exists shall be acceptable:
  - Medical records reflecting incident(s)
  - Police reports regarding incident(s)
  - Court Reports regarding incident(s)
  - Documentation that Applicant has attempted to obtain restraining orders
  - Documentation that Applicant has filed charges against the accused abuser
  - Legal action regarding incident(s)
  - Letter from an attorney stating details of a case arising from incident(s)
  - Evidence of participation in counseling regarding domestic violence/Dating Violence/or Stalking
  - Psychological reports
  - Letter from a director of a social service agency regarding incidents
  - Documentation of changed address due to domestic violence

- **THE TEMPORARY HOSPITALIZATION OR ON-DUTY MILITARY ASSIGNMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OTHER HOUSEHOLD MEMBER NECESSARY FOR THE CARE OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OR A PERSONAL CARE ATTENDANT LISTED ON THE FINAL**

APPLICATION OR MOST RECENT TENANT STATUS REVIEW (TSR).

ACCEPTABLE DOCUMENTATION:
A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be the Head or Co-Head of Household or other Household Member necessary for the care of the Head or Co-Head of Household or personal care attendant), the date of admission, date of anticipated discharge (if known) or an estimate of the anticipated length of confinement *or* a statement from the individual's commanding officer indicating the date the active duty began and anticipated length of active duty.

- **THE INACCESSIBILITY OF PUBLIC TRANSPORTATION FOR NIGHTTIME EMPLOYMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD WHO DOES NOT OWN OR LEASE A MOTOR VEHICLE.**
  APPLICABLE TO GOOD CAUSE ONLY.

  ACCEPTABLE DOCUMENTATION:
  A statement from the employer, on letterhead stationery, detailing specific hours of nighttime employment, the date employment commenced, whether it is a permanent shift assignment and if not permanent, the length of the assignment, and a description of transportation benefits, if any.

3. Refusal of Apartment Offer for Good Cause or Reasonable Accommodation

   An Applicant or transfer applicant may refuse an offer of an apartment without being removed from the waiting list only if:

   - **HABITABILITY OF ASSIGNED BHA APARTMENT."**

     In the event the actual apartment cannot be restored to move in condition within thirty (30) calendar days of the date of offer, the Applicant may reject the apartment for Good Cause and the offer shall be considered as an "invalid offer."

     ACCEPTABLE DOCUMENTATION:
     A letter from the BHA development/AMP manager indicating the offered apartment will not be ready for move-in within thirty calendar days of the apartment offer.

- After successfully completing the final screening process, the Applicant's or transfer applicant's situation has changed such that a new, different or additional Good Cause consideration has arisen and the Applicant was unable to notify the Occupancy Department, or the transfer applicant was unable to notify the local management office, of the change due to extenuating circumstances, i.e. documented hospitalization, or;

- The transfer applicant's situation has changed after being approved for transfer and the resident was unable to notify the local management office or Occupancy Department of the change due to extenuating circumstances, i.e. hospitalization or;

- The hardship caused by acceptance of the offered apartment is due to a physical feature, which was not included in the apartment characteristics inventory as documented by the applicant. This will be considered as an inappropriate housing offer.

- **CHANGE IN HEALTH OR MILITARY STATUS AFTER SUCCESSFULLY COMPLETING THE FINAL SCREENING PROCES OR TRANSFER APPROVAL DUE TO THE TEMPORARY HOSPITALIZATION OR ON-DUTY MILITARY ASSIGNMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OTHER HOUSEHOLD MEMBER NECESSARY FOR THE CARE OF THE HEAD OR CO-HEAD OF HOUSEHOLD MEMBER, OR A PERSONAL CARE ATTENDANT LISTED ON THE FINAL APPLICATION OR MOST RECENT TENANT STATUS REVIEW (TSR).**

  ACCEPTABLE DOCUMENTATION:
  A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be the Head or Co-Head of Household or other Household Member necessary for the care of the Head or Co-Head of Household or personal care attendant), the date of admission, date of anticipated discharge (if known) or an estimate of the anticipated length of confinement *or* a statement from the individual's commanding officer indicating the date the active duty began and anticipated length of active duty.

6.3 Occupancy of Accessible Apartments and Apartments with Adapted Features

It is the goal of the BHA to occupy its Accessible Apartments and Apartments with adapted features with a person or persons who has/have a disability that requires the adapted features of the apartment. The BHA shall take the following steps to achieve this goal.

1. The BHA shall maintain a database of all of its Accessible Apartments and Apartments with adapted features.

2. The BHA shall utilize this database to match residents and Applicants with a Household Member having a disability with appropriate apartments.

3. The BHA will offer an available Apartment with adapted features in the following order:

    a. First, to a current Household of another apartment of the same development/AMP, or other public housing development/AMP under BHA's control, containing a member having a disability on account of which the adapted features of the vacant Apartment are needed. (In effect an Administrative Transfer of the resident Household with a disabled Household Member from the non-adapted Apartment to the vacant adapted Apartment.)

    b. Second, to an Eligible and Qualified Applicant Household on the waiting list/AMP with a disabled household member who requires the adapted features of the vacant Apartment.

    c. Third, to an Eligible and Qualified Applicant or Transfer Applicant Household on the waiting list/AMP that does not require the adapted features of the vacant Apartment. In this case, BHA will require that the Applicant sign a BHA lease which provides that the Applicant will move to a alternative available Apartment of appropriate size within thirty (30) calendar days when a Disabled Household Member of another Applicant household is identified as needing the adapted features of the Apartment on account of his/her disability.

4. The BHA shall also maintain a listing of all Apartments with adapted features where the current resident Household contains no disabled Household Member requiring the adapted features. The BHA Occupancy Department will regularly check this listing to see if there is an Eligible and Qualified Applicant or Transfer Applicant Household with a disabled household member on the waiting

list/AMP who requires an adapted feature of an Apartment on the list.

5. If the BHA finds that there is an Eligible and Qualified Applicant or Transfer Applicant Household on the waiting list with a disabled household member who requires an Apartment with adapted features and there is a current resident Household occupying an Apartment with adapted features not needed by any disabled household member, the BHA shall take the following action:

    a. The BHA will notify the current resident Household of the requirement to transfer due to the existence of an Eligible and Qualified Applicant or Transfer Applicant Household with a disabled household member who requires the adapted features available in the resident's Apartment. If the BHA identifies more than one Apartment with the necessary adapted features, the resident Household with the shortest tenure in its current Apartment will be required to Transfer.

    b. The BHA will initiate an Administrative Transfer process for the current resident Household. The BHA will identify an alternative appropriately sized Apartment based upon the resident's current Household composition on a case by case basis pursuant to the Administrative Transfer procedure of this policy.

    c. The BHA will offer the alternative appropriately sized Apartment to the resident Household. The BHA will also notify the resident Household of their requirement to move within thirty (30) days of this offer. The resident may request and the BHA may grant a reasonable extension. As part of the transfer process, the BHA will consider any resident request for a Reasonable Accommodation and/or on-site transfer.

    d. If the resident Household fails to vacate the Apartment with adapted features after being properly notified and offered an alternative appropriately sized Apartment, the BHA shall initiate legal action in accordance with the BHA lease.

    e. Once the Apartment with adapted features becomes available, it will be offered to the identified Eligible and Qualified Applicant or Transfer Applicant Household with a disabled household member on the waiting list in accordance with the procedures outlined in this policy.

6.4 Occupancy of Apartments in a Designated Non- Smoking Building. Upon the approval of the Non-Smoking policy the BHA shall implement this policy in the following manner:

A. Designation of already Occupied Buildings and Apartments as Non-Smoking sites: On or after September 1, 2012, the BHA shall implement the Non-Smoking policy at all of its BHA Buildings and Apartments. All BHA residents will be required to execute a new Lease or Lease Addendum agreeing to comply with the Non-Smoking policy. Residents shall be notified in writing of the specific date their site will be designated as a Non-Smoking property.

Reasonable Accommodation: Residents may request a Reasonable Accommodation in relation to the Non-Smoking Policy, in accordance with the BHA's Reasonable Accommodation Policy. Residents must adhere to the Non-Smoking policy until such time as a Reasonable Accommodation is granted.

In addition, the BHA shall work closely with the City of Boston to offer BHA residents smoking cessation programs.

B. Designation of Vacant Apartments as Non-Smoking properties: On or after approval of the Non-Smoking policy and in accordance with the implementation date established for each site. Applicants and Transfer Applicants will be required to execute a BHA Lease agreeing to comply with the Non-Smoking policy immediately upon accepting a housing offer assignment. The Applicant and Transfer Applicant shall be notified in writing of the specific date their assigned site will be designated as a Non-Smoking property.

C. Designation of Vacant Buildings that were vacated for Capital and/or Modernization Work as Non-Smoking properties: On or after approval of the Non-Smoking policy and in accordance with the implementation date established for each site the BHA may designate buildings that were vacated for capital and/or modernization work as Non-Smoking properties immediately as they become ready for occupancy. The BHA shall take the following steps to achieve this goal:

1. Residents who were relocated (or returning residents) from their site as a result of the capital and/or modernization work and who opted to return to their site after the work was completed shall execute a new Lease or Lease Addendum agreeing to comply with the Non-Smoking policy prior to returning to the site.

2. The BHA shall maintain a database of all its Non-Smoking Apartments as they are placed back on-line.

3. The BHA will offer an available Apartment at the Non-Smoking Building in the following order:

- First, to returning residents who were relocated as a result of the capital and/or modernization work and who shall execute a new Lease or Lease Addendum agreeing to comply with the Non-Smoking policy.

Second, to a current Resident Household of another apartment, containing a member having a disability for which a Non-Smoking apartment is needed as an approved reasonable accommodation transfer. In effect, this shall be considered as an Administrative Transfer of the resident Household with a disabled Household Member requiring and approved for a Non-Smoking Apartment. The resident will be required to execute a Lease or Lease Addendum agreeing to comply with the Non-Smoking policy.

Third, to an Eligible and Qualified Applicant or Transfer Applicant Household in accordance to their ranking on the waiting list and who will be required to execute a Lease or Lease Addendum agreeing to comply with the Non-Smoking policy.

CHAPTER 7: TRANSFER POLICY

7.1 General Transfer Policy

A Transfer application may be initiated by a resident Head of Household occupying an apartment under a BHA lease, or under certain circumstances such as an apartment fire, under a Use and Occupancy Agreement pursuant to this Policy (Resident Initiated Transfer). A transfer may also be initiated by the BHA. The BHA will initiate transfers required as a result of a scheduled capital improvement or building maintenance program; required use of an Accessible Apartment or an Apartment with adapted features by another resident or Applicant with a disability; Over or Under Housed Households; apartment conditions which seriously endanger health or safety and cannot be repaired in a reasonable period of time or while the apartment is occupied; or addition of minor child(ren) to the Household at the future date specified by an Applicant during the final application process (see Section 9.1.3.3) (BHA Initiated Transfer).

All requests for Transfer are reviewed and final decisions made in a timely manner by the BHA's Management staff except for Reasonable Accommodations, Security and Civil Rights Emergency Transfers which shall be referred by Management to the Transfer Review Committee for a final determination, as established by the Administrator of the BHA.

To qualify for an On-Site or Emergency Transfer, a Resident:

1. Must have been in residence for at least one (1) year.

2. Must be considered in "good standing" at the time of an Application for Transfer, at the time of determination of Transfer eligibility, and at the time of actual implementation. "Good standing" means the household is:

- Current in its rental payments unless it is legally withholding rent pursuant to the provisions of the Lease or applicable law.
- Not currently under a Fourteen (14) Day or a Thirty (30) Day Notice to Quit, Summary Process Action or action pursuant to Mass. Gen. Laws, Chapter 139, section 19.3.2

Some or all of these requirements may be waived in certain situations pursuant to the provisions of this policy. For example, a resident in a situation

which may constitute a life-threatening situation to the health, safety or well-being of the resident or a Household Member who does not meet all of the criteria may have some or all of these conditions waived[11]. If the resident is a party to or under a Use and Occupancy Agreement, s/he may be transferred and any legal action against the resident will continue.

Residents seeking non-emergency transfers may apply for an On-Site transfer only. Residents seeking an emergency transfer will be placed on all of the BHA's Public Housing waiting lists/AMPs for which their household meets the Threshold Eligibility Requirements exclusive of annual income limits (See 5.1.2) and in accordance with any approved requests for Good Cause and/or Reasonable Accommodation.

7.2 Transfer Categories

BHA has three categories of transfers: Administrative, Emergency, and Under or Over Housed. Emergency and On-Site Under or Over Housed Transfers are placed in Priority order as described in Sections 4.4.3 "Priority and/or Preference System" and 4.4.5 "Point System" of the ACOP. Administrative Transfers are processed as described in Section 4.5 "Administrative Transfers "of this Policy:

7.2.1 Administrative

Administrative transfers are transfers due to the following reasons and will be on-site transfers unless it may not be accommodated at the site:

1. The current apartment has become uninhabitable and immediate relocation is required as a result of the following:

   - Destruction by fire or other disaster; or
   - The existence of a major maintenance problem that constitutes a substantial violation(s) of the state sanitary code and presents a serious danger to health and safety that cannot be repaired in a reasonable period of time or while the apartment is occupied.

2. The apartment is located in a building or section of building scheduled for capital improvement pursuant to a funded capital improvement program or other major rehabilitation effort. (See BHA's **Residential Relocation & Rehousing Policy** for detailed

[11] The Administrator or his/her designee may approve a waiver of any provision of this policy not required by law if the waiver of such provision would avoid substantial hardship or substantial injustice to a Transfer applicant (See Section 10.5 Waiver Provision).

procedures on transfers because of capital improvement programs.)

3. The transfer is required to permit occupancy of an accessible apartment or apartment with adapted features by another resident or an Applicant with a disability.

4. A temporary transfer is required to permit work required for a maintenance or repair problem that cannot be repaired while the apartment is occupied. The Resident will be returned to the same apartment if the apartment is of the appropriate size, following completion of the maintenance or repairs.

5. In Federal Housing, the Household is Over housed by two (2) or more bedrooms.

6. In State Housing, the Household is Over housed by two (2) or more bedrooms.

7.2.2 Emergency

Emergency transfers are transfers necessary to the health and/or safety of one or more Household members and shall be offered the every other 4th available unit by development by bedroom size. Emergency transfers will be offered housing at the first available every other 4th unit of appropriate size and type at any of the BHA sites, except for those transfers requested as the result of the Designated Housing Plan or if qualify to transfer from a studio to a one-bedroom apartment at a development of choice. Residents will be required to document any special needs such as floor location, bedroom size, or neighborhood during the transfer application process or before a housing offer is made. Approved emergency transfers will receive one housing offer~~.~~ Failure to accept a housing offer will result in the withdrawal of the approved emergency transfer and the resident may not re-apply for the same transfer type for a period of one year. The following are criteria for Emergency Transfers:

1. A Household Member has a serious, medically determinable, physical or mental condition that is aggravated by the present housing such that the condition is life threatening or a condition not qualifying as life-threatening that can be alleviated and/or substantially improved **only** by relocation to another apartment; or

2. The head or other Household Member is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion, domestic violence, dating violence, or stalking which places them in

imminent danger and that cannot be expeditiously remedied in any other way[12]; or

3. The Household needs to be relocated because of a Household Member's participation in a witness protection program or in order to avoid reprisal as a result of providing information to a law enforcement agency or participation in a witness protection program; or

4. The transfer requested is for a person with a disability who requires reasonable accommodation to address dire circumstances posing serious and direct threat to health, life or safety which can only be alleviated by relocation to another apartment. The resident shall provide documentation of the disability and how the transfer will reasonably accommodate the disability.

5. The Household is Under housed by three (3) or more bedrooms

6. In accordance with the BHA's Designated Housing Plan, a Household with a Non-Elderly Disabled Head or Co-Head currently residing in the Elderly/ Disabled Federal Housing Program who wishes to transfer to the Federal Family Housing Program.

7. In accordance with the BHA's Designated Housing Plan, a Household with an Elderly Head or Co-Head currently residing in the Family Federal Housing Program who wishes to transfer to the Federal Elderly/Disabled Housing Program.

7.2.3 On-site Under or Over housed Transfers. An under/over housed transfer waiting list will be established for each development/AMP. These lists will be maintained by the Occupancy Department. Housing offer assignments will be made when the development/AMP occupancy rate is at least 98% (at smaller sites this means one vacancy). At that time, every 8th vacancy by bedroom size will be assigned to the next approved under/over housed transfer. These transfers will be ranked based on the unit size required and application date and time.

ii. Under or over housed transfers are those transfers made for the following reasons:

1. In Federal Housing, the Household is Over by one (1) bedroom or Under housed by either two (2) or one (1) bedroom(s). Over/Under housed residents shall be processed for BHA transfer at the time of re-examination or interim re-determination in order to

[12] Transfers in this category will be processed pursuant to BHA's Civil Rights Protection Plan ("CRPP").

conform to BHA's Occupancy Standards. Residents will be informed in writing that a transfer is necessary and pending. Residents who fail to transfer will be subject to eviction; or

2. In State Housing, the Household is Over housed by one (1) bedroom or Underhoused by either two (2) or one (1) bedrooms. Over/Under housed residents shall be processed for BHA transfer at the time of re-examination or interim re-determination in order to conform to BHA's Occupancy Standards. Residents will be informed in writing that a transfer is necessary and pending. Residents who fail to transfer will be subject to eviction.

Note: Residents over housed at sites where the unit size required does not exist shall be transferred under an Administrative Transfer.

Residents who under housed at sites where the unit size required does not exist shall be allowed to select other developments of choice, and they shall be considered as an “On-site” under housed transfer.

7.3 Good Cause or Reasonable Accommodation

In certain cases, residents seeking transfers may require special consideration regarding their transfer. This consideration is essential to address a particular verifiable need with respect to housing accommodations or to avoid a verified hardship. This documentation must be submitted with the transfer request. If the Authority determines, after reviewing the request for such consideration and the documentation submitted in support of it, that the Applicant or transfer applicant qualifies for such consideration, he/she will be approved for an assignment for **Good Cause or Reasonable Accommodation to a unit of appropriate size and type**. Good Cause or Reasonable Accommodation requests shall be submitted for review prior to a housing offer. (Please see Section 6.2.5 for a complete description of the BHA Good Cause procedure).

7.4 Verification of Reason for Transfer

7.4.1 Verification Examples

Residents will be asked to provide reliable documentation of the reasons for a Resident-Initiated transfer at the time the transfer is requested. Such verification may include the following items:

1. A letter(s) from Qualified Healthcare Provider describing a transfer applicant's physical or mental condition and specifying housing conditions required on account of the condition;

2. For reasonable accommodation requests, reliable documentation from a Qualified Healthcare Provider or professional non-medical service agency whose function it is to provide services to the disabled should verify that the transfer applicant or a member of his/her Household is disabled under the applicable definitions in Federal and State law and describe the limitations attributable to the disability. Documentation must describe how the accommodation being requested will overcome or alleviate those limitations;

3. Police reports;

4. Civil Rights incident reports;

5. Copies of restraining orders;

6. Information on maintenance conditions;

7. Documentation to show "Good Cause" or "Reasonable Accommodation" to move to or from a certain part of the city of Boston, or certain type of apartment; or

8. Any other documentation that provides the BHA with evidence that the request for a transfer is based on fact and meets the transfer criteria.

7.5 Denial of Transfer Requests

In all instances, transfer approval shall be denied if the resident does not provide appropriate documentation to substantiate the transfer request; or if the BHA determines that the resident, other Household Member, or guest was the cause of the situation resulting in the need for transfer unless the existing condition of the apartment makes it uninhabitable in which case any approved transfer may be under a Use and Occupancy Agreement

7.6 Transfers on a Waiting List/AMP

Administrative Transfers will be processed on a case-by-case basis as described in Section 4.5 "Administrative Transfers".

Emergency Transfers will be placed on every applicable waiting list/AMPand shall be offered the first available every other 4th unit by development by bedroom size and unit type that will meet the households' needs.

Transfers will be maintained on each public housing development's/AMP's waiting list. BHA will rank transfers by the type of transfer: Emergency or On-Site Under or Over Housed Transfers as specified above. An offer of an apartment shall be made in accordance with Chapter 6 and 7 of this ACOP. Emergency Transfer offers are made on the basis of ranking Priority and Preference points and date of application to the first one in every other fourth unit by development by bedroom size and appropriate unit type. On-Site Under or Over Housed Transfers are made on the basis of bedroom size required and date of application but are also subject to the following additional apartment assignment process.

7.7 On-Site Under or Over Housed Transfer Apartment Assignments

In recognition of the need to maintain a balance of apartment assignments allocated to waiting list Applicants and BHA residents, the BHA will assign apartments to approved On-Site Under or Over Housed transfer applicants in accordance with the following "one in eight" policy:

- Vacant apartments are assigned to Applicants and certain transferring residents in order of; Priority and/or Preference points; the date such Priority and/or Preference points are granted; and in the case of Standard Applicants the date of application pursuant to Chapters 6 and 7 of this ACOP. Emergency Transfers, Eligible and Qualified Priority One and Priority Two Applicants will receive offers of vacant apartments ahead of On-Site Under or Over Housed Transfers and Standard Applicants as a result of the ranking process. It is the policy of the BHA that every eight available apartment for each bedroom size category shall be offered to the On-Site Under or Over House transfer when next in line to receive an offer when the site's occupancy rate is 98% or, for smaller sites when there is only one vacancy. This "one in eight" allocation will be calculated separately for each development/AMP by bedroom size. If no On-Site Under or Over Housed Transfer Applicant exists, the offer will be made to the next Under or Over Housed person on the waiting list.

7.8 Transfers at Residents' Expense

All transfers are at the resident's expense, except those required by capital improvement programs (see the BHA's Residential Relocation and Rehousing Policy (RRRP).

Residents offered a transfer to a unit of appropriate size and type must accept said offer, move to their new unit and vacate their current unit within 30 calendar days from the offer of housing notification unless otherwise agreed upon by the BHA in writing.

BHA residents who will be relocating to another unit who fail to vacate and return the key by the determined and agreed date shall be responsible to pay a pro-rated use and occupancy for the unit being vacated in addition to their regular monthly rent for the new transferred unit. Once the unit is accepted, the resident must move to the new unit within ten (10) calendar days after they have received the key to the new unit. BHA will consider extenuating circumstances and/or reasonable accommodation requests.

7.9 Transfer Waiver/Reasonable Accommodation

An Elderly or non-elderly disabled BHA Household residing in a Family Development/AMP which is Over housed by not more than one bedroom may apply for a reasonable accommodation due to advanced age and/or seriously infirm health of a Household Member to remain in his or her current apartment instead of transferring. A household for which separate bedrooms have been approved for health reasons is not eligible for a waiver under this section. Denial of such a waiver is reviewable pursuant to BHA's Grievance Policy.

7.10 Continued Occupancy for Veterans, Widows/Widowers of Veterans or Gold Star Mothers (Applicable to State Housing Developments Only)

In State-aided housing only, pursuant to Massachusetts General Laws the BHA shall not, if a resident in an apartment consisting of two bedrooms or less is a veteran or a widow or widower of a veteran or is a Gold Star Mother and has lived in the residence for at least the last eight (8) consecutive years, deny such resident continued occupancy at such residence provided that the rent is not more than three (3) months in arrears.

7.11 Consequences of Rejection of Approved Transfer by Resident

Emergency and Administrative Transfers

In the case of Emergency or Administrative Transfers, rejection of an offer of an Apartment of appropriate size and design will result in revocation of the resident's approved Emergency or Administrative Transfer status. His/her name will be withdrawn from the transfer waiting list. Furthermore, the resident will not be eligible to apply for an Emergency or Administrative Transfer for the same circumstances for a period of one year from the date of the most recent apartment assignment rejection. During the one-year period, the BHA will consider a change in circumstances resulting in a new request for transfer.

Upon receiving notification from the resident of the housing offer rejection, the development/AMP managers shall initiate eviction against residents who are Over Housed by three (3) bedrooms or more.

In addition Over Housed residents in the State housing program will be charged 150% of their monthly rent upon the housing offer refusal as required by State regulations.

On-Site Under or Over Housed Transfers

In the case of On-Site Under or Over Housed Transfers, rejection of an offer of an Apartment of appropriate size and design will result in revocation of the resident's approved Under or Over Housed Transfer status and his/her name will be withdrawn from the waiting list. Furthermore, the resident will not be eligible to apply for a Under or Over Housed Transfer for the same circumstances for a period of one year from the date of the most recent apartment assignment rejection. During the one-year period, the BHA will consider a change in circumstances resulting in a new request for transfer.

Upon notification by staff in the Occupancy Department, the development/AMP manager will proceed with eviction against an Over or Under housed resident who has rejected the offer.

In addition Over Housed residents in the State housing program will be charged 150% of their monthly rent upon the housing offer refusal as required by State regulations.

Residents seeking to relocate to other BHA sites for other reasons not described above shall apply as an "Internal Applicant" and be processed in the same manner as an "Applicant" for new admission and must meet all eligibility requirements See Chapters 4 and 5. Except for residents transferring from a State-Aided development to another State-Aided development where the Transfer Criteria eligibility requirements will be applicable and not the requirements set in Chapter 4 and 5.

In addition, 1) "Internal Applicants" who are over or under housed and fail to either successfully complete the screening process or fail to accept a housing offer of a unit of appropriate size and type will be subject to legal action(s) and 2) Over Housed residents in the State housing program will be charged 150% of their monthly rent upon the housing offer refusal as required by State regulations.

CHAPTER 8: RESIDUAL TENANCY POLICY

A remaining member(s) of a resident Household may apply to become a BHA resident as a Residual Tenancy Applicant, in the event of the death, departure or incapacity of the Head of Household. The Residual Tenancy Application will only be approved by the BHA if the Residual Tenancy Applicant including all Household Members meet the criteria below.

8.1 Qualifications for Residual Tenancy

8.1.1 In order to assume the status of a resident under this policy, the Residual Tenancy Applicant must be:

1. An adult who has been a recorded member of a resident Household on the most current lease or Tenant Status Review form and whose income has been recorded and considered in the rent computations during the period of his/her occupancy unless he/she was without income or was a full-time student.

   OR

2. In the event the remaining member(s) of the resident Household consist only of minor children, the applicant must be an adult who, prior to entering into a lease has been appointed either a temporary or permanent guardian, or is the natural parent of one or more household members, and is willing to assume responsibility for the apartment and the household and is willing to enter into a lease.

   OR

3. In the event the Residual Tenancy Applicant is an incapacitated adult who is unable to fulfill the responsibilities in the lease, the Applicant must be an adult who has been appointed either a temporary or permanent guardian, and is willing to assume responsibility for the apartment, and willing to enter into a lease.

   AND

4. The Applicant and Applicant's Household, if any, for Residual Tenancy status must meet the eligibility requirements for Applicants as set forth in the Admissions and Continued Occupancy Policy (ACOP) or any successor plan.

8.1.2 Divorce, Separation or Protective Order

In the event of divorce, separation, submission of the 14 day victim certification as required by the BHA's Violence Against Women Act

(VAWA) policy, **or** a protective order issued by a court under Chapter 209A, the person(s) identified as the “victim” will be permitted to apply as a Residual Tenancy Applicant to become a resident provided he or she otherwise qualifies under this policy. Person(s) not so designated may not apply as a Residual Tenancy Applicant.

8.2 Residual Tenancy and Income

Individuals applying for residual tenancy status will not be found ineligible based on income exceeding the eligibility limits for Applicants for admission to public housing.

8.3 Rent During Use and Occupancy Period

Pending a decision on the request for residual tenancy status, the Residual Tenancy Applicant will be required to pay a monthly use and occupancy charge. The charge shall be calculated pursuant to Federal and State regulations for all remaining Household Members. The Use and Occupancy Agreement shall permit the occupant to occupy the apartment pending determination of the Residual Tenancy Application without being permitted to sign a BHA standard dwelling lease.

8.4 Limitations of Policy

Remaining members of a resident household will not be considered for residual tenancy, if the departing or incapacitated Head or Co-Head of Household is relocating to another BHA apartment or BHA Leased Housing, is relocating to another subsidized or non-subsidized apartment, is purchasing a home, is under eviction for non-payment of rent or for cause, or vacates with an outstanding balance due to the BHA. (A resident shall be regarded as being under eviction if, after a private conference, the Manager has decided to proceed with eviction and the Manager's decision has not been overturned by the BHA Grievance Hearing Panel.) The limitations of this paragraph may not be applicable to remaining household members who were victims of domestic violence by the former Lease Holder(s). Verification of such situation shall be provided with the Application and during the screening process.

Remaining members of a resident household will not be considered for residual tenancy, if the deceased leaseholder is under eviction for non-payment of rent or for cause, or has an outstanding balance due to the BHA. (A resident shall be regarded as being under eviction if, after a private conference, the Manager has decided to proceed with eviction and the Manager's decision has not been overturned by the BHA Grievance Hearing Panel.)

Approval of residual tenancy shall be conditional on the remaining members of a resident household being properly housed. Where applicable, any approved applicant for residual tenancy shall remain under a Use and Occupancy Agreement and will not sign a BHA standard dwelling lease until such time as they are transferred to an appropriately sized unit. Refusal to transfer to an appropriately sized unit shall be considered a violation of this policy and will cause the revocation of the conditional approval of residual tenancy.

8.5 Residual Tenancy – Right of Appeal

A Residual Tenancy Applicant who disagrees with a Residual Tenancy application decision made by the BHA can request a Grievance hearing pursuant to the BHA Grievance Policy.

CHAPTER 9: OTHER OCCUPANCY PROVISIONS

9.1 Lease Provisions

9.1.1 Leasing of Apartments

1. It is BHA's policy that all apartments must be occupied pursuant to a lease that complies with HUD & DHCD regulations. In state-aided housing, the lease must be approved by DHCD.

2. The lease shall be signed by the Head of Household, and Co-Head of Household, if any, and by the authorized representative of BHA, prior to actual admission.

3. All members of a Household shall be specifically listed as Household members.

4. If a resident transfers from one BHA apartment to another, a new lease shall be executed for the apartment into which the Household moves unless relocation occurs under the terms of a Use and Occupancy Agreement.

5. If at any time during the term of the lease, a change in the resident's status or circumstances results in the need for changing or amending any provision of the lease, either:

   - A new lease agreement will be executed, or
   - A Notice of Rent Change will be sent to the resident, or
   - An appropriate lease addendum shall be executed and become part of the existing lease. All copies of such addenda are to be dated and signed by the Head and Co-Head of Household and by the authorized representative of the BHA.

6. Only those persons listed on the most recent lease or Tenant Status Review form shall be permitted to occupy an apartment on a continuing basis**.**

9.1.2 Length of Lease

1. *Federal Developments/AMPs only:* In accordance with the Quality Housing and Work Responsibility Act, all BHA leases will be for a duration of 12 months. At the end of each 12-month term, leases will be automatically renewed, unless there is

noncompliance by an adult Household Member with the BHA's Community Service and Economic Self-Sufficiency Policy after its effective date.

2. *State Developments only:* Leases are continuous unless terminated by the BHA for cause or at the request of the Resident or by operation of law.

9.1.3 Policy Regarding Additions of Persons to the Lease and Change of Head of Household

The request for an addition of a person to the Lease must be made in writing by the Head or Co-Head of Household named in the Lease.

A Family may request to change which Family member is designated the Head of Household in situations where the Head of Household is frail or disabled and the current Head of Household continues to reside in the unit. The Family may also decide to designate or change a Co-Head of Household. The BHA will approve the change if the Family member is able to take on the responsibilities of being the Head of Household/Co-Head of Household, including, but not limited to, communicating with the BHA and the landlord. The proposed Head or Co-Head of Household will be fully screened.
To qualify to apply for an addition of a person to the Lease, a Resident: must be considered in "good standing" at the time of an Application for additions of person(s) to lease, at the time of determination of eligibility of person(s) to be added to Lease, and at the time of actual addition of person(s) to Lease. "Good standing" means the household is:

- Current in its rental payments unless it is legally withholding rent pursuant to the provisions of the Lease or applicable law.
- Not currently under a Fourteen (14) Day or a Thirty (30) Day Notice to Quit, Summary Process Action or action pursuant to Mass. Gen. Laws, Chapter 139, section 19.

1. *Additions by Birth, Adoption or Operation of Law*

Additions to the Household which occur by birth, adoption or operation of law (i.e., permanent custody, marriage) or addition of a caretaker relative or other responsible adult who has a guardianship order (temporary[13] or permanent), or addition of a responsible adult who provides a written designation from the parent of a BHA Household Member to care for the minor

[13] Temporary orders shall be for a period of at least one year in order to be considered under this provision.

Household Member, may occur subject to meeting the resident selection criteria as described in Chapter 5 (See also Section 9.1.3.4 for additions 14 years or older).

2. *Other Additions to a Household*

Other additions may be approved if the individual proposed as an addition is related by blood or has evidenced a stable, interdependent relationship with a current Household Member, including the sharing of financial resources. Any such person must have the intention to live regularly in the apartment as his/her principal residence. In proposing an addition, the Head of Household shall submit the name(s) of the proposed addition(s) and identify the individual(s) as "proposed Household Member(s)". An Applicant, at the time of final processing for admission, shall notify the Occupancy Department in writing that one or more of his/her natural or adopted minor children will be joining the Household at some future date following the leasing of the apartment. Occupancy Department staff will record the name(s) of the minor child(ren) on a form attached to the Final application. At the time of assignment, the assignment transmittal notice will include this information. When the resident presents evidence to the manager that the MINOR child or children is/are ready to join the Household, the manager will add them to the Household composition and immediately generate a transfer application for a larger apartment, if necessary. The Transfer application will be processed in accordance with Authority transfer procedures.

3. *Occupancy Policy Screening Criteria*

Any person 14 years or older, proposed for residency in a BHA apartment, must meet BHA's resident selection criteria as described in this Admissions and Continued Occupancy Policy (See Chapter 5). When a Head of Household requests permission for an addition(s) to the Household, the resident selection criteria shall be used by the Occupancy Department to determine whether or not the proposed household member is eligible for admission.

4. Right to Appeal

A resident who disagrees with an adverse action taken by the BHA regarding a request for an addition of a person to the Lease can request a grievance hearing pursuant to the BHA Grievance Policy.

9.1.4 Other Occupancy Provisions

1. The addition of a household member shall be made in accordance with the lease and this ACOP. Residents who fail to notify BHA of additions to the Household are in violation of the lease. Residents who add a person or person(s) to the Household without the written permission of the BHA are also in violation of the lease. Any such persons will be considered Unauthorized Occupants by BHA and the entire Household will be subject to eviction action.

2. Any Household Member who moves from the apartment shall be removed from the lease. The Head or Co-Head of Household has the responsibility to report the move-out within 30 calendar days of its occurrence. A former Household Member may not be readmitted to the apartment except as a temporary visitor without undergoing screening by the Occupancy Department and securing BHA approval. Temporary visitors may occupy the apartment for no more than a total of forty-five calendar days within any twelve-month period.

3. A resident shall not permit the Apartment to be occupied by anyone other than Household Members, except temporary visitors, no one of whom may occupy the apartment for more than a total of forty-five (45) nights (or forty-five (45) days if the visitor regularly sleeps during the day), within any twelve-month period, unless the BHA for good cause otherwise consents to a longer period in writing before the expiration of 45 nights or such longer period as may have been authorized, or unless the visitor is first determined to be eligible to apply to be a member of the Household according to BHA policy, and an application is pending with the BHA.

4. Boarders and lodgers shall not be permitted to occupy an apartment, nor shall they be permitted to reside with any Household occupying an apartment.

9.2 Annual and Interim Redeterminations

General Policy

The BHA shall redetermine and adjust Resident's monthly rent, appropriateness of Resident's apartment size, and continued eligibility for public housing, at least once annually. At this time, residents in federal developments/AMPs will be provided with information on their ability to choose between the two methods of determining rent as described in Section 9.2 of this policy. For residents in family developments/AMPs who choose to pay flat rents, family information will be updated annually but income information will only be updated every three years.

For purposes of determination or adjustment of rent and/or for assignment or transfer to a proper size apartment, Resident agrees to submit, within thirty (30) days after a request from BHA, signed, complete, true and accurate statements and/or other information setting forth pertinent facts as to Resident's household income, employment, and composition. Resident further agrees to execute documents authorizing release of such information from third parties, pursuant to requirements of State and/or Federal law.

Resident agrees to pay to BHA any rent which should have been paid but for Resident's misrepresentation of any written information furnished to BHA in Resident's application for an apartment, or in substantiating documentation, or in any documentation submitted on a redetermination, or for Resident's failure to supply, in a timely manner, documentation requested by BHA on a redetermination.

Although rent is typically set only at the time of the annual determination, it may be set more often on the basis of changes in Resident's household income or composition, in accordance with the BHA lease.

Residents shall report to BHA any increase in monthly gross household income of $200 or more from the amount reported to BHA at the most recent annual rent determination or interim redetermination. Any such increase must be reported by the seventh day of the month following the month in which the increase occurs. Upon receipt of such a report, Resident’s rent and family circumstances shall be reviewed in accordance with BHA’s rent policy. Rent increases will be effective the second month after BHA sends Resident a Notice of Rent Change. If a Resident fails to report a change requiring a rent increase, rent shall be increased retroactively to the second month following the change.

When household income decreases, rent shall be decreased if requested by Resident, and if such rent decrease is in accordance with BHA policy. Rent decreases will be effective either as of the current month in which the change in circumstances is reported (if reported by no later than the fifteenth day of the month), or as of the first day of the next month after the change in circumstances is reported (if reported after the fifteenth day of the month). BHA may delay processing the rent

decrease until Resident provides adequate verification of such change in circumstances justifying the decrease, but once verifications have been provided, the rent change will be made effective retroactively.

For residents in Federal developments/AMPs, if household income derives in whole or in part from benefits from welfare or public assistance from a state agency under a program for which the Federal, State or local law relating to the program requires, as a condition of eligibility for assistance under the program, participation of a member of the household in an economic self-sufficiency program or a work activities requirement, and household income decreases as a result of failure to comply with the conditions of said program or requirement, rent will not be decreased, during the period of such income reduction (to the extent that the decrease in income is a result of the benefits reduction), in accordance with BHA policy and 42 USCS §1437j(d). If such household income decreases as a result of fraud under said program or requirement, rent will not be decreased, during the period of such income reduction (to the extent that the decrease in income is a result of the benefits reduction), in accordance with BHA policy and 42 USCS §1437j(d). BHA shall not make any determination regarding non-compliance or fraud under such a program or requirement until BHA receives written notification from the relevant public agency specifying that household benefits have been reduced because of such non-compliance or fraud. Any determination by BHA not to reduce rent pursuant to BHA policy and 42 USCS §1437j (d) shall be subject to BHA's Grievance Procedures and Policy. For residents in Federal developments/AMPs, the BHA shall consider any decrease in income that results from the reduction of any welfare or public assistance benefits received by residents under any Federal, State or local law regarding a program for such assistance if resident(s) has complied with the conditions for receiving such assistance and is unable to obtain employment notwithstanding such compliance, pursuant to 42 USCS §1437j (f). A reduction in benefits resulting from the expiration of a lifetime time limit for a household receiving said benefits shall not be considered as a failure to comply.

If a resident claims they have no income, management staff must use the zero income questionnaire to attempt to determine how household expenses are being paid. In the event that family and friends are assisting the household, this is considered income and needs to be verified and counted.

Households paying $0 rent must be re-certified every ninety days. If a head, co-head or spouse who has previously had employment income reports zero income at an annual or interim re-certification, the household should also be re-certified every ninety days. This rule requires Residents to report to the management office every 90 days to re-certify income and family status.

Before any change in Resident's rent is made, Resident will be notified by a written Notice of Rent Change containing the following information:

A. The new rental amount and the date it will be effective;

B. The amount of Resident's household income, household composition and other facts considered by BHA in determining Resident's new rent;

C. Resident's right to and the method of obtaining a timely hearing under the grievance procedure.

State Developments Only - Rent will be determined in accordance with applicable State regulations, the BHA's Lease and the BHA's Rent Manual.

Federal Developments/AMPs Only - As part of the annual Tenant Status Review (TSR) process, residents in Federal Developments/AMPs will be provided written information about the following two different methods for determining the amount of rent payable by the family, their right to choose the method of determining rent and under what circumstances they may request a change to the method utilized in determining rent. As part of this process, residents will be educated about the benefits of selecting one method over another and will be asked to notify the BHA in writing as to which option they choose.

1. **Flat Rent**

A fixed rent determined for each unit size based on a market analysis of comparable units. Flat rents for most public housing units are established at 70% of the Section 8 Fair Market Rent Levels. The Flat rent amount by bedroom size will be updated yearly each October and become effective each 1st of April. The BHA will maintain a current listing of its flat rent schedule as an appendix to the BHA Rent Manual and will provide this list to residents at least annually as part of the TSR process.

A. Financial Hardship: Residents who choose flat rents may request to change to an income-based rent at any time if the family is unable to pay the flat rent because of financial hardship. A financial hardship exists for these purposes when a family's income is reduced or their deductions are increased to the extent that an income-based rent is lower than the flat rent.

B. Annual Recertifications: Residents who choose flat rents will be asked to update their family information every year, but will only have to re-certify income verification once every three years.

2. **Income-Based Rent**
Rent determined by the family's income and allowable deductions in accordance with the BHA's Lease, the BHA's Rent Manual and applicable Federal regulations.

9.2.1 Verification of Income, Assets, Income Deductions and Income Exclusions

Verification must be provided for all income, assets, income deductions and income exclusions pertaining to a Resident's household at least once annually as outlined in this procedure. These items are verified for purposes of determination of monthly rent.

The monthly rent is determined by adding gross income from all sources, for all Household Members, including income from assets, and reducing that income by allowable deductions and income exclusions, in accordance with Federal (HUD) and State (DHCD) laws and regulations.

The BHA will accept income verification in the following order of preference:

- **Up-Front Income Verification** – Verification through the computer matching system employed by HUD or a computer wage reporting system is the highest, most acceptable form of verification.

- **Written Third Party Verification** – Written verification by a third party when Up-Front verification is not available, up to date or is disputed by a resident. Written third party verification is the second highest acceptable form of verification.

- **Oral Third Party Verification** - Staff documented verification from a third party via telephone will be accepted after Up-Front verification has been determined to be unavailable and/or written third party verification has been attempted and the third party is unresponsive to BHA's written requests within ten (10) business days of mailing. Staff shall utilize the same form that would have been mailed to the third party. All the information required by the written verification form should be requested during the telephone contact. BHA staff will complete the form on the basis of such information. The contact person, date and time of conversation will be noted and the BHA staff person who made the telephone call will sign the form. Oral third party verification is considered to be the third highest acceptable form of verification.

- **Verification by Resident-supplied documents** – BHA will review documents submitted by the Resident household when: (a) the information requested does not require third-party verification (for example, lease agreements and monthly utility bills for removal of a non head or co-head of household family member) or (b) third-party written

or telephone verification is not possible. BHA will copy the documents into the Resident's file. Resident supplied documents must be dated within sixty (60) days of receipt by the BHA. Verification by Resident supplied documents is considered to be the 2nd lowest form of acceptable verification.

- **Verification by Resident certification** – With approval from the Assistant Director's of Property Management, Staff may choose to accept an affidavit from a Resident regarding income, deductions and exclusions. Approval will only be granted upon documentation that all other methods of verification have been attempted and determined to be unsuccessful. Verification by resident certification is considered to be the lowest acceptable form verification.

Projections of annual income shall be based on the best available information, with due consideration to the past year's income of all household members, current income rate and effective date; and shall include projections for each income recipient in the household.

In order to ensure that all sources of income, assets, deductions and exclusions are considered in calculating annual income, Staff shall interview all residents using the Income and Deductions Questionnaire.

The following forms of verification of income, deductions, exclusions and assets will be accepted:

1. Income from Employment

- Verification through the computer matching system employed by HUD (EIV) or a computer wage reporting system.
- A statement from the Employer stating the gross wages of the employee, including history or anticipated amounts of overtime or bonus to be earned by the employee, or
- Pay stubs showing gross income and all deductions taken for four current consecutive pay periods;

The income of workers employed on an irregular basis will be estimated based on the verification of the best information available, with due consideration to earning ability and work history.

2. Income from governmental agencies

- Verification through the computer matching system employed by HUD (EIV) or a computer wage reporting system.
- A statement from the appropriate agency (Social Security, Department of Transitional Assistance, Employment Security, etc), stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

3. Income from Retirement Accounts

- A statement from the source stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

4. Income from the operation of a business or profession

- Most recent audited financial statement of income and loss;
- Most recent tax return showing income and loss from the operation of a business or profession.

5. Zero Income

When an adult resident household member reports zero income, the BHA will require the resident household to complete a No Income Statement. If the resident household member owns a motor vehicle, a telephone, or has other evidence of some form of expenditures reflecting income, the resident household member will be asked to explain the source of funds supporting such cash expenditures.

In addition, the resident household member will be required to sign releases allowing the BHA to obtain verification of no-income from sources such as Dept. of Transitional Assistance, Internal Revenue Service, Department of Revenue, Social Security Administration, Employment Security and Veterans Affairs.

6. Child Support, alimony, regular gifts and gambling proceeds

- A statement from the individual, business or agency providing the income and the frequency and amount of income provided; and/or
- Signed release form allowing the BHA to obtain information from the State Division of Child Support.

7. Income from Assets

Income from assets shall be based on either the actual income received or imputed income based upon current passbook savings rates in accordance with federal and state regulations as applicable. For instance, actual interest received shall be used for interest bearing bank accounts, money market funds, rented property, etc. Imputed income will be used for real property which is not rented, jewelry, coin collections, works of art and other non-income bearing assets. If the value of the asset is more than $5,000 the higher of imputed income or actual income received will be used.

Common household items such as furniture, clothing, and vehicles used for day-to-day transportation shall not be considered assets for the purposes of calculating income.

Types of verification which will be accepted for purposes of determining the value and income received from an asset include:

- Current statement for all savings, money market and/or mutual funds accounts. Six current and consecutive statements for checking accounts or other assets for which regular statements are issued;
- Most recent (no older than one year) appraised value of real property owned provided it's reflective of fair market value, in the form of property tax bill or appraisal from a Real Estate Appraiser; and
- Appraised valuations of any non-essential personal assets such as jewelry, coin collections, antiques or classic cars.

8. Verification of childcare expenses or care of disabled household member deductions

Statement from the provider of childcare or care of Disabled Person who is a household member of the amount of payment made on a periodic basis by the resident household

Filed income tax return stating the amount paid for childcare or care of a disabled household member and the person or agency to whom the expense was paid.

9. Verification of Medical Deductions

The BHA Medical deduction applies to families where the head or spouse is a person who is at least 62 years of age or a person with disabilities. Eligible residents must submit evidence of the following medical expenses for all household members paid within the last twelve months:

- Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
- Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
- Signed printout of prescription costs from a pharmacy accompanied by proof of payment;
- Medical or dental bills for a household member paid by a household member;
- Un-reimbursed reasonable attendant care and auxiliary apparatus expenses and for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.

10. Verification of Permissive Medical Deductions

Applies to resident households as a BHA determined permissive deduction per QWHRA Regulations. This Medical deduction applies to resident households where the head or spouse is not a person who is at least 62 years of age or a person with disabilities. Eligible residents must submit evidence of the following medical expenses for all household members paid within the last twelve months:

- Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
- Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
- Signed printout of prescription costs from a pharmacy accompanied by proof of payment;
- Medical or dental bills for a household member paid by a household member;
- Un-reimbursed reasonable attendant care and auxiliary apparatus expenses and for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.

9.3 Self-Sufficiency Income Exclusions

The earned income exclusion is only available for households under lease. It is not applicable at admission. Only adults can qualify for the earned income disallowance (because the earnings of family members other than the head or spouse are excluded if the family member is under age 18). Each person can receive only one 48-month disallowance period during his or her lifetime. There are three categories of individuals who qualify for the earned income disallowance:

- A person whose annual income increases because of employment after having been unemployed for at least 12 months. A person is considered to have been unemployed if he or she has earned less money in the previous 12 months than would have been earned working 10 hours per week for 50 weeks at the established minimum wage. (The minimum wage to be used is that applicable to the locality in which the determination is made.) The majority of families who qualify for earned income disallowances are likely to do so under this category. Note: An individual who was unemployed for some period of time before becoming a public housing resident or who earned so little in the previous period to be considered unemployed could qualify under this category, so long as there is a 12 month period of unemployment.

- A person whose annual income increases because of new or increased earnings during participation in an economic self-sufficiency or other job-training program. This requirement is not the same as the previous income disregard. The key concept in this eligibility category is that the individual receives the new or additional earned income while he or she is involved in economic self sufficiency or job training, not after the completion of such training. Note: An example of this category of qualification occurs when people are studying for a variety of medical professions. Typically, classroom work is followed by a 'practicum' in a doctor's office, hospital or clinic, during which the individual is paid.

- A person whose annual income increases because of new or increased earnings, during or within six months after the household's receiving assistance, benefits or services from a program funded by any state program for Temporary Assistance to Needy Families funded under Part A of Title VI of the Social Security.

9.4 Community Service and Economic Self-Sufficiency Policy (Applicable to Federal Developments/AMPs Only)

GENERAL REQUIREMENTS

As part of the Quality Housing and Work Responsibility Act of 1998, Congress imposed a requirement that all adult residents of federally funded public housing, unless specifically exempted, must perform community service activities or participate in an economic self-sufficiency program to remain eligible for public housing assistance. Therefore the federal public housing lease now provides that all non-exempt residents must:

- Contribute 8 hours per month of community service (not including political activity); or
- Participate in an economic self-sufficiency program for 8 hours per month; or
- Perform eight hours each month of combined community service and self-sufficiency activities.

DEFINITIONS

Community Service: For the purpose of this policy, community service is the performance of voluntary work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Community service is not limited to a single type of activity or a single location. Acceptable community service activities include, but are not limited to, improving the physical environment of the resident's development/AMP; volunteer work in a local school, hospital or child care center; working with youth organizations; or helping neighborhood groups on special projects. By statute, political activity is not an eligible form of community service.

Economic Self-Sufficiency Program: For the purpose of this policy, an economic self-sufficiency program is any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include, but are not limited to: programs for job training, employment training, work placement, basic skills training, education, English language proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work, such as substance abuse or mental health treatment.

NOTIFICATION OF RESIDENTS

The Boston Housing Authority will notify all residents of the new community service requirement before the implementation of this policy. The notification will include an explanation of the program and will list the categories of individuals who are exempt from performing community service activities. The notification will describe the verification that will be required to establish an exemption. Definitions and examples of community service and economic self-sufficiency activities will be part of the notice.

The notification will also advise families when the community service obligation will begin. Non-exempt residents will be required to begin performing community service at their first lease renewal date following the adoption of this policy.

EXEMPTIONS

The following residents over the age of eighteen are exempt from this requirement:

1. Resident household members who are 62 or older;

2. Resident household members who are blind or disabled as defined in the Social Security Act (Section 2l6 (i) (1) or Section 1614 of the Social Security Act (42 USC 416 (i) (1); 1382c);

   The Social Security Act defines disability as the “inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than twelve months.”

   Blindness is defined as “central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no less than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.”

   Residents who claim exemption because of disability or blindness must also certify that because of this blindness or disability they are unable to comply with the community service requirement. If a resident does not meet this definition of blindness or disability and believes that he or she is unable to perform community service or economic self-sufficiency activity, he or she may apply for an exemption from the requirement as a

reasonable accommodation under the BHA Reasonable Accommodation in Housing Policy (RAHP). An application for reasonable accommodation can be obtained at the development/AMP management office.

3. Resident household members who are the primary care giver of a blind or disabled individual as described in paragraph 2;

4. Resident household members who are engaged in a work activity as defined under section 407 (d) of the Social Security Act (42 USC 607 (d), as in effect on and after July 1, 1997);

   Work activities are:
   - Unsubsidized employment;
   - Subsidized private sector employment;
   - Subsidized public sector employment;
   - Work experience, including work associated with refurbishing; publicly assisted housing, if sufficient private sector employment is not available;
   - On-the-job training;
   - Job search and job readiness assistance;
   - Community service programs;
   - Vocational educational training not to exceed twelve months;
   - Job skills training directly related to employment;
   - Education directly related to employment for a resident who has not received a high school diploma or a certificate of high school equivalency;
   - Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence for a resident who has not completed high school or received such a certificate; or
   - The provision of childcare services to an individual who is participating in a community service program.

5. Resident household members who are exempt from work activity under Part A of Title IV of the Social Security Act (42 USC Section 60l et seq.) or under any other state welfare program, including a State-administered welfare-to-work program; or

6. Resident household member of a family receiving assistance, benefits or services under a State program funded under part A of Title IV of the Social Security Act (42 USC 601 et seq.) or under any other state welfare program, including a State-administered welfare-to-work program, and is in compliance with all provisions of that program.

In accordance with HUD guidelines, persons eligible for a disability deduction in rent are not automatically exempt from the community service requirement. A resident is

exempt only to the extent the disability makes the person “unable to comply” with the community service requirement.

INITIAL DETERMINATION OF EXEMPTION

For the first year after the implementation of this policy a comprehensive information sheet describing the community service requirement will accompany the letter sent to each head of household asking them to come into the development/AMP management office to begin the Tenant Status Review (TSR) process. The notice will describe the exemptions and outline the verification required to establish each exemption. The head of household will be asked to provide the required verification to the property manager during the ninety-day status review period.

All applicants will be provided with an information sheet describing the community service/self-sufficiency requirement at the time they make their final application. At the time the lease is signed, the property manager will again provide the head of household with the community service information sheet. The head of household will be asked to declare which household members are exempt from community service and provide the appropriate verifications.

In order to establish an exemption the following verification must be provided:

1. **Age 62 or over.** Any birth certificate or proof of age already submitted by the resident to establish age or achieve eligibility for occupancy as a person 62 or older shall be deemed sufficient verification.
2. **Disability or blindness.** Receipt by a household member of Social Security Disability or SSI benefits shall be deemed proof of disability under this policy. A household member whose application for disability benefits is pending shall be deemed disabled unless and until a denial of the application is received. Any resident who believes they meet the definition of disability included in this policy may submit a statement from their treating physician providing BHA staff with facts that will assist them in determining whether the resident is disabled within the definition applicable under this policy. If a resident does not meet this definition but still believes that he or she is unable to perform community service, the resident may apply for a reasonable accommodation under the BHA RAHP policy. The manager will provide an application for reasonable accommodation upon request.

   Residents who are determined to be exempt because of blindness or disability shall also sign a statement certifying that they are unable to comply with the community service requirement because of the blindness or disability.
3. **Primary caregiver of a disabled or blind person.** A statement from the person being cared for or his or her guardian affirming that the resident

seeking exemption acts as the primary caregiver and the period during which (s)he is expected to continue in that role shall be adequate verification.

4. **Engaged in work activity.** The verification of employment income provided to BHA for rent determination shall be adequate for this purpose. Verification of participation in job training or other qualifying program must be submitted by the providing organization or school.
5. **Exempt from work activity under state welfare program.** Verification of the exemption should be obtained from the welfare department.
6. **Member of a family who receives assistance from a state welfare program and is in compliance with that program.** Verification of receipt of program assistance and compliance should be obtained from the welfare department.

The manager will make a determination of exempt status and notify the resident. If the resident disagrees with the determination, he or she may file a grievance under the BHA grievance procedure.

The exemption status for each household member will be entered on the client worksheet. Families with non-exempt members will receive a list of community service and self-sufficiency opportunities.

CONTINUING DETERMINATION OF EXEMPTION AND COMPLIANCE

Each year, as part of the Tenant Status Review, the property manager will determine whether each non-exempt household member has complied with the community service requirement and whether each exempt household member continues to be exempt.

Included with the letter requesting the head of household to come to the office for the status review will be a reminder that resident compliance with and/or exemption from community service will be determined as part of the status review. A list of exemption categories, a reminder that certain exemptions from the community service requirement must be reviewed annually and a description of the documentation needed to support each exemption will be attached to the letter. Also included with the letter will be a Verification of Compliance form for each household member who was required to perform community service. These forms must be completed and returned to the property manager at least thirty (30) days before the lease term expires. The form includes confirmation of:

- the number of hours of community service/self-sufficiency work completed,
- the type of work completed
- the community organization where the work was completed
- the signature, name, title, address and phone number of the person supervising completion of the work.

At the time of the status review the manager will reconfirm the exemption status of each household member. The head of household may provide the property manager with the required documentation for any change in status claimed by an adult family member. The manager will reconfirm the following exemption categories annually:

- Blindness or disability
- Primary caregiver
- Engaged in work activity
- Exempt from work activity under a state welfare program
- Exempt through receipt of assistance, benefits or services from a state welfare program and in compliance with all provisions of the program.

If a household member becomes exempt from the community service requirement during a lease term and informs the manager so that the exemption can be verified, he or she shall be exempt from performing community service for the entire year. Unemployed residents, for example, may request an exemption if they find work or start a job training program. If a resident is determined by BHA to become exempt during the year, s/he will be excused from the entire annual 96-hour requirement. There is no obligation for a resident to report a change in status from exempt to non-exempt between regular status reviews. If a resident previously determined to be exempt becomes non-exempt during a lease term, he or she is not required to report the change in status to the manager until the next status review.

If the household is found to be in compliance with the community service/self-sufficiency requirement as well as all other requirements for continuing occupancy, the lease will be automatically renewed. An annual lease signing process is not necessary.

NON-COMPLIANCE

If the BHA determines that a non-exempt resident has not complied with the community service/self-sufficiency requirement, the property manager must notify the head of household of the noncompliance in writing. This notification must also inform the resident that:

- the determination of noncompliance is subject to the BHA's grievance procedure;
- unless the resident enters into an agreement to cure or the non-compliant adult no longer resides in the unit, the 1ease of the family of which the noncompliant adult is a member shall not be renewed; and
- the resident has the opportunity to cure the noncompliance during the next twelve-month period.

To take advantage of the statutory opportunity to cure, the noncompliant adult and the head of household must sign an agreement stating that the noncompliant adult will complete, over the next 12-month term of the lease, the additional hours of community service or economic self-sufficiency activity needed to reach the required total of 96 hours for the prior year. These additional hours must be performed in addition to the 96-hour requirement for the current lease year.

As is required by law, continued non-compliance will result in the commencement of eviction proceedings against the entire household, unless the noncompliant family member is no longer part of the household.

DOCUMENTATION

The property manager must retain documentation of community service participation and/or exemption in the resident's file.

At lease signing for new residents or at the Tenant Status Review for current residents, the manager must ensure a Certification of Exemption Status form is completed for each adult household member claiming an exemption from the community service/self-sufficiency requirement. Supporting documentation will be requested of the resident to verify exempt status and copies of the verification will be retained in the file.

At the time of the annual Tenant Status Review, the head of household is responsible for ensuring that a Verification of Compliance form is completed by the appropriate authority for every non-exempt household member. This form will also be maintained in the resident file.

GRIEVANCE PROCEDURE

Upon filing a written request, as provided in the Boston Housing Authority grievance procedure, any resident who disagrees with any Boston Housing Authority (BHA) action or failure to act in accordance with the Community Service Policy shall be entitled to a grievance hearing.

PROHIBITION AGAINST THE REPLACEMENT OF EMPLOYEES

In implementing the community service requirement, the Boston Housing Authority will not substitute community service for work ordinarily performed by public housing employees or replace a job at any location where community work requirements are performed.

THIRD-PARTY COORDINATING

The Boston Housing Authority intends to exercise its option to administer the community service/self-sufficiency requirement through one or more of the following alternatives:

- directly administer some qualifying community service and economic self-sufficiency activities;
- make such activities available through a contractor; or
- make such activities available through partnerships with qualified organizations, including resident organizations and community agencies or institutions.

9.5 Inspections

In accordance with the lease, apartment inspections are performed at three times: pre-occupancy, upon move-out, and at least once annually and as further provided in the BHA lease.

9.5.1 Pre-Occupancy Inspections

1. The BHA and the resident or his/her representative will inspect the apartment prior to occupancy by the resident. The BHA will give the resident a copy of the statement of conditions showing the condition of the premises, interior and exterior as applicable, and of any appliances provided with the apartment.

2. The statement of conditions shall be signed by a BHA representative and resident and a copy of the form retained in the resident's folder. Any deficiencies noted on the statement of conditions will be corrected by the Authority before the resident moves in, and at no charge to the resident.

9.5.2 Annual Inspections

1. The BHA will inspect all apartments at least annually and more frequently if apartment conditions are not safe, sanitary and in good repair. Residents will be notified as to the date and time of inspections in accordance with provisions in the lease.

2. Annual inspections will evaluate the following: any need for repairs; housekeeping conditions; safety violations; and resident’s compliance with other obligations under the lease. The resident will be informed of any deficiencies and notified of any action required by the resident or the BHA to correct deficiencies.

3. BHA will correct deficiencies determined to be the BHA's responsibility.

4. Where resident action is required, re-inspections will be conducted.

5. Where the resident fails to take required action to correct deficiencies, the BHA may correct the deficiencies and bill the resident. The resident shall also pay promptly, upon receipt of a bill, for lock replacements or re-keying and for the cost of all materials and/or labor for repair of any damage to BHA property caused by the negligence or intentional act of the resident, a member of resident's Household or a guest; the bill shall clearly state the items for which the charge is made, the work done, and the cost of labor and materials; the bill shall not become due and payable before the first day of the second month following the month in which the charge is billed; BHA will post in each management office a list of the hourly rate charged for labor.

9.5.3 Move-Out Inspection

The BHA will inspect the apartment after the resident vacates the apartment and give the resident a written statement of conditions, repairs, cleaning and replacements for which the resident is responsible. The resident and/or his/her representative may join in such inspection, unless the resident vacates without notice to the BHA.

9.6 Lease Termination Procedures

The lease of a BHA resident provides the terms and procedures for termination of the lease.

9.6.1 Recordkeeping Requirements for Lease Termination

A written record of every termination and/or eviction shall be maintained by BHA in the resident file, and shall contain the following information:

1. Name of resident, number and identification of the apartment occupied;

2. Date of the 14-Day Notice, 30-Day Notice, or other notice of Intent to Terminate and the Notice to Vacate;

3. Specific reason(s) for the Notice(s), indicating the section(s) of the lease allegedly violated, and other facts pertinent to the issuing of the Notices described in detail;

4. Date and method of notifying the resident;

5. Summary of any conference held with the resident including date, names of conference participants and conclusion.

6. Decisions of any grievance panel hearings.

CHAPTER 10: MISCELLANEOUS PROVISIONS

10.1 Deprogramming Apartments

BHA will seek approval from DHCD and HUD prior to deprogramming any apartment in Federal or State-assisted developments/AMPs in accordance with applicable regulations. A deprogrammed apartment is one that is no longer available for occupancy under a BHA resident lease.

10.2 Supported Housing Programs

10.2.1 Social Service Agreements

1. At its discretion, and if required with HUD and/or DHCD approval, the BHA may enter into an agreement with social service or other agencies to provide supportive services to Applicants and residents, including targeted populations, who need special help in order to establish and maintain tenancies, provided that evidence exists that the agencies are reliable organizations with experience at providing related services and are fiscally sound.
2. Assistance required under such agreements shall include, but is not necessarily limited to, the following services:

- Assistance in evaluating applicants for program participation;
- Checking to see if the residents are paying their rents and other charges and are properly maintaining their units;
- Helping residents to maintain their households, including managing their money;
- Providing specialized supportive services and crisis intervention in order to obtain necessary treatment to avoid eviction action.

3. All Applicants and residents who participate in these programs must meet the Threshold Requirements for the program for which they are applying.(See 5.1.2)

4. All Applicants and residents who participate in these programs must meet the Applicant Screening Criteria as specified in this policy and/or any Memorandum of Agreement between the BHA and the service organization.

10.2.2 Apartment/Development/AMP Designations

Supported Housing Programs may be established for a development/AMP or certain designated apartments within a development/AMP.

10.3 Designated Housing Program (Federal Elderly/Disabled Program only)

10.3.1 Plan Description

The BHA will allocate units in the Elderly/Disabled developments/AMP in order to move towards a ratio of 70% designated to elderly families and 30% to non-elderly disabled families. In order to achieve these percentages additional admission Preference Points will be applied to Elderly Applicants at designated Elderly/Disabled Program developments/AMPs. Applicants who are Elderly and are on an Elderly/Disabled Program development/AMP wait list where the Elderly resident population is less than 70% will receive Preference Points in addition to any they may already have.

10.3.2 Development/AMP Designation

The BHA will monitor the percentages of elderly and non-elderly disabled households living in each Elderly/Disabled Development/AMP on a monthly basis. When the percentage of elderly households occupying a development/AMP reaches 65%, the development/AMP will be flagged so that each subsequent offer of housing will be reviewed by a Manager in the Occupancy Department. When the percentage of elderly households occupying a development/AMP reaches 70%, the BHA will turn off Designated Housing preference points to elderly applicant households for this development/AMP. If the percentage of elderly households occupying a development/AMP falls below 70%, the BHA will turn on Designated Housing Preference points to elderly applicant households for this development/AMP..

10.4 Elderly Preference(State Elderly/Disabled Program only)

10.4.1 Plan Description

(1) General Provisions for Placements.

(a) Placements are to be made in elderly/disabled housing to achieve a mixed population of elderly households in 86.5% of the units and handicapped

households in 13.5% of the units. The BHA shall place applicants in accordance with 760 CMR 5.10(2) in order to attain or to sustain these percentages. Such placements shall also be made in accordance with any applicable priority and preference categories.

(b) Any accessible or modified unit shall be offered to an applicant household which includes a person, regardless of age, who has a physical handicap which handicap necessitates one or more of the special design features of the unit.

2) Placements by BHA in Elderly/Disabled Housing. Prior to making a placement in elderly/disabled housing, the BHA shall determine the BHA's current percentage of c. 667 units occupied by disabled households. In making this determination the BHA shall count all c. 667 units including c. 667 congregate units, c. 667 section 8 new construction or substantial rehabilitation units, c. 667 modified units, and c. 667 conventional units. The BHA shall then place applicants as follows:

(a) If the percentage of units occupied by disabled households is less than 13.5%, the BHA shall place one eligible and qualified disabled household for each eligible and qualified elderly household placed until such time as the percentage of disabled households equals or exceeds 13.5%.

(b) If the percentage of the units occupied by disabled households equals or exceeds 13.5%, the BHA shall place eligible and qualified elderly households until such time as the percentage of disabled households falls below 13.5%.

(c) If the percentage of units occupied by disabled households equals or exceeds 13.5%, but the LHA has exhausted its waiting list of eligible and qualified elderly households, the LHA shall place those eligible and qualified disabled households whose members have attained the age of 50 but are less than 60 years old until such time as the percentage of disabled households falls below 13.5% or until there is an application from an eligible and qualified elderly household.

(d) If the percentage of units occupied by disabled households equals or exceeds 13.5%, and the BHA has exhausted its waiting list of eligible and qualified elderly households and eligible and qualified disabled households whose members have attained the age of 50 but are less than 60 years old, the LHA shall place eligible and qualified disabled households, without regard to age, until there is an eligible and qualified elderly household or, in the absence of such an elderly household, an eligible and qualified disabled household whose members have attained age 50 but who are less than 60 years old.

10.5 Resident Custodians and Special Assignment Laborers

10.5.1 Rules Governing Residency of Resident Custodians and Special Assignment Laborers

Resident custodians and special assignment laborers (BHA employees living in BHA apartments as a condition of employment under a license agreement) shall not be considered public housing residents. They are not subject to the same requirements (including the waiting list procedure) and do not have the same rights as public housing residents. In particular, they:

- Do not have to qualify as a Low Income Household;
- Are not subject to the BHA's resident selection procedures;
- May be charged a reasonable rent or may be provided a BHA apartment rent-free;
- Are not subject to BHA lease and grievance procedures, but have a license agreement for occupancy with the BHA; and
- Are not entitled to remain in the same apartment in public housing if their employment is terminated, but shall be entitled to apply for public housing.

10.5.2 Admission as Residents

Upon change in status, resident custodians and special assignment laborers may apply to become BHA residents, but may only be admitted to a BHA apartment after they have been determined Eligible and Qualified.

10.6 Occupancy by Police Officers (Federal Developments/AMPs Only)

10.6.1 Definition of Police Officer

For purposes of this subsection, a police officer is defined as a person who is employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of a local police force or an accredited police force of a housing agency may qualify.

10.6.2 Purpose of Policy

In order to increase security for BHA public housing residents, the BHA may allow police officers to reside in a public housing apartment, even if such police officers might not otherwise qualify, based on income, for BHA public housing.

10.6.3 Terms of Tenancy for Police Officers

1. Occupancy

   Police Officers who apply for BHA housing will be subject to the same terms, standards (other than income) and procedures that are applied to all other BHA Applicants.

2. Verification

Police officers will undergo the same verification procedures applied to other BHA Applicants. Those procedures are outlined in this Admission and Continued Occupancy Policy. Screening criteria contained in this policy therefore apply.

3. Waivers

Police Officers approved for occupancy in BHA apartments will be given a waiver that allows them to be chosen for BHA housing without being placed on the Authority's waiting list.

4. Lease

Police Officers shall execute a lease or occupancy agreement with the BHA providing for the terms of occupancy of an apartment.

5. Annual Re-certification

Continued employment as a police officer as defined in this subsection, will remain a determining factor in the renewal of a Police Officer's lease or occupancy agreement. Police Officers are therefore required to submit annually to the BHA proof of continued employment as a police officer.

Failure to remain employed as a Police Officer will therefore result in a refusal to renew a Police Officer's lease or occupancy agreement.

6. If a person is no longer a Police Officer, but meets the BHA eligibility standards, the Police Officer may apply for admission as a BHA resident.

10.6.4 Apartments to be Occupied by Police Officers

The BHA will offer apartments to Police Officers based upon BHA-determined security needs. In no event shall the number of apartments allotted for Police Officers exceed one Police Officer per development/AMP with more than 100 apartments but less than 500 apartments, and not more than two Police Officers for any development/AMP with over 500 apartments.

10.7 Pet Policy

BHA residents may have pets, in accordance with the BHA's current Pet Policy for the specific development(s)/AMP(s) at which they select to live. In state-aided housing, this policy requires the approval of DHCD.

10.8 Waiver Provision

The Director of Occupancy may recommend and the Administrator, or his/her designee who shall be a senior management employee, may approve a waiver of any provision of this policy not required by law if the waiver of such provision would avoid substantial hardship or substantial injustice to an Applicant or a transfer applicant. In each such case a written report must be filed by the Director of Occupancy, and approved by the Administrator or his/her designee. These reports (if any) shall be available to HUD and DHCD on a quarterly basis. Further, copies of these reports (if any) with names and other identifying references deleted shall be available for public inspection, upon request. No waiver shall be in violation of Chapter 1, Section 1.1 of this ACOP. Examples of situations in which a waiver may be requested and approved include but are not limited to: individuals with a potentially terminal illness, for example, AIDS, who are experiencing a housing crisis, a Household which must abandon its current housing in a distant location in order to relocate to Boston so that a seriously ill Household Member can receive specialized medical treatment available at a Boston area medical facility.

CHAPTER 11: DEFINITIONS OF TERMS USED IN THIS STATEMENT OF POLICIES

1. **Accessible Route -** For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.

2. **Accessible Apartment** - when used with respect to the design, construction or alteration of an individual apartment, means that the apartment is located on an Accessible Route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps or disability. An apartment that is on an Accessible Route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 [the Uniform Federal Accessibility Standards] is "accessible" within the meaning of this paragraph.

3. **Adaptable -** Ability of certain elements in an apartment to be changed to accommodate the needs of disabled persons; or ability of certain apartments to meet the needs of persons with different types & degrees of disability.

4. **Administrator** - The chief executive officer of the Boston Housing Authority.

5. **Alteration** - any change in an apartment, building or common area or to its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems.

6. **Asset Management Project**- AMP- For purposes of Asset Management HUD requires PHA's to designate a unique identifier for a development, or groupings of scattered sites or small developments, or phases of a development for purposes of implementing asset based management for HUD funded federal public housing units.

7. **Apartment** -- Residential space for the private use of a Household. The number of bedrooms contained within a BHA apartment is from 0 bedrooms (studio/efficiency) to 6 bedrooms.

8. **Applicant** - a person or household member who is not a BHA leaseholder and has submitted an application for public housing that has been accepted by the Authority and entered into its management information system with a client number assigned.

8. **Appeals** – an Applicant for admission to BHA, who is dissatisfied with a decision regarding his or her application, may request an appeal before a BHA Hearing Officer. (See 4.1.4).

9. **Applicant Information Briefing Session –** A regularly scheduled meeting (or other form of communication that may be designated by the BHA) whose purpose is to: provide prospective Applicants with an explanation of the process for Application and admission to BHA Public Housing; make Applicants aware of the Priorities, Preferences and housing options available to them as a BHA Applicant; familiarize Applicants with the Preliminary Application and Related Forms; bring staff in contact with Applicants to assist Applicants in completing the application process(See Chapter 3)

10. **Area Median Income (AMI)** – The median income of the greater Boston area as determined by HUD.

11. **Assets** - Assets generally means cash which is accessible to a person including checking and savings accounts, stocks, bonds, equity in real property, and the cash value of life insurance policies, but does not include the value of tangible personal property such as furniture, automobiles and household effects. (Certain types of tangible personal property are included, such as coin collections or jewelry, but essential tangible personal property reasonably necessary for every day living, such as furniture and automobiles, are not included. For included real or personal property holdings, the value of the asset is the cash amount that would remain if the resident converted the asset to cash and deducted any outstanding mortgages, liens or selling expenses.)

12. **Boston Resident** - A person whose last permanent address was within the City of Boston or a person who is a resident and presently domiciled in the City of Boston at the time of application and at the time of determination of eligibility and qualification, or a person who is employed or about to be employed in the City of Boston as verified by the BHA. A person with a temporary residence in the City of Boston with relatives or friends is not a resident unless the person's last residence or domicile was in the City of Boston. The burden of establishing Boston residency is on the Applicant.

13. **Co-Head of Household** - a person who with the Head of Household assumes responsibility and accountability for the Household and signs the lease. The Co-Head of Household is equal to and has the same rights and responsibilities as the Head of Household. This shall include a spouse even if not designated as Co-Head of Household on the application or lease.

14. **Department of Housing and Community Development (DHCD)** -- the agency responsible for the oversight and monitoring of the State's public housing program.

15. **Dependent** - A member of the Household, other than head, co-head, sole member, foster child, or Personal Care Attendant, who is under 18 years of age, a Disabled Person, or a full-time student.

16. **Development** - Refers to low income housing developed, acquired or rehabilitated by BHA under the U.S. Housing Act of 1937 (other than Section 8) for which there is an annual contributions contract (ACC) between the U.S. Department of Housing & Urban Development **or** one or more public housing apartments developed and/or administered by the BHA with a separate contract for financial assistance with the Massachusetts Department of Housing Community Development under the Chapter 705, Chapter 200 or Chapter 667 program.

17. **Disabled Person** –

For program eligibility, a person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or defined as "handicapped persons of low income" in M.G.L. C121B § I and in 760 CMR 5.07.

For Eligibility in State-Aided Housing – A person who has been determined to have an impairment which is expected to be of long continued and indefinite duration, which substantially impedes the ability to live independently in conventional housing and which is of such nature that such ability could be improved by more suitable housing conditions.

For Eligibility in Federally-Assisted Housing – A person who

1) has a disability defined as an inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or, in the case of a person who has attained the age of 55 and is blind, the inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time, or

2) Has a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, which substantially impedes his or her ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions, or

3) Has a developmental disability which is a severe, chronic disability of an individual 5 years or older which is attributable to a mental or physical impairment or combination of impairments and which is manifested before the age of 22 and is likely to continue indefinitely and which results in substantial functional limitations in three or more of the following areas of major life activity (self-care; receptive and expressive language; learning; mobility; self-direction; capacity for independent living and economic self-sufficiency), and which reflects the individual's need for assistance that is

lifelong or of extended duration and is individually planned and coordinated.

Such term shall not exclude persons who have the disease acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for AIDS

B. For all purposes other than Eligibility, a person with a physical or mental impairment which substantially limits one or more life activities, or has a record of such impairment, or is regarded as having such an impairment.

- *No individual shall be considered a person with a disability solely because of drug or alcohol dependence.*

19. **Elderly Household** - A Household whose Head of Household, Co-Head of Household, or spouse (or sole member) is an Elderly Person.
20. **Elderly Person** - means a person who is at least 62 years of age. For state assisted housing a person who is at least 60 years of age.

21. **Eligible** – means a person or household that has met the three threshold requirements pursuant to Section 5.1.2 for Preliminary Eligibility.

22. **Eligible Household** – A household who is determined Eligible for residence in public housing assisted under the United States Housing Act of 1937 (42 U.S.C. 1437) or under M.G.L. c121B and provisions of this Policy.

23. **Eligible Non-Citizen Status (for Federal Program only)** - The admittance of a Non-Citizen to the United States under one of the following categories:

- A Non-Citizen lawfully admitted for permanent residence as an immigrant as defined by sections 101(a)(15) and 101(a)(20) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(15) and 8 U.S.C. 1101(a)(20), excluding, among others, Non-Citizen visitors, tourists, diplomats, and students who enter the United States temporarily with no intention of abandoning their residence in a foreign country;

- A Non-Citizen who entered the United States prior to June 30, 1948, or such subsequent date as is enacted by law, has continuously maintained his or her residence in the United States since then, and is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General pursuant to section 249 of the Immigration and Nationality Act (8 U.S.C. 1259) [8 USCS § 1259];

- A Non-Citizen who is lawfully present in the United States pursuant to an admission under section 207 of the Immigration and Nationality Act (8

U.S.C. 1157) or pursuant to the granting of asylum (which has not been terminated) under section 208 of such Act (8 U.S.C. 1158);

- A Non-Citizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest pursuant to Section 212(d)(5) of the Immigration and Nationality Act (8 U.S.C. 1182(d)(5));

- A Non-Citizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation pursuant to section 243(h) of the Immigration and Nationality Act (8 U.S.C. 1253(h));

- A Non-Citizen lawfully admitted for temporary or permanent residence under section 245A of the Immigration and Nationality Act [8 USCS § 1255a].

- Lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Act Section 245A).

24. **Emancipated Minor** – Minor (under 18 years of age) with a child (or children) or who has otherwise established him/herself as a non-dependent individual.

25. **Fair Housing Act** – Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 *et seq*.)

26. **Family** – A single person, two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together in BHA housing. Other persons, including foster children, Personal Care Attendants, and members temporarily absent (including children temporarily assigned to foster care[14]), may be considered a part of the Household group if they are living or will live regularly with the Household.

27. **Federally-assisted Housing** – For purposes of this policy, housing assisted under the U.S. Housing Act as defined in 42 USC 1437a and following provisions.

28. **Full-time Student** -
For Eligibility in Federally-assisted Housing A person who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school or trade school.

[14] See 24 CFR 5.403.

For Eligibility in State-assisted Housing- a household member between the ages of 18 and 25, who is the dependent of another household member and who is enrolled in and attending an accredited educational or vocational institution and is carrying a course load that is considered full-time for day students under the standards and practices of the institution. Full-time student status shall remain in effect as long as the individual carries a full-time student course load in pursuit of a bachelor's degree, an associate's degree, or a diploma from an accredited institution or a certificate from an accredited vocational program (excluding apprenticeship programs). In no event shall full-time student status last longer than the length of time normally required for day students to complete the required course of study.

29. **Good Cause** - A set of standards used by the Authority to determine the need for and special offer of housing in order to avoid a verifiable hardship. The basis for the special offer must be reliably documented and cannot result in discrimination on the basis of race, color, sex, sexual orientation, ethnicity, religion or national origin or handicap or disability.

30. **Grievance** –1. An allegation, by a tenant or a remaining Household Member of a tenant's household, that the BHA or a BHA employee has acted or failed to act in accordance with the tenant's lease or any statute, regulation, or rule regarding the conditions of tenancy and that the alleged action or failure to act has adversely affected the status, rights, duties, or welfare of the tenant or a Household Member; or 2. An appeal by a data subject pursuant to 760 CMR 8.00. The meaning of a statute, regulation or rule shall not be the subject of a grievance. A dispute between a tenant and another tenant or Household Member, in which the BHA is not involved, shall not be the subject of a grievance. A grievance shall not be filed by a tenant on behalf of another tenant or any Household Member of another tenant.

31. **Head of Household** - means the member who assumes responsibility and accountability for the Household and signs the lease.

32. **Household** – All persons residing in an apartment who are listed on the apartment's lease as household members or Tenant Status Review (T.S.R.); and may include an approved PCA, who resides in the apartment.

33. **Household Member** - A person residing in an apartment who is listed on the apartment's lease as a household members or Tenant Status Review (T.S.R.); and may include an approved PCA, who resides in the apartment.

34. **Home Visit** - a visit by BHA Occupancy Department staff or contractor to the home of an Applicant pursuant to the provisions of this policy.

35. **HUD (U.S. Department of Housing & Urban Development)** - the Federal department responsible for the public housing program as provided in the 1937 Housing Act. HUD provides operating subsidies to the BHA through an Annual Contributions Contract.

36. **Imputed Welfare Income**- (In Federal Developments Only) The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for the purposes of determining rent.

37. **Last Permanent Residence**: the last main or the only residence (home) at a fixed address a "Dwelling" or "rental dwelling." This means a unit that was owned or rented by or to one or more tenants and landlord authorized household member(s) as occupants for use as a permanent residence under a lease or tenancy at will. The term does not include a room rented to overnight guests or doubled-up guests/visitors.

38. **Lease** -- A written agreement between the BHA and Head or Co-Head of Household for the occupancy of an apartment.

39. **Minor** - a person less than 18 years of age. An unborn child will not be considered to be a minor (Also see the definition for Dependent and Emancipated Minor).

40. **Mitigating Circumstances** - Circumstances which would tend to lessen the negative impact of an unsuitable housing history or unsuitable behavior and which may overcome or outweigh negative information gathered in the screening process about an Applicant or Transfer Applicant.

41. **Mixed Family** – A family whose members include those with citizenship or Eligible Non-Citizen Status, and those without citizenship or Eligible Non-Citizen Status.

42. **National** – A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

43. **Non-Citizen** – A person who is neither a citizen nor National of the United States.

44. **Occupancy Department** - the department within BHA that is responsible for the admissions and screening process. The department has responsibility for marketing, intake, waiting list management, screening, and making offers of public housing apartments to qualified Applicants and transfer applicants. The Occupancy Department administers the Admissions and Continued Occupancy Policy including eligibility for resident transfers.

45. **Overcrowded** - a condition of occupancy where too more people reside in an apartment given its bedroom size and applicable standards

46. **Overhoused** - a condition of occupancy where too few people reside in an apartment according to BHA standards for occupancy.

47. **Personal Care Attendant (PCA)** - A person that regularly provides care and support and who may or may not reside with an Elderly, Handicapped, or Disabled person or persons. (See 5.5 for full definition)

48. **Police Officer** – For the purposes of this policy, a police officer is defined as a person to be employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency is a police officer.

48. **Preference** – BHA gives Applicants Preference if they are veterans, Boston Residents, or non-elderly disabled with a Household. Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on the BHA waiting list. Specific Preference definitions and point information can be found in **Chapter 4** of this policy.

49. **Priority** – A defined housing related situation that necessitates a Household's relocation. The BHA gives points to Applicants with Priority that ranks those Applicants higher on the waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others. Specific Priority definitions and point information can be found in Chapter 4 of this policy.

50. **Qualified –** An Applicant who is Eligible and has been approved for admission to BHA housing after meeting all requirements of the BHA Screening Policy.

51. **Qualified Healthcare Provider** - a medical or rehabilitation professional or expert, **OR** non-medical service agency whose function is to provide services to the disabled.

52. **Reasonable Accommodation**- A change or modification to BHA rules, policies, practices, or services or a Reasonable Structural Modification when such a change is reasonable and necessary on account of a persons disability to afford the person the ability to use and enjoy a BHA apartment or common areas, provided that the change does not pose an undue financial or administrative burden, or result in a fundamental alteration of BHA program.

53. **Reasonable Structural Modification**- A change to a BHA apartment or to a common area which is reasonable and necessary on account of a person's

disability to afford the person the ability to use and enjoy BHA premises and which does not pose an undue financial and administrative burden or result in a fundamental alteration of BHA program.

54. **Residual Tenancy Applicant** - An existing Household Member, (except a Personal Care Attendant), or an adult (if all other Household Members in the apartment are minors or incapacitated adults), willing to assume guardianship where appropriate of an apartment where the Head and Co-Head of Household vacates or becomes incapacitated.

55. **Residual Tenant** - A remaining Household Member, (except a Personal Care Attendant), or an adult (if all other Household Members in the apartment are minors or incapacitated adults) who has been approved under this policy to remain a BHA resident.

56. **Non-Smoking**– A designation whereby smoking is prohibited inside an apartment or building (including common areas) and within a defined distance of the building.

56. **State-Aided Housing** – A low-rent housing development aided or financed by loans and/or annual contributions from DHCD.

57. **Tenant Status Review (TSR)** - The process and the document used to complete the required annual reexamination of all BHA residents.

58. **Unauthorized Occupants** - Individuals or families who are staying in an apartment leased by a BHA resident who: (a) have not been approved in writing by the BHA as additions to the Household; (b) have applied but have not yet been approved by the BHA as additions to the Household; (c) are staying beyond the limits established in the lease for temporary visitors.

59. **Underhoused** - a condition of occupancy where too many people reside in an apartment according to BHA standards for occupancy.

60. **Uniform Federal Accessibility Standards** - Standards for the design, construction, and alteration of publicly owned residential structures to insure that mobility and/or sensory impaired persons will have ready access to and use of such structures.

61. **Use and Occupancy Agreement** - an agreement between BHA and the occupant of a BHA apartment whereby the occupant is entitled to use and occupy the apartment under specified conditions but is not entitled to reside as a tenant under a BHA lease or otherwise.

62. **Utilities** - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, and sewerage services. Telephone service, laundry, and cable service are not included as utilities.

63. **Vacancy Action Form** – Document by which BHA staff report the status of a vacated apartment (see Section 6.2.3 for status categories).

64. **Vacate Date** – The date on which a tenant vacates, abandonment proceedings are concluded; or the tenant is evicted.

65. **Veteran** - Anyone who is a veteran as defined in M.G.L. c4, § 7, clause 43. The word "Veteran" as used in these policies shall include the spouse, surviving spouse, Dependent parent or child of a Veteran and the divorced spouse of a Veteran who is the legal guardian of a child of a Veteran.

66. **Veterans' Preference** – A Preference that is given to Veterans, as defined above, when applying for BHA housing.

BOSTON HOUSING AUTHORITY
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Boston Housing Authority

Non-Smoking Policy

January 13, 2011

I. Background:

The BHA owns and manages over 10,000 units of federally-funded family and elderly/disabled public housing throughout the City of Boston. This portfolio varies from large, campus-like family sites to high-rise elderly buildings to smaller scattered-site properties. Regardless of building type, all BHA public housing consists of attached units sharing party walls and/or corridors, with the majority of units in multi-level buildings with residents living next to and below or above one another.

Over the past decade the BHA has engaged in several healthy housing partnerships and studies with residents, advocate organizations, health agencies, and local universities. These initiatives have increased awareness for residents and the Authority of the negative impacts that second-hand smoke--either within the home or from a neighbor's home--can have upon our resident population. While particularly problematic for people with asthma, second-hand smoke is well-documented to exacerbate many diseases and health problems common to our resident population. In addition, it is known to impact children's physical and cognitive development.[1]

At the same time that BHA has increasingly pursued a variety of healthy housing strategies, requests from residents for non-smoking housing have increased. As we have surveyed our sites, the vast majority of respondents (typically 80-90% depending upon the site) want to live in non-smoking housing. This mirrors a national trend, with many Public Housing Authorities (PHAs) pursuing non-smoking policies and the U.S. Department of Housing and Urban Development (HUD) encouraging PHAs to adopt non-smoking policies.

[1] The hazards of second-hand smoke are broadly documented and it is not our goal to relay this well-accepted body of research in this policy statement. For more information on the hazards of second-hand smoke, see the Centers for Disease Control and Prevention web site at http://www.cdc.gov/tobacco/basic_information/secondhand_smoke/index.htm.

BHA has piloted two successful non-smoking housing initiatives over the past year, at Franklin Hill and Washington Beech, totaling 114 units. Another 188 non-smoking units will come on-line over the next year at the Old Colony, Cathedral and Heath developments. We are now seeking to transition the vast majority of units at BHA to non-smoking housing over the next 3 years.

Non-smoking housing means that no one is permitted to smoke anywhere inside a Boston Housing Authority public housing building or outside within a specified distance of the building. Smokers can still smoke on site in designated areas, but there is no smoking inside apartments or common areas. The non-smoking policy applies to every member of the household, as well as to all visitors to the unit. Violating the policy (by smoking in non-designated areas) will constitute a lease violation and could result in enforcement actions up to and including eviction. **Non-smoking housing does not mean that smokers are prohibited from living at non-smoking buildings. It simply means that residents and visitors must smoke outdoors in designated areas.**

At this time, the BHA is proposing the following policy for federal units only. The BHA is working with the Massachusetts Department of Housing and Community Development (DHCD) to develop a non-smoking policy for the BHA's state-funded units that meets the requirements of applicable state laws and regulations. It is the BHA's goal to apply the non-smoking policy to the state sites on the same timeline as the federal sites.

It is important to note that several partner agencies (Boston Public Health Commission, Committee for Boston Public Housing, the Boston Urban Asthma Coalition, Health Resources in Action and UMass Nursing School) are currently working with BHA to ease the transition process for residents who smoke. Our partners will continue to work directly with the resident community to offer education and cessation services over the next two years. These services include access to cessation programs and patches, a trained tobacco cessation specialist, support groups, referrals, and other resources. **While the non-smoking housing policy does not require smokers to quit or to move, smoking cessation and education resources will be available to ALL BHA residents during the implementation period.**

II. Proposed Policy:

1. Purpose: The purpose of the non-smoking policy is to mitigate the irritation and known health effects of second-hand smoke in Boston Housing Authority (BHA) buildings. In addition, it is intended to decrease maintenance costs and decrease risk of fire in BHA units.
2. Definition of Smoking: The term "smoking" means inhaling, exhaling, breathing or carrying any lighted cigarette, cigar, pipe or other tobacco product, as well as marijuana or any other similar lighted product in any manner or any form.
3. Non-Smoking Building: A Non-Smoking Building means that smoking is prohibited by residents and their guests in all units, hallways, and common areas, and within a small perimeter outside the building (to be established on a site-by-site basis). Residents that live in designated Non-Smoking Buildings agree to and acknowledge the Non-Smoking Policy when they sign their lease. Violating the policy (by smoking in a Non-Smoking Building) will constitute a lease violation and could result in enforcement actions up to and including eviction.
4. Lease Enforcement of Non-Smoking Policy: A violation of the Non-Smoking Policy shall be considered a breach of the Lease and shall give the BHA and resident all of the enforcement rights contained in the Lease.
5. BHA to Promote Non-Smoking Policy: BHA shall post no-smoking signs at entrances to all Non-Smoking Buildings and promote the Non-Smoking policy as appropriate in meetings and discussion with residents.
6. Residents to Promote Non-Smoking Policy: Residents shall inform their guests and occupants of the Non-Smoking Policy.
7. BHA Not a Guarantor of Resident Health: The Non-Smoking Policy does not make the BHA a guarantor of resident health or of the smoke-free condition of the resident's unit or common areas.
8. Reasonable Accommodation: Residents may request a Reasonable Accommodation in relation to the Non-Smoking Policy, in accordance with the BHA's Reasonable Accommodation Policy. Residents must adhere to the Non-Smoking policy until such time as a Reasonable Accommodation is granted.

III. Proposed Process and Timeline:

The following steps describe the timeline and process by which the BHA proposes to implement the policy at family and elderly sites over a 2-3 year period:

1. The BHA will continue to conduct surveys, outreach and community forums on an ongoing basis to ensure that BHA residents are aware of the proposed policy and able to make suggestions about its implementation.
2. Several partner agencies (Boston Public Health Commission, Committee for Boston Public Housing, the Boston Urban Asthma Coalition, UMass Nursing School and Health Resources in Action) will also work directly with the resident community to offer education and cessation services. While the non-smoking housing policy does not require smokers to quit or to move, smoking cessation and education resources will be available to ALL BHA residents during the implementation period.
3. Upon HUD approval of the BHA 2011 Agency Plan, BHA will begin to execute the new Lease Addendum with existing resident re-certification and with new placements. The Lease Addendum will alert new and existing residents that their housing is scheduled to become non-smoking at a future date to be noticed by BHA. The BHA will likely phase the implementation such that some sites may become non-smoking before others. **The earliest date that the BHA expects to implement this policy at any occupied building is September, 2012.** Some buildings that are emptied for capital renovations may be designated non-smoking upon re-occupancy prior to September, 2012.
4. A site-specific Non-Smoking Housing Plan will be developed for each site by October, 2011 for public review and comment during the FY 2012 Agency Plan process. Each plan will include 1) a proposed schedule for implementation at that site, 2) a proposed schedule of resident meetings regarding the policy and implementation plan, 3) a recommendation for designated smoking areas, if any, at the site, and 4) a summary of any issues raised during the survey, re-certification, and/or occupancy process over this next year that will need to be addressed in order for the policy to be successfully implemented.

Non-Smoking Housing Policy Comments
c/o Administration
Boston Housing Authority
52 Chauncy Street
Boston, MA 02111
Email: john.kane@bostonhousing.org

NON-SMOKING LEASE ADDENDUM

This Addendum is incorporated into the Lease between Boston Housing Authority (Landlord) and Resident _____
of_____

1. **Purpose of Non-Smoking Policy.** The parties desire to mitigate (i) the irritation and known health effects of secondhand smoke; (ii) the increased maintenance, cleaning and redecorating costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the higher costs of fire insurance for a non-smoke-free building.

2. **Definition of Smoking.** The term "smoking" means inhaling, exhaling, breathing, or carrying or possessing any lighted cigarette, cigar, pipe or other tobacco product or similar lighted product in any manner or in any form.

3. **Non-Smoking Area**. Resident agrees and acknowledges that the premises to be occupied by Resident and members of Resident's household and any interior common areas, including but not limited to community rooms, community bathrooms, lobbies, reception areas, hallways, laundry rooms, reception areas, stairways, offices and elevator, within all living units, and **within __ feet of building(s)** including entry ways, porches, balconies and patios have been designated as a Non-smoking living environment. Resident and members of Resident's household shall not smoke anywhere in said Non-Smoking Area, including in the unit rented by Resident, the building where Resident's dwelling is located, or in any of the common areas or adjoining grounds of such building including the steps, patios or yards, nor shall Resident permit any guests or visitors under the control of Resident to smoke in said Non-Smoking Area.

4. **Resident to Promote Non-Smoking Policy and to Alert Landlord of Violations.** Resident shall inform Resident's guests of the non-smoking policy. Further, Resident shall promptly give Landlord a written statement of any incident where tobacco smoke is migrating into the Resident's unit from sources outside of the Resident's unit.

5. **Landlord to Promote Non-Smoking Policy.** Landlord shall post no-smoking signs at entrances and exits, in common areas, and in conspicuous places adjoining the grounds of the Non-Smoking Area.

6. **Landlord Not a Guarantor of Smoke-Free Environment.** Resident acknowledges that Landlord's adoption of a non-smoking living environment does not make the Landlord or any of its managing agents the guarantor of Resident's health or of the non-smoking condition of the Resident's unit and the common areas. However, Landlord shall take reasonable steps to enforce the non-smoking terms of its leases and to make the Non-Smoking Area as smoke-free as is reasonably possible. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.

7. **Effect of Breach and Right To Terminate Lease.** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights contained in the Lease. A material or continuing breach of this Addendum shall be a material breach of the Lease and grounds for immediate termination of the Lease by the Landlord.

8. **Disclaimer by Landlord.** Resident acknowledges that Landlord's adoption of a non-smoking living environment, does not in any way change the standard of care that the Landlord or managing agent would have to a resident household to render buildings and premises designated as non-smoking any safer, more habitable, or improved in terms of air quality standards than any other rental premises. Landlord specifically disclaims any implied or express warranties that the building, common areas, or Resident's premises will have any higher or improved air quality standards than any other rental property. Landlord cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Resident acknowledges that Landlord's ability to police, monitor, or enforce the agreements of Addendum is dependent in significant part on voluntary compliance by Resident and Resident's guests, as well as by other residents and guests in other parts of the Non-Smoking Area. Residents with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this Addendum than any other landlord obligation under the Lease.

LANDLORD RESIDENT

BY_____ _____
Duly Authorized

Boston Housing Authority
The Four Factor Analysis for the Limited English Proficiency Policy
(October 2010)

A. Mission Statement

The goal of the Boston Housing Authority is:

- to provide stable, quality affordable housing and rental subsidies for low and moderate income persons;
- to deliver these services with integrity and mutual accountability;
- and to create living environments which serve as catalysts for the transformation from dependency to economic self-sufficiency.

B. Background

The Boston Housing Authority is the largest landlord in Boston and the largest public housing authority in New England, As such, the BHA houses approximately 10 percent of the city's residents through its programs.

In addition to providing conventional public housing, the Boston Housing Authority also provides affordable housing through the administration of several rental assistance programs, These programs include the federal Section 8 Voucher Program, as well as the state funded Massachusetts Rental Voucher Program that is overseen by the Department of Housing and Community Development.

The BHA's state and federal portfolio and rental assistance programs make it one of the top ten largest housing authorities in the nation.

C. Four Factor Analysis

1. Number or proportion of Limited English Proficient (LEP) persons served or encountered in the eligible service population.

A. Eligible Service Population

The BHA administers two main housing programs for low and extremely low income households, public housing and rental assistance, funded by both the state and federal government. The BHA administers its public housing portfolio within the City of Boston. The BHA administers its rental assistance programs within the state of Massachusetts. Applicants to these programs are primarily from the state of Massachusetts although applications from households out of state are occasionally received by the BHA.

The BHA determined that the service populations for its programs are low and extremely low income households in the state of Massachusetts. However, due to the large concentration of service provided by the BHA in Boston, the BHA compared data on LEP persons from all Massachusetts households to Boston households to determine if the language needs of these

households are different. In addition, the BHA reviewed the languages spoken by residents of its public housing by development to determine if the language needs of LEP persons at individual developments are different than the city or state as a whole.

B. BHA Determination of Interpretation/Translation needs of service population

Based upon an analysis of both the 2000 US Census data, BHA data on applicants, residents and participants, and the requests for interpreters, BHA has determined the following:

1. Vital Documents will be translated into Spanish and Chinese; and

2. Most frequent oral interpretation needs of LEP persons in service area include Spanish, Chinese, Vietnamese, and Haitian Creole. Other needs also include Russian, Somali, Cape Verdean, and Arabic.

Data analyzed to make the above determination are attached to this document as Exhibits.

2. Frequency with which LEP persons come into contact with the program.

The following BHA departments offer direct services to public housing residents, Section 8 voucher holders and applicants. These direct service departments have undergone training on the LEP Policy (the Legal Department had an abbreviated version of the training) and are familiar with the use of the Language Identification Card, the Language Advisory, and the Interpreter Request Form.

Department of Grievances and Appeals (DGA)

Conducts hearings of public housing residents with disputes with the BHA frequently involving delinquency in the payment of rent, breach and chronic breach of resident lease, rules and regulations, non-verifiable income, assignment or transfer of possession, and misrepresentation; conducts hearings for Section 8 residents charged with violations of a family obligation or of fraud against the program; and, conducts remaining family member grievance hearing; and conducts hearings on applicants challenges to a determination of withdrawal or ineligibility for public housing or Section 8.

Occupancy Department

Distributes and accepts public housing and Section 8 applications; assesses and processes transfer and residual tenancy requests; provides information to the public regarding programs; responds to status inquiries.; conducts eligibility interviews; and determines eligibility for housing programs.

Leased Housing Division

Provides customer service for all Section 8 tenants and landlords. Issues vouchers; conducts rental briefings; reviews rental packages; completes interim and annual income and family composition recertifications and assesses and processes residual tenancy requests" Inspects apartments for compliance with federal housing quality standards and conducts landlord outreach activities.

Operations Department and Development Manager Offices

Process rentals, move-outs, and interim and annual income and family composition reviews; process request for transfers or to add household members; respond to resident requests for information and assistance; meet with residents regarding tenancy matters; initiate referrals for social services or for legal proceedings where appropriate; participate in tenant meetings.

Resident Services Department

In addition to providing a variety of social services to BHA residents (e.g. services for seniors, transitional and supportive services, domestic violence intervention, crisis response outreach and referrals to community based organizations, preventive services for substance abuse, child abuse, and elder abuse; assistance and referrals for mental health services, etc.), the Department also assists the residents groups in capacity building and avails training and technical resources to the resident groups so that they may fully participate.

Office of Civil Rights

(OCR) - Serves applicants, and residents with disabilities and/or their advocates; provides assistance regarding reasonable accommodation requests. Investigates complaints of alleged employment and housing discrimination from employees, applicants for employment, residents, and applicants for public housing and Section 8. Assists residents who are recipients of public assistance, unemployed, or underemployed to become economically self-sufficient by providing job placement, training, business development supportive services and educational opportunities. Conducts recruitment arid outreach, intake and assessment and subsequent referrals for education job training, employment and business development opportunities.

Work Order Call Center

Processes emergency services requests and schedules routine repairs for public housing residents.

Communications Director

As BHA's media and public relations arm, the Communication Director (CD) is responsible for developing, coordinating and disseminating information about BHA and its work to internal and external audiences including residents, employees, and the general public. CD responds to all inquiries from the media and circulates press releases announcing newsworthy events; produces a quarterly newsletter for residents, a weekly employee newsletter, and a variety of publications such as annual reports and brochures" CD also maintains BHA's internal and external website.

Legal Department

The Legal Department provides legal representation of the Boston Housing Authority in all aspects of BHA's operations, including litigation, contracts, development, procurement and regulatory compliance matters. Principal interaction with residents occurs at grievance hearings in the BHA's DGA; at the Boston Housing Court in eviction and lease-related proceedings; with applicants, residents, and Section 8 tenants at the Massachusetts Commission Against Discrimination; and with tenants regarding the DHCD tenant selection appeals.

Public Safety Department

Working closely with BHA management staff, residents, community organizations and other law enforcement agencies, the Department provides public safety services throughout BHA developments that include protection of life and property; resolution of conflict; reduction of opportunities for the commission of crime; identification, apprehension, and prosecution of offenders; and preservation of the peace. It consists of two divisions. The BHA Police Division meets with residents and agency staff regarding issues of concern, and serves as an enhancement to the policing services provided by the Boston Police Department, which continues to provide emergency services to BHA residents. The Senior Safety Division provides security coverage at the BHA elderly/disabled developments, the administrative offices and at the John J. Murphy Housing Service Center in downtown Boston.

3. Nature and importance of the program, activity, or service provided by the program.

The BHA has focused, and will continue to focus, its efforts on providing language services in the areas of eligibility for public housing and section 8, recertification of eligibility and termination of these benefits, because these aspects of BHA's operations are most likely to have the greatest impact on LEP persons.

A. Provision of Interpreter Services (Oral Language Services)

BHA provides and will continue to provide interpretation services through bilingual employees, interns, Language Bank Volunteers (also referred as the Volunteer Interpreters Program), and contract vendors. From April 1 to September 30, 2010, BHA received and fulfilled 123 documented requests for interpreters for the languages of Cape Verdean, Chinese, French, Haitian Creole, Polish, Portuguese, Russian, Somali, Spanish, and Vietnamese. In addition, BHA utilized the Language Line in 76 occasions between October 1, 2009 to September 30, 2010 to provide language assistance in Armenian, Amharic, Arabic, Chinese, Haitian Creole, Italian, Korean, Portuguese, Russian, Somali, Spanish and Vietnamese.

BHA provides interpretation services for the following activities, including but not limited to the following:

- Eligibility Interview
- Rental Interview/Lease Signing
- Voucher Briefing
- Tenant/Applicant/Participant Hearings
- Initial, Annual and Interim Recertification

- BHA established a Work Order Call Center to assist in the prompt provision of emergency services and the prompt scheduling of routine repairs for public housing residents. To assist LEP callers the Work Order Call Center now has Spanish and Chinese speaking staff on board and utilizes the Language Line for other language needs.

- BHA established a Status Line for applicants to all BHA housing programs. To assist LEP callers the Status Line utilizes bilingual staff members and the Language Line.

- BHA includes on its documents a tagline (also referred as the Language Advisory) in different languages that an oral interpretation of the documents is available, with contact information on requesting an interpretation.

- BHA also uses the "I speak" cards (Language Identification Card) at all areas of contact with LEP persons.

B. Translation of Written Materials

Based on the HUD Guidance, "Vital Documents" are documents that solicit or contain information for establishing or maintaining eligibility to participate in BHA's programs or services, or documents that create or define legally enforceable rights or responsibilities; BHA's Vital Documents have been or will be translated into Spanish and Chinese on an ongoing basis as allowed by available appropriated funds. BHA's Vital Documents include, but are not limited to:

- Applications to receive services, benefits or participate in programs or activities
- Annual Reviews/Income Recertifications
- Notices of public hearings
- Notices containing information regarding eligibility or participation criteria
- Notices advising of free language assistance
- Public Housing Leases
- 14 and 30-day Notices to Quit
- Notices of rights, denial, loss, or reduction of benefits or services
- Hearing notices
- Discrimination complaints
- Resident Grievance Procedure

Between April 1, 2010 to September 30, 2010, BHA has translated over 140 pages of Vital Documents from English to Spanish and Chinese, and compiled a trilingual (English-Spanish-Chinese) glossary of frequently-used housing terms.

4. Resources available to the recipient and costs to the recipient.

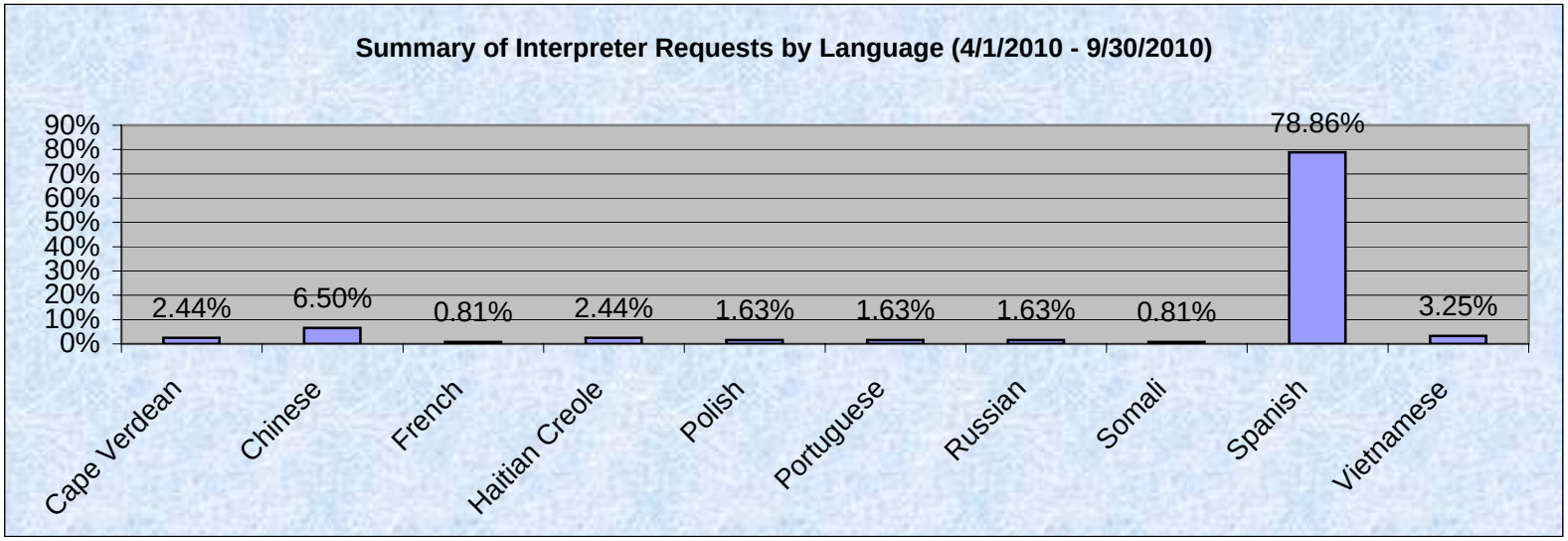
BHA currently provides and will continue to provide without charge the following language services to its residents, Section 8 participating families and applicants:

- Bilingual employees, interns, vendors, and volunteers provide interpretation and translation services for applicants, residents and Section 8 participants.
- Interpretation Services are scheduled when requested for eligibility interviews, rental appointments, termination of tenancy hearings, and applicant appeals of ineligibility determinations.
- Interpretation services are provided as requested at BHA's public hearings.
- BHA utilizes Language Line, a contract vendor, to provide interpretation for residents requesting emergency services and repairs or other information related to their tenancy, for current and prospective applicants to all BHA programs and for Section 8 voucher holders.
- BHA provides public housing leases in Spanish, Chinese, Haitian Creole, Russian, and Vietnamese.
- BHA utilizes Boston Housing Court interpreters to provide interpretation and translation services for residents involved in court action with the BHA.
- BHA's Office of Civil Rights utilizes bilingual employees, interns, and vendors to assist residents, applicants and Section 8 participants in the filing and investigation of Civil Rights complaints.
- Section 8 briefing sessions on both the voucher and Family Self Sufficiency Program are conducted in Spanish.
- Community Services Department tracks language service requests for its Public Housing Family Self Sufficiency Program, and provides trilingual (English, Spanish, and Chinese) program briefing sessions and info notices for its other services.
- Occupancy Department tracks languages spoken and read by applicants to all BHA programs.
- Operations Department tracks languages spoken and read by residents in BHAs public housing developments.
- Leased Housing tracks language spoken and read by households which it serves.

BHA will allocate funds, as available from appropriations, for translation of Vital Documents on an ongoing basis. Through its Bilingual Internships and Volunteer Interpreters Program, BHA will continue to build its language resources by recruiting and training bilingual volunteers from local communities and educational institutions. BHA will also continue to rely upon HUD and DHCD to provide copies of translated Vital Documents that they require be utilized by the BHA in the administration of its housing programs.

Summary of Interpreter Requests by Language (April 1, 2010 - September 30, 2010)

Language Requested	Frequency	Percentage
Cape Verdean	3	2.44%
Chinese	8	6.50%
French	1	0.81%
Haitian Creole	3	2.44%
Polish	2	1.63%
Portuguese	2	1.63%
Russian	2	1.63%
Somali	1	0.81%
Spanish	97	78.86%
Vietnamese	4	3.25%
Total	**123**	**100%**

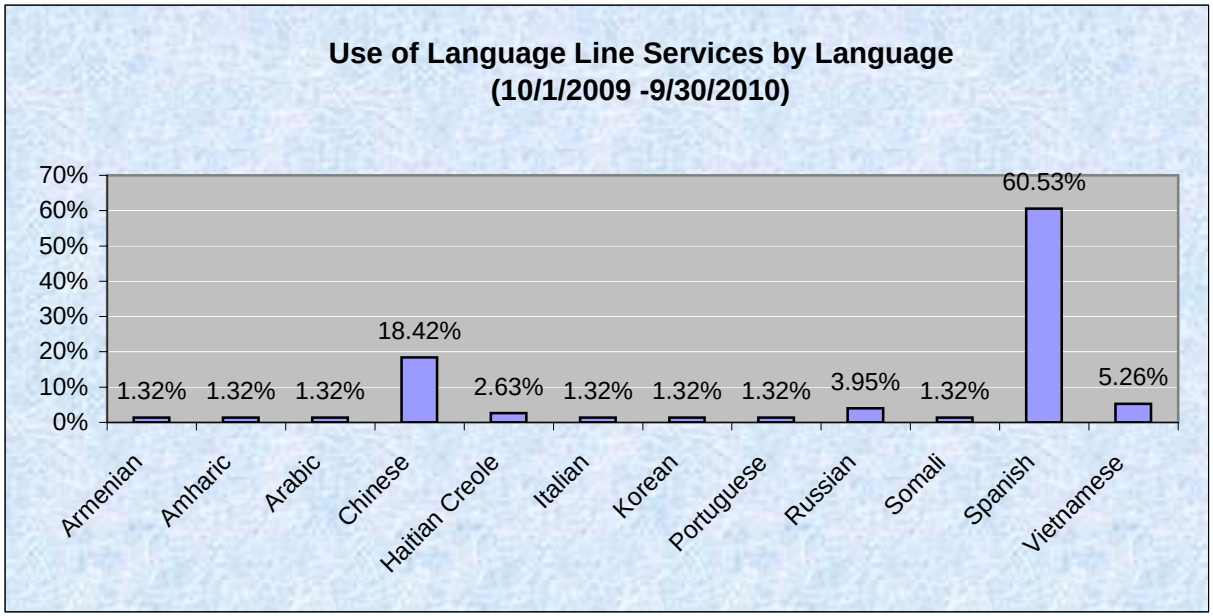


Note: The Chinese language category includes Cantonese and Mandarin.

Data collected from BHA Interpreter Request Forms

Use of Language Line Services by Language (October 1, 2009 - September 30, 2010)

Language Requeste	Frequency	Percentage
Armenian	1	1.32%
Amharic	1	1.32%
Arabic	1	1.32%
Chinese	14	18.42%
Haitian Creole	2	2.63%
Italian	1	1.32%
Korean	1	1.32%
Portuguese	1	1.32%
Russian	3	3.95%
Somali	1	1.32%
Spanish	46	60.53%
Vietnamese	4	5.26%
Total	**76**	**100%**



Note: The Chinese language category includes Cantonese and Mandarin.

Leased Housing Spoken/Read Languages **As of: 10/12/2010**

Language Read	# of HH	%	Language Spoken	# of HH	%
Albanian	1	0.08%	Albanian	2	0.16%
Arabic	1	0.08%	Arabic	1	0.08%
Armenian	1	0.08%	Armenian	1	0.08%
Cantonese	3	0.24%	Cantonese	3	0.24%
Cape Verdean	3	0.24%	Cape Verdean	3	0.24%
Chinese	11	0.89%	Chinese	11	0.89%
Enlish	994	80.49%	Enlish	1001	81.32%
French	3	0.24%	French	2	0.16%
Greek	1	0.08%	Greek	1	0.08%
Haitian/Creole	8	0.65%	Haitian/Creole	9	0.73%
Italian	3	0.24%	Italian	3	0.24%
None	1	0.08%	None		0.00%
Other	1	0.08%	Other	2	0.16%
Portuguese/Creole	8	0.65%	Portuguese/Creole	7	0.57%
Russian	7	0.57%	Russian	7	0.57%
Somalian	3	0.24%	Somalian	4	0.32%
Spanish	167	13.52%	Spanish	159	12.92%
TTY	3	0.24%	TTY		0.00%
Vietnamese	16	1.30%	Vietnamese	15	1.22%
Total households:	1235			1231	

Dev	Development Name	Cambodian		Chinese		English		French		German		Italian		Polish		Russian		Spanish		Vietnamese		Other		NONE		Total
101	CHARLESTOWN	2	0.22%	66	7.30%	313	34.62%	21	2.32%	0	0.00%	0	0.00%	1	0.11%	3	0.33%	280	30.97%	13	1.44%	39	4.31%	165	18.25%	904
104	LENOX STREET	0	0.00%	8	2.95%	98	36.16%	3	1.11%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	100	36.90%	1	0.37%	3	1.11%	58	21.40%	271
106	CATHEDRAL	0	0.00%	10	2.89%	129	37.28%	2	0.58%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	142	41.04%	1	0.29%	12	3.47%	47	13.58%	346
107	HEATH STREET	0	0.00%	2	1.06%	78	41.27%	2	1.06%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	84	44.44%	2	1.06%	9	4.76%	12	6.35%	189
111	WHITTIER STREET	0	0.00%	1	0.52%	74	38.74%	5	2.62%	0	0.00%	0	0.00%	1	0.52%	0	0.00%	67	35.08%	1	0.52%	4	2.09%	38	19.90%	191
114	ALICE TAYLOR	0	0.00%	5	1.45%	136	39.53%	3	0.87%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	159	46.22%	3	0.87%	8	2.33%	30	8.72%	344
119	BROMLEY PARK	0	0.00%	4	0.82%	200	40.82%	2	0.41%	0	0.00%	0	0.00%	0	0.00%	1	0.20%	180	36.73%	0	0.00%	16	3.27%	87	17.76%	490
123	MARY E. MCCORMACK	0	0.00%	89	9.52%	399	42.67%	11	1.18%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	257	27.49%	16	1.71%	23	2.46%	139	14.87%	935
124	OLD COLONY	2	0.31%	49	7.72%	264	41.57%	11	1.73%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	170	26.77%	17	2.68%	22	3.46%	100	15.75%	635
158	WEST NEWTON STREET	0	0.00%	4	3.08%	59	45.38%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.77%	44	33.85%	0	0.00%	3	2.31%	19	14.62%	130
174	RUTLAND	0	0.00%	0	0.00%	4	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	50.00%	0	0.00%	0	0.00%	0	0.00%	8
182	COMMONWEALTH	0	0.00%	27	10.00%	99	36.67%	6	2.22%	0	0.00%	0	0.00%	0	0.00%	3	1.11%	75	27.78%	2	0.74%	11	4.07%	36	13.33%	270
189	FRANKLIN FIELD	1	0.31%	1	0.31%	123	37.96%	12	3.70%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	120	37.04%	2	0.62%	8	2.47%	56	17.28%	324
193	HIGHLAND PARK	0	0.00%	0	0.00%	12	46.15%	1	3.85%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	10	38.46%	0	0.00%	1	3.85%	2	7.69%	26
226	POND STREET	0	0.00%	0	0.00%	26	60.47%	1	2.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	13	30.23%	0	0.00%	0	0.00%	3	6.98%	43
227	ANNAPOLIS STREET	0	0.00%	0	0.00%	17	31.48%	2	3.70%	0	0.00%	0	0.00%	2	3.70%	0	0.00%	10	18.52%	12	22.22%	6	11.11%	5	9.26%	54
228	ASHMONT STREET	0	0.00%	0	0.00%	26	50.98%	3	5.88%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	11.76%	9	17.65%	1	1.96%	6	11.76%	51
229	HOLGATE APARTMENTS	0	0.00%	0	0.00%	49	62.82%	2	2.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	14	17.95%	1	1.28%	1	1.28%	11	14.10%	78
230	FOLEY APARTMENTS	0	0.00%	0	0.00%	84	89.36%	0	0.00%	0	0.00%	0	0.00%	1	1.06%	0	0.00%	1	1.06%	0	0.00%	1	1.06%	7	7.45%	94
232	GROVELAND	0	0.00%	1	2.70%	22	59.46%	3	8.11%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	10.81%	7	18.92%	37
234	DAVISON	0	0.00%	0	0.00%	21	50.00%	2	4.76%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	21.43%	0	0.00%	0	0.00%	9	21.43%	42
235	WASHINGTON STREET	2	2.60%	7	9.09%	19	24.68%	0	0.00%	0	0.00%	0	0.00%	1	1.30%	27	35.06%	5	6.49%	1	1.30%	5	6.49%	10	12.99%	77
236	WEST NINTH STREET	0	0.00%	1	1.22%	74	90.24%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.22%	0	0.00%	0	0.00%	4	4.88%	82
237	J J CARROLL	0	0.00%	2	3.28%	28	45.90%	0	0.00%	0	0.00%	1	1.64%	0	0.00%	11	18.03%	2	3.28%	1	1.64%	5	8.20%	10	16.39%	61
238	MEADE APARTMENTS	0	0.00%	0	0.00%	21	55.26%	3	7.89%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	10.53%	1	2.63%	1	2.63%	8	21.05%	38
240	MLK TOWERS	0	0.00%	0	0.00%	59	60.20%	1	1.02%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	8.16%	0	0.00%	1	1.02%	29	29.59%	98
241	EVA WHITE	0	0.00%	58	59.18%	21	21.43%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	7	7.14%	0	0.00%	3	3.06%	9	9.18%	98
242	WALNUT PARK	0	0.00%	0	0.00%	65	44.22%	2	1.36%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	40	27.21%	0	0.00%	1	0.68%	39	26.53%	147
244	FREDERICK DOUGLAS	0	0.00%	12	16.67%	41	56.94%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	7	9.72%	0	0.00%	1	1.39%	11	15.28%	72
245	AMORY STREET	0	0.00%	0	0.00%	62	37.13%	9	5.39%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	41	24.55%	0	0.00%	3	1.80%	52	31.14%	167
247	GENERAL WARREN	0	0.00%	3	3.33%	71	78.89%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	4.44%	1	1.11%	0	0.00%	11	12.22%	90
249	TORRE UNIDAD	0	0.00%	58	31.69%	52	28.42%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	29	15.85%	0	0.00%	1	0.55%	43	23.50%	183
250	ROCKLAND TOWERS	0	0.00%	1	1.59%	36	57.14%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.59%	2	3.17%	0	0.00%	3	4.76%	20	31.75%	63
251	CODMAN APARTMENTS	0	0.00%	0	0.00%	51	53.13%	6	6.25%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	4.17%	1	1.04%	3	3.13%	31	32.29%	96
252	HERITAGE APARTMENTS	0	0.00%	15	5.64%	134	50.38%	0	0.00%	0	0.00%	2	0.75%	0	0.00%	0	0.00%	45	16.92%	2	0.75%	5	1.88%	63	23.68%	266
253	ST. BOTOLPH STREET	0	0.00%	14	11.02%	75	59.06%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	4.72%	1	0.79%	3	2.36%	28	22.05%	127
254	PASCIUCCO	0	0.00%	0	0.00%	32	37.65%	4	4.71%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	10.59%	0	0.00%	11	12.94%	29	34.12%	85
257	LOWER MILLS	0	0.00%	2	1.17%	97	56.73%	8	4.68%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	2.34%	6	3.51%	9	5.26%	45	26.32%	171
261	AUSONIA HOMES	0	0.00%	2	2.08%	69	71.88%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	2.08%	0	0.00%	0	0.00%	23	23.96%	96
262	HASSAN APARTMENTS	0	0.00%	0	0.00%	46	48.42%	16	16.84%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	5.26%	0	0.00%	7	7.37%	21	22.11%	95
270	SPRING STREET	0	0.00%	0	0.00%	78	78.00%	1	1.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	4.00%	1	1.00%	5	5.00%	11	11.00%	100
271	PATRICIA WHITE	1	0.48%	7	3.35%	56	26.79%	4	1.91%	0	0.00%	0	0.00%	0	0.00%	109	52.15%	6	2.87%	0	0.00%	11	5.26%	15	7.18%	209
272	ROSLYN APTS	0	0.00%	0	0.00%	62	54.39%	6	5.26%	0	0.00%	0	0.00%	0	0.00%	1	0.88%	26	22.81%	0	0.00%	2	1.75%	17	14.91%	114
277	BELLFLOWER STREET	0	0.00%	2	1.79%	62	55.36%	2	1.79%	0	0.00%	0	0.00%	5	4.46%	0	0.00%	4	3.57%	3	2.68%	5	4.46%	29	25.89%	112
283	PEABODY SQUARE	0	0.00%	3	3.13%	52	54.17%	4	4.17%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	5.21%	14	14.58%	5	5.21%	13	13.54%	96
290	MALONE APTS	0	0.00%	0	0.00%	51	55.43%	8	8.70%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	13	14.13%	0	0.00%	3	3.26%	17	18.48%	92
295	COMMONWEALTH ELDERL	Y 0	#VALUE!	6	5.26%	47	41.23%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	30	26.32%	6	5.26%	2	1.75%	5	4.39%	18	15.79%	114
298	HAMPTON HOUSE	0	0.00%	2	2.70%	33	44.59%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	11	14.86%	0	0.00%	3	4.05%	25	33.78%	74
299	WASHINGTON MANOR	0	0.00%	8	10.96%	36	49.32%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	11	15.07%	0	0.00%	3	4.11%	15	20.55%	73
501	WEST BROADWAY	0	0.00%	30	6.38%	168	35.74%	14	2.98%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	195	41.49%	5	1.06%	16	3.40%	42	8.94%	470
502	CAMDEN STREET	0	0.00%	1	1.47%	16	23.53%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	39	57.35%	1	1.47%	2	2.94%	9	13.24%	68
504	FANEUIL	0	0.00%	23	9.27%	93	37.50%	5	2.02%	0	0.00%	0	0.00%	0	0.00%	2	0.81%	83	33.47%	6	2.42%	7	2.82%	29	11.69%	248
505	FAIRMOUNT	0	0.00%	1	0.52%	89	45.88%	2	1.03%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	94	48.45%	0	0.00%	2	1.03%	6	3.09%	194

Dev	Development Name	Cambodian		Chinese		English		French		German		Italian		Polish		Russian		Spanish		Vietnamese		Other		NONE		Total
507	ARCHDALE	0	0.00%	2	0.77%	63	24.14%	2	0.77%	0	0.00%	0	0.00%	0	0.00%	1	0.38%	142	54.41%	1	0.38%	5	1.92%	45	17.24%	261
508	ORIENT HEIGHTS	1	0.34%	14	4.79%	92	31.51%	0	0.00%	0	0.00%	1	0.34%	1	0.34%	0	0.00%	115	39.38%	5	1.71%	12	4.11%	51	17.47%	292
510	GALLIVAN BOULEVARD	0	0.00%	3	1.64%	86	46.99%	3	1.64%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	80	43.72%	2	1.09%	1	0.55%	8	4.37%	183
512	SOUTH STREET	0	0.00%	2	1.64%	33	27.05%	2	1.64%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	66	54.10%	3	2.46%	5	4.10%	11	9.02%	122
601	FRANKLIN FIELD FAM	1	2.50%	0	0.00%	16	40.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	17	42.50%	0	0.00%	0	0.00%	6	15.00%	40
602	FRANKLIN FIELD ELD	0	0.00%	0	0.00%	29	48.33%	4	6.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	18	30.00%	1	1.67%	2	3.33%	6	10.00%	60
603	MSGR POWERS	1	1.52%	0	0.00%	58	87.88%	0	0.00%	0	0.00%	0	0.00%	1	1.52%	0	0.00%	1	1.52%	0	0.00%	1	1.52%	4	6.06%	66
606	BASILICA	0	0.00%	0	0.00%	2	50.00%	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	25.00%	4
760	CONDOS-I	0	0.00%	2	8.00%	11	44.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	11	44.00%	0	0.00%	0	0.00%	1	4.00%	25
761	CONDOS-II	0	0.00%	2	2.99%	26	38.81%	1	1.49%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	32	47.76%	0	0.00%	3	4.48%	3	4.48%	67
764	CONDOS-III	0	0.00%	4	9.52%	15	35.71%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	17	40.48%	0	0.00%	1	2.38%	5	11.90%	42
		11	0.10%	554	5.18%	4560	42.62%	200	1.87%	0	0.00%	4	0.04%	13	0.12%	190	1.78%	2966	27.72%	138	1.29%	333	3.11%	1710	15.98%	10,700

BHA - Occupancy Waiting List Applicants - Languages as of 10-1-10

Total Applicants 20040

	Read		Spoken	
Albanian	18	0.09%	18	0.09%
Amharic	38	0.19%	36	0.18%
Arabic	109	0.54%	111	0.55%
Armenian	1	0.00%	1	0.00%
Bengla	1	0.00%	1	0.00%
Braille	3	0.01%		0.00%
Cambodian	2	0.01%	4	0.02%
Cantonese	121	0.60%	243	1.21%
Cape Verden	242	1.21%	267	1.33%
Chinese	1091	5.44%	1046	5.22%
English	12960	64.67%	13532	67.52%
Farsi	7	0.03%	13	0.06%
French	158	0.79%	149	0.74%
German	1	0.00%	1	0.00%
Greek	8	0.04%	6	0.03%
Haitian / Creole	362	1.81%	395	1.97%
Hindi	3	0.01%	3	0.01%
Italian	5	0.02%	4	0.02%
Korean	5	0.02%	5	0.02%
Kurdish	1	0.00%		0.00%
Mandarin	13	0.06%	38	0.19%
Other	52	0.26%	124	0.62%
Persian		0.00%	1	0.00%
Polish	9	0.04%	8	0.04%
Portuguese/Creole	178	0.89%	161	0.80%
Russian	170	0.85%	182	0.91%
Sign Language		0.00%	15	0.07%
Somalian	89	0.44%	91	0.45%
Spanish	3156	15.75%	3319	16.56%
Swahili	2	0.01%	2	0.01%
Thai	2	0.01%	1	0.00%
Vietnamese	231	1.15%	247	1.23%

Boston Housing Authority
Department: _____
Interpreter Request Form (7/8/2010)

Date of Request: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Language Required: _____
(Please indicate on the attached Language Identification Form the language that you speak at home by circling the language and returning the form with this request.)

Person Making Request is a(n) :
____ Applicant ____Public Housing Resident ____ Section 8 Participant
____ Other (Please identify):_____

Reason Requested:
____ Constituency Concerns ____ Screening ____ Hearing
____ Other (Please identify):_____

PLEASE DO NOT WRITE BELOW THIS LINE- FOR BHA USE ONLY

Date of Request Processed: _____

Assigned to: ___ BHA Employee (Please list) _____
___ Outside Contractor (Please list) _____

Service provided: ____Bilingual Info Session ____ One-on-One Interpreter
Date of Service Provided: _____

Notes: _____

English: Point to your language and an interpreter will be provided to you at no cost.

Albanian
Shënoni gjuhën tuaj dhe do t'ju vihet në dispozicion një përkthyes falas.

Amharic
ቋንቋዎን በመጠቆም ያመልክቱ፤ ከዚያም ያለምንም ክፍያ አስተርጓሚ ይመደብለዎታል፡፡

Arabic
حدد لغتك وسوف تحصل على مترجم مجانا.

Armenian
Նշեք Ձեր լեզուն, և Ձեզ անվճար թարգմանիչ կտրամադրվի:

Bosnian
Pokažite na svoj jezik i besplatan prevodilac će biti omogućen.

Cambodian
ចង្អុលប្រាប់ភាសារបស់លោកអ្នក យើងនឹងរកអ្នកបកប្រែជូនដោយឥតគិត ថ្លៃ។

Chinese [] 普通話 Mandarin [] 廣東 Cantonese
指著你所說的語言，我們將給你分派一名免費口譯人員

Farsi
لطفاً به زبان مورد نظر خود اشاره کنید و یک مترجم همراه بدون هزینه در اختیار شما قرار خواهد گرفت

French
Pointez sur votre langue, un interprête vous aidera gratuitement.

German
Bitte waehlen Sie Ihre Sprache. Die Uebersetzung in die von Ihnen gewaehtle Sprache erfolgt durch einen Uebersetzer und ist kostenlos.

Haitian-Creole
Montre lang ou pale a epi yo pral baw yon entèprèt san w pap bezwen peye sen kòb.

Hindi
इशारा कर के आपकी भाषा बताएं, आपको दुभाषिये की मुफ़्त सेवाएं प्रदान की जाएगी

Italian
Indicate la lingua prescelta ed un'interprete verrà fornita gratuitamente.

Japanese
あなたの話す言語をお知らせ下さい。無料で通訳をおつけいたします。

Korean
귀하의 언어를 가리키세요 그러면 해당 언어 통역사가 귀하에게 비용 없이 제공됩니다.

Lao
ຊີ້ໃສ່ພາສາຂອງທ່ານ ແລະ ນາຍພາສາ ຈະໃຫ້ບໍຣິການແກ່ທ່ານໂດຍບໍ່ ຄິດຄ່າ.

Mien
Nuqv dongh meih gorngv nyei waac liuz yie mbuo baeqc-baeqc nyei lorz faan waac mienh bun meih.

Polish
Wskaż, jakim mówisz językiem a my zapewnimy Ci bezpłatnego tłumacza.

Portuguese
Aponte no seu idioma, e providenciaremos-lhe um(a)intérprete sem custo algum.

Punjabi
ਆਪਣੀ ਭਾਸ਼ਾ ਵਲ ਇਸ਼ਾਰਾ ਕਰੋ, ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਦੁਭਾਸ਼ੀਏ ਦਾ ਪਰਬੰਧ ਕੀਤਾ ਜਾਵੇਗਾ।

Russian
Укажите на название своего языка, и вам бесплатно будет предоставлен переводчик.

Somali
Luuqadaada farta ku fiiq, waxaa laguugu deeqi turjubaan lacag la'aan ah.

Spanish
Señale su idioma y recibirá los servicios de un intérprete sin costo alguno para usted.

Tagalog
Ituro lang ang inyong wika at magkakaroon kayo ng taga-salin nang walang bayad.

Thai
ชี้ไปที่ภาษาของคุณ จากนั้นคุณจะได้รับบริการล่ามโดยไม่เสียค่าใช้จ่าย

Urdu
اشارہ کریں اور آپ کو کوئی ترجمان مفت جو زبان آپ بولتے ہیں اس کی طرف فراہم کیا جائے گا

Vietnamese
Hãy cho biết ngôn ngữ của quý vị và một thông dịch viên sẽ giúp quý vị miễn phí.

This is an important document. If you require interpretation, please call the telephone number below or come to our offices.

Este es un documento importante. Si necesita interpretación, por favor llame al número de telefóno que aparece abajo o visite nuestras oficinas.

這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室

Isto é um documento importante. Se exige interpretação, por favor chama o número de telefone embaixo ou vem a nossos escritórios.

Это важный документ. Если Вам требуется перевод, пожалуйста позвоните нам (телефонный номер ниже). Или придите в наш офис.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.

នេះ គឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីលោកអ្នក ចាំបាច់ត្រូវចង់បានការបកប្រែ

សូមទូរស័ព្ទលេខខាងក្រោមនេះមកកាន់ ឬ

អញ្ជើញមកទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងខ្ញុំ។

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dhokomenti muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayada.

هذه وثيقة مهمة، وإذا كنت في حاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه أو أن تتفضل بالمجيء إلى مكتبنا.

این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفا با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.

Telephone No.:

MapStats

Massachusetts

People MapStats	Massachusetts	USA
Population, 2008 estimate	6,497,967	304,059,724
Population estimates base (April 1) 2000	6,349,113	281,424,602
Population, percent change, April 1, 2000 to July 1, 2008	2.3%	8.0%
Population, change, April 1, 2000 to July 1, 2008	148,854	22,635,122
Persons under 5 years old, 2007	376,848	20,724,125
Persons under 5 years old, percent, 2007	5.8%	6.9%
Persons under 18 years old, 2007	1,432,856	73,901,733
Persons under 18 years old, percent, 2007	22.2%	24.5%
Persons 65 years old and over, percent, 2007	13.3%	12.6%
Persons 65 years old and over, 2007	858,939	37,887,958
Female persons, percent, 2007	51.5%	50.7%
White persons, 2007 (a)	5,576,368	241,166,890
Black persons, 2007 (a)	447,879	38,756,452
American Indian and Alaska Native persons, 2007 (a)	19,489	2,938,436
Asian persons, 2007 (a)	315,114	13,366,154
Native Hawaiian and Other Pacific Islander, 2007 (a)	5,250	537,089
Persons reporting two or more races, 2007	85,655	4,856,136
Persons of Hispanic or Latino origin, 2007 (b)	527,859	45,504,311
White persons not Hispanic, 2007	5,142,223	199,091,567
White persons, percent, 2007 (a)	86.5%	80.0%
Black persons, percent, 2007 (a)	6.9%	12.8%
American Indian and Alaska Native persons, percent, 2007 (a)	0.3%	1.0%
Asian persons, percent, 2007 (a)	4.9%	4.4%
Native Hawaiian and Other Pacific Islander, percent, 2007 (a)	0.1%	0.2%
Persons reporting two or more races, percent, 2007	1.3%	1.6%
Persons of Hispanic or Latino origin, percent, 2007 (b)	8.2%	15.1%
White persons not Hispanic, percent, 2007	79.7%	66.0%
Births, 2005	76,865	4,138,349
Deaths, 2005	53,874	2,448,017
Infant deaths, 2005	391	24,833
Living in same house in 1995 and 2000, pct 5 yrs old & over	58.5%	54.1%
Foreign born persons, percent, 2000	12.2%	11.1%

Language other than English spoken at home, pct age 5+, 2000	18.7%	17.9%
High school graduates, percent of persons age 25+, 2000	84.8%	80.4%
Bachelor's degree or higher, pct of persons age 25+, 2000	33.2%	24.4%
Persons with a disability, age 5+, 2000	1,084,746	49,746,248
Mean travel time to work (minutes), workers age 16+, 2000	27.0	25.5

Housing units, 2007	2,722,190	127,901,934
Housing units, net change, April 1, 2000 to July 1, 2007	100,197	11,997,460
Housing units percent change, April 1, 2000 to July 1, 2007	3.8%	10.4%
Homeownership rate, 2000	61.7%	66.2%
Median value of owner-occupied housing units, 2000	$185,700	$119,600
Households, 2000	2,443,580	105,480,101
Persons per household, 2000	2.51	2.59
Median household income, 2007	$62,383	$50,740
Persons below poverty, percent, 2007	10.0%	13.0%

Business MapStats	**Massachusetts**	**USA**
Personal income, 2006 ($million)	297,905	10,968,393
Personal income per capita, 2006	$46,299	$36,714
Civilian labor force, 2007	3,408,197	153,124,000
Unemployment rate, 2007	4.5%	4.6%
Full-time and part-time employment by place of work, 2006	4,216,027	178,332,900
Full-time and part-time employment, net change 2000 to 2006	119,476	8,388,607
Employment in government, 2006	442,128	24,011,000
Earnings, 2006 ($1000)	236,349,167	8,432,719,000
Average earnings per job, 2006	$56,060	$47,286
Private nonfarm establishments, 2006	175,463[1]	7,601,160
Private nonfarm employment, 2006	3,044,080[1]	119,917,165
Private nonfarm employment, percent change 2000-2006	-1.4%[1]	5.1%

Total number of firms, 2002	563,539	22,974,655
Black-owned firms, percent, 2002	2.3%	5.2%
American Indian and Alaska Native owned firms, percent, 2002	0.4%	0.9%
Asian-owned firms, percent, 2002	3.2%	4.8%
Native Hawaiian and Other Pacific Islander owned firms, percent, 2002	S	0.1%
Women-owned firms, percent, 2002	28.7%	28.2%
Hispanic-owned firms, percent, 2002	2.8%	6.8%

Manufacturers shipments, 2002 ($1000)	77,996,586	3,916,136,712

Accommodation and foodservices sales, 2002 ($1000)	11,789,582	449,498,718
Wholesale trade sales, 2002 ($1000)	127,129,789	4,634,755,112
Retail sales, 2002 ($1000)	73,903,837	3,056,421,997
Retail sales per capita, 2002	$11,525	$10,615
Building permits, 2007	15,358	1,398,414
Valuation of building permits, 2007 ($1000)	2,912,879	225,236,613
Farm land, 2002 (acres)	518,570	938,279,056
Federal spending, 2007 ($1000)	61,027,983[1]	2,536,629,405[2]
Federal spending per capita, 2007	$9,462[1]	$8,410[2]

Geography MapStats	Massachusetts	USA
Land area, 2000 (square miles)	7,840.02	3,537,438.44
Persons per square mile, 2000	809.8	79.6
FIPS Code	25	

1: Includes data not distributed by county.
2: Includes data not distributed by state.

Download the full data set

(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.

Figures are in absolute numbers unless otherwise indicated.

FN: Footnote on this item for this area in place of data
NA: Not available
D: Suppressed to avoid disclosure of confidential information
X: Not applicable
S: Suppressed; does not meet publication standards
Z: Value greater than zero but less than half unit of measure shown
F: Fewer than 100 firms

Source: Bureau of Economic Analysis, Bureau of Labor Statistics, National Agricultural Statistics Service, National Center for Health Statistics, U.S. Census Bureau.
Last Revised: Friday, 10-Jul-2009 13:31:25 EDT

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U.S. Census Bureau

Census 2000 EEO Data Tool

EEO Residence Data Results for Suffolk, MA

Number of People

Geography	Occupation Census/SOC Code	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Suffolk, MA	Total Civilian Labor Force	Total	354782	211017	44589	60737	726	21984	135	662	354	437	720	13006
Suffolk, MA	Total Civilian Labor Force	Male	179754	108550	23955	27946	286	11220	43	252	223	177	376	6726
Suffolk, MA	Total Civilian Labor Force	Female	174613	102467	20634	32791	440	10764	92	410	131	260	344	6280

Source: US Census Bureau, Census 2000 special tabulation

NOTE: Estimates may not add to the total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf

More Information: FedStats provides more data estimates for counties and places in Massachusetts

EEO Residence Data Results for Suffolk, MA

Percentages

Geography	Occupation Census/SOC Code	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Suffolk, MA	Total Civilian Labor Force	Total	100%	59.5%	12.6%	17.1%	0.2%	6.2%	0.0%	0.2%	0.1%	0.1%	0.2%	3.7%
Suffolk, MA	Total Civilian Labor Force	Male	50.7%	30.6%	6.8%	7.9%	0.1%	3.2%	0.0%	0.1%	0.1%	0.0%	0.1%	1.9%
Suffolk, MA	Total Civilian Labor Force	Female	49.2%	28.9%	5.8%	9.2%	0.1%	3.0%	0.0%	0.1%	0.0%	0.1%	0.1%	1.8%

Source: US Census Bureau, Census 2000 special tabulation

NOTE: Percentages may not add to total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf.

More Information: FedStats provides more data estimates for counties and places in Massachusetts

Start Again

Boston Housing Authority Limited English Proficiency Policy

I. POLICY

It is the policy of the BHA to take reasonable steps to ensure that LEP Persons have meaningful access to BHA's direct services. This policy is in accordance with the HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, dated January 22, 2007.

BHA hereby designates the Director of Civil Rights and/or his/her designee, as its Language Access Coordinator ("LAC"), to annually assess the language assistance needs of BHA and monitor BHA's delivery of language assistance services in conjunction with BHA departments that provide direct services to public housing residents, participants in BHA's rental assistance programs, and public housing and rental assistance applicants. The LAC shall recommend modifications to the Administrator, as required, regarding BHA's delivery of language assistance services to LEP Persons.

II. APPLICABILITY

This policy applies to departments that provide direct services to BHA residents, participants in its rental assistance programs, and to public housing and rental assistance applicants.

III. ASSESSMENT OF LANGUAGE SERVICES NEEDS-FOUR FACTOR ANALYSIS

All BHA departments providing direct services to BHA residents, participants in its rental assistance programs, and to public housing and rental assistance applicants must conduct periodic evaluations of the service tools being provided to LEP residents, participants, and applicants to determine if there are new needs. A copy of the most recent Four Factor Analysis is available as an Appendix to this policy. Annually BHA will review data collected pursuant to the provisions of this Policy and the Four Factor Analysis to assess whether or not Vital Documents should be translated into additional languages.

The following assessment services tools may be used in the determination of the BHA's language assistance services needs:

A. Determine the number or percentage of LEP persons eligible to be served or likely to be served by direct services, by using one or more of the following:

1. Provide questions on an initial application, or enrollment form, to determine if the applicant needs language services.

2. Identify language utilizing Language Identification Card and record language of

resident, applicant or participant at points of contact and service.

B. Each Department shall track and record requests for language assistance, service provided (interview, conference, hearing, briefing etc.) and who provided language services e.g., bilingual employee, Language Bank Volunteer, contract vendor.

C. Determine the nature and importance of the program, activity, provided through the program, by recognizing which BHA activities may require an interpreter to assist an LEP person. For example, assisting a LEP person with interpretative services during an eligibility interview, housing offer and lease signing, or during a termination of tenancy hearing.

D. Determine available and future resources and costs associated with providing direct services to LEP residents, participants and applicants. Departments should determine if it is more cost effective to re-assign staff, hire qualified bilingual staff or contract with vendors to perform routine duties that require interpretative services. Departments providing direct services to residents, participants and applicants shall make every effort to provide interpretative services through the use of qualified bilingual staff members or through contracted services. For example:

1. Seeking the use of qualified BHA bilingual employees to provide language assistance services at locations where the services are needed, in consultation with the Human Resources Department and consistent with applicable collective bargaining agreements.

2. Comparing the cost for hiring qualified bilingual employees to provide language assistance services in locations where these services are needed and cost estimates for utilizing contract vendors, when such services are required

3. Determining if vacancies in direct service positions require the services of qualified bilingual employees and providing for such a requirement in the applicable job description.

IV. PROVIDING LANGUAGE ASSISTANCE SERVICES

A. Interpretative Services (Oral Language)

Each BHA department office or location, that provides direct services must provide oral interpretation upon request and at no charge to LEP persons at points of contact and service to ensure meaningful access to BHA's direct services. BHA shall notify all applicants, residents and participants of their ability to request an interpreter in notices from BHA for hearings, interviews, scheduled appointments, and adverse action. If necessary, appointments/interviews/hearings/conferences may need to be rescheduled to a later date in order to provide language assistance services.

Types of activities for which interpretative services must be offered to LEP persons include, but are not limited to the following:

- Eligibility Interview
- Voucher Briefing
- Housing Offer and Lease Signing

- Resident/Applicant/Participant Private Conferences and Hearings
- Interviews regarding Annual and Interim Rent Recertifications
- Transfer and Residual Tenancy Application
- Reasonable Accommodation Request
- Notice of Public Hearings

BHA staff is prohibited from requiring or asking LEP persons to bring their own interpreter. If a LEP person *requests* that an adult family member or friend (18 years of age or older) provide interpretation, this practice is acceptable only if it is his/her choice. The employee must advise the LEP person about the availability of free language services and document in writing if the LEP person still chooses to have his/her own interpreter.

There are some situations where the use of family members or friends is not appropriate e.g., in situations involving domestic abuse, sexual assault, or in hearings related to adverse actions. In these instances qualified BHA interpreters or others must provide language assistance. In situations where the BHA proposes to take adverse action against a LEP person, a qualified interpreter must provide language services.

Note: For sign language interpreters, applicants, residents, or participants shall submit the BHA form, *Request for Reasonable Accommodation* For further information related to persons who need sign language interpreters please refer to the BHA's policies on Reasonable Accommodation which are available at BHA Offices and are posted on the BHA's web site.

B. Translation Services (Written Language)

Documents which contain vital information or information that is critical for ensuring meaningful access to BHA's direct services are considered Vital Documents. Each Department Director, in consultation with the LAC, shall conduct an initial review of its written documents for the purpose of assessing whether any document contains vital information and requires translation. A similar review at time of creation will be conducted to determine if new documents contain vital information and require translation.

The BHA shall translate vital information into Covered Languages before distribution.[1] This commitment is subject to the availability of appropriated funds. It may not occur in full if the translations required would create an undue administrative and financial burden on the BHA such as in the circumstances described below. In addition, the BHA will rely on both HUD and DHCD to translate their own required documents. Examples of Vital Documents may include, but are not limited to: Public Housing Lease, Application for BHA Housing Programs, and Public Notices. BHA's Implementation Plan sets forth further information on which documents are currently considered Vital and priorities for translation. It is available on BHA's web site at http://www.bostonhousing.com.

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[1] Covered languages are determined by the Four Factor Analysis which BHA shall conduct on an annual basis. The Covered Languages shall be identified in BHA's Language Assistance Services Plan.

VII. MONITORING AND RECORDKEEPING

A. BHA-Wide Monitoring

The LAC will monitor BHA's provision of language assistance services to LEP persons on an ongoing basis and meet, no less than quarterly, with department language assistance liaisons (LALs) to coordinate and facilitate the delivery of and address issues related to language services.

The Language Access Coordinator's (LAC) responsibilities include:

1. Monitoring the implementation of BHA'S Limited English Proficiency Policy and Language Assistance Services Implementation Plan and coordinating its annual update.
2. Meeting with the Language Assistance Liaisons LALs) to ensure departments are complying with the requirements for providing language assistance services.
3. Assessing annually the' language assistance needs of the agency by reviewing data on the provision of language services and the prior year's provision of language assistance services, and recommending modifications of the plan to BHA's Administrator
4. Monitoring the translation of vital documents.
5. Overseeing quality control assessment of language services.
6. Establish and implement the certification procedure to ensure competency of interpreters and translators.
7. Making available a glossary of BHA terminology to authorized bilingual employees, volunteers, and contract vendors for use when translating BHA documents

B. Departmental Monitoring

BHA departments providing direct services to residents, applicants, and rental assistance voucher holders will regularly monitor and assess the language assistance services they provide to ensure meaningful access by LEP persons.

Each BHA department will designate a language assistance liaison (LAL) to:

1. Ensure tracking of language assistance services provided by the department as follows:
    a. LEP person served
    b. the language
    c. type of service and how language service was provided
2. Work with Department Director and the LAC to address issues related to language services
3. Provide information to LAC to help identify emerging languages and changes in the proportion of existing language groups
4. Provide Department Director and LAC with reports on language assistance provided
5. Identify staff requiring training on the delivery of language services, e.g., new hires, employees new to the department.

Although many documents will be completely translated under this policy, the BHA recognizes that some Vital Documents are not entirely comprised of vital information. Where appropriate, BHA shall use translated summaries to provide the vital information contained in a Vital Document to an LEP person. Further, some notices contain individualized facts which would be impractical to translate in every instance because of their numerosity and the associated cost and time involved. Examples include Notices of Private Conference, Summaries of Private Conference, Hearing Decisions, Notices of Proposed Termination, Notices of Denial of Application. In these circumstances BHA will advise the notice recipient how to obtain interpretive services and/or provide a translated summary of the document in Covered Languages.

Annually, BHA will re-assess the data collected pursuant to section III above, and determine pursuant to applicable federal guidelines and the Four Factor Analysis whether Vital Documents should be translated into other languages, or whether certain languages may be dropped from the requirement. This re-assessment will be incorporated annually into BHA's Language Assistance Services Implementation Plan and posted on BHA's web site.

V. OUTREACH

BHA will post notices of the availability of free language assistance services in offices where LEP persons interact with BHA, including but not limited to: development management offices, Department of Grievances and Appeals, Leased Housing offices and Application Housing Service centers. Notices regarding the availability of free language assistance services will also be posted on BHA's website and will be included in notifications such as referenced in section IV.A above.

VI. TRAINING

BHA's LAC as well as Language Assistance Liaisons(See Section VII B) will provide ongoing training for appropriate staff about the Limited English Proficiency Policy and Language Assistance Services Implementation Plan. Training will include:

- An overview of BHA's Limited English Proficiency Policy and Language Assistance Services Implementation Plan.
- How and when to use BHA's Language Identification card -to identify the language in which the LEP person needs assistance.
- How and when to access language services through bilingual staff, Language Bank Volunteer or contract vendor.
- How to work with an interpreter.
- Prohibition against requiring or asking any LEP person to bring his or her own interpreter.
- Cultural sensitivity

VII. MONITORING AND RECORDKEEPING

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2. Meeting with the Language Assistance Liaisons LALs) to ensure departments are complying with the requirements for providing language assistance services.
3. Assessing annually the' language assistance needs of the agency by reviewing data on the provision of language services and the prior year's provision of language assistance services, and recommending modifications of the plan to BHA's Administrator
4. Monitoring the translation of vital documents.
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1. Ensure tracking of language assistance services provided by the department as follows:
    a. LEP person served
    b. the language
    c. type of service and how language service was provided
2. Work with Department Director and the LAC to address issues related to language services
3. Provide information to LAC to help identify emerging languages and changes in the proportion of existing language groups
4. Provide Department Director and LAC with reports on language assistance provided
5. Identify staff requiring training on the delivery of language services, e.g., new hires, employees new to the department.

6. Provide Department Director and LAC with updated language assistance services needs of the department

VIII. COMPLAINTS

BHA employees who receive a report, or become aware that a LEP person believes that he/she has not been provided with language assistance services, in accordance with the provisions of BHA's Limited English Proficiency Policy and Language Assistance Services Implementation Plan, should report that information to the Office of Civil Rights. by calling the Office of Civil Rights at (617)988-4383 or TDD 1-800-545-1833 Ext. 420, or by visiting the Office of Civil Rights at 52 Chauncy Street on the 9th floor. Notices will advise LEP persons of this opportunity.

IX.FEEDBACK

BHA will meet with LEP advocates and community organizations semi-annually to discuss BHA's implementation of its Language Assistance Services Policy and Implementation Plan and to receive information on emerging LEP populations.

X. DEFINITIONS

A. Limited English Proficient Person

A Limited English Proficient Individual is a person who does not speak English as his/her primary language and who has a limited ability to speak, read, write or understand English at a level that permits him/her to communicate effectively, in the course of applying for, or receiving, agency services or benefits.

B. Vital Document

A Vital Document is a document that contains vital information or information that is critical for ensuring meaningful access to BHA's direct services.

BHA considers the following types of documents to be Vital Documents:

- Consent and Complaint Forms
- Intake forms with potential for important consequences including income questionnaires and applications for eligibility
- Notices of Eviction
- Notices advising LEP persons of free language assistance
- Notices of public hearings
- Leases and Tenant or Participant Rules

The BHA shall translate Vital Documents in accordance with section IV. B. above.

C. Translation Services (Written Language Services)

Translation services are the written communications of a text from one language (source

language) into an equivalent written text in another language (target language).

D. Interpretation Services (Oral Language Services)

Interpretation services are the processes of orally communicating information from one language (source language) into another language (target language).

E. Language Identification Card

The Language Identification Card lists numerous languages, permitting persons who need language assistance services to identify the language in which assistance is needed. This document is available on the BHA's internal public folder as well as on the BHA web site.

F. Language Bank Volunteers

Language Bank Volunteers are BHA employees who have been deemed proficient to provide oral interpretation and/or written translation in particular languages and who volunteer, with supervisory approval, to provide such service outside the scope of their usual work.

G. Bilingual/Bilingualism

The ability to speak two languages fluently and communicate directly and accurately in both English and another language.

H. Bilingual Employee

A bilingual employee has the ability to speak two languages fluently and can communicate directly and accurately in both English and another language.

I. Covered Languages

Covered Languages, for translation (written language) only, are those languages identified in BHA's Language Assistance Implementation Plan and are subject to change based on the annual examination under the Four Factor Analysis, results of which are posted on BHA's web site.

Notice to Limited English Proficient Persons Regarding Free Interpretation Services

The Boston Housing Authority (BHA) is a public agency that provides low rent housing assistance to eligible families, elderly/handicapped/disabled households and single people. The BHA does not discriminate against households on the basis of their race, creed, color, religion, sex, national origin, marital or familial status, disability, age, receipt of public assistance or sexual preference. Under applicable law, the BHA provides free interpreter services to Limited English Proficient Persons.

On November 24, 2009, the BHA adopted a Limited English Proficiency Policy ("LEPP"). It is the policy of the BHA to take reasonable steps to ensure that LEP Persons have meaningful access to BHA's direct services for applicants, residents and participants. This policy is in accordance with the HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, dated January 22, 2007.

If you are a person with Limited English Proficiency, you may request a free interpreter to assist you in accessing the BHA's housing services at any time in the application process or after admission. You can get a Request for Interpreter form at any BHA office or on our website at www.bostonhousing.org.

If you have questions about requesting an interpreter, require assistance in filling out the form or need to submit your request in some other way, you should contact the BHA's Language Access Coordinator at (617)988-_____or TDD#_____.

Boston Housing Authority
Interpreter Request Form

Date of Request:_____

Name:_____

Address:_____

City/State/Zip Code:_____

Phone:_____

Language Required: Please indicate on the attached Language Identification Form the language that you speak at home by circling the language and returning the form with this request.

Person Making Request is a(n) :
__ Applicant ___ Public Housing Resident
__ Section 8 Participant ____ MRVP Participant
__ Other(Please identify):_____

Reason Requested:
____ Apply for Housing ____ Interview _____ Hearing
____ Other (Please identify):_____

PLEASE DO NOT WRITE BELOW THIS LINE- FOR BHA USE ONLY

Date Request Processed: _____
Assigned to : ___ BHA Employee(Please list)_____
___ Outside Contractor(Please list)_____
Date Service Provided:_____
Notes:_____

This is an important document. If you require interpretation, please call the telephone number below or come to our offices.

Este es un documento importante. Si necesita interpretación, por favor llame al número de telefóno que aparece abajo o visite nuestras oficinas.

這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室

Isto é um documento importante. Se exige interpretação, por favor chama o número de telefone embaixo ou vem a nossos escritórios.

Это важный документ. Если Вам требуется перевод, пожалуйста позвоните нам (телефонный номер ниже). Или придите в наш офис.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.

នេះ គឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីលោកអ្នក ចាំបាច់ត្រូវចង់បានការបកប្រែ

សូមទូរស័ព្ទលេខខាងក្រោមនេះមកកាន់ ឬ

អញ្ជើញមកទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងខ្ញុំ។

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dhokomenti muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayada.

هذه وثيقة مهمة، وإذا كنت في حاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه أو أن تتفضل بالمجيء إلى مكتبنا.

این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفا با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.

Telephone No.:

English: Point to your language and an interpreter will be provided to you at no cost.

Albanian
Shënoni gjuhën tuaj dhe do t'ju vihet në dispozicion një përkthyes falas.

Amharic
ቋንቋዎን በመጠቆም ያመልክቱ፤ ከዚያም ያለምንም ክፍያ አስተርጓሚ ይመደብለዎታል::

Arabic
حدد لغتك وسوف تحصل على مترجم مجانا.

Armenian
Նշեք Ձեր լեզուն, և Ձեզ անվճար թարգմանիչ կտրամադրվի:

Bosnian
Pokažite na svoj jezik i besplatan prevodilac će biti omogućen.

Cambodian
ចង្អុលប្រាប់ភាសារបស់លោកអ្នក យើងនឹងរកអ្នកបកប្រែជូនដោយឥតគិត ថ្លៃ។

Chinese
指著你所說的語言，我們將給你分派一名免費口譯人員

Farsi
لطفاً به زبان مورد نظر خود اشاره کنید و یک مترجم همراه بدون هزینه در اختیار شما قرار خواهد گرفت

French
Pointez sur votre langue, un interprête vous aidera gratuitement.

German
Bitte waehlen Sie Ihre Sprache. Die Uebersetzung in die von Ihnen gewaehtle Sprache erfolgt durch einen Uebersetzer und ist kostenlos.

Haitian-Creole
Montre lang ou pale a epi yo pral baw yon entèprèt san w pap bezwen peye sen kòb.

Hindi
इशारा कर के आपकी भाषा बताएं, आपको दुभाषिये की मुफ़्त सेवाएं प्रदान की जाएगी

Italian
Indicate la lingua prescelta ed un'interprete verrà fornita gratuitamente.

Japanese
あなたの話す言語をお知らせ下さい。無料で通訳をおつけいたします。

Korean
귀하의 언어를 가리키세요 그러면 해당 언어 통역사가 귀하에게 비용 없이 제공됩니다.

Lao
ຊີ້ໃສ່ພາສາຂອງທ່ານ ແລະ ນາຍພາສາ ຈະໃຫ້ບໍລິການແກ່ທ່ານໂດຍບໍ່ ຄິດຄ່າ.

Mien
Nuqv dongh meih gorngv nyei waac liuz yie mbuo baeqc-baeqc nyei lorz faan waac mienh bun meih.

Polish
Wskaż, jakim mówisz językiem a my zapewnimy Ci bezpłatnego tłumacza.

Portuguese
Aponte no seu idioma, e providenciaremos-lhe um(a) intérprete sem custo algum.

Punjabi
ਆਪਣੀ ਭਾਸ਼ਾ ਵਲ ਇਸ਼ਾਰਾ ਕਰੋ, ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਦੁਭਾਸ਼ੀਏ ਦਾ ਪਰਬੰਧ ਕੀਤਾ ਜਾਵੇਗਾ।

Russian
Укажите на название своего языка, и вам бесплатно будет предоставлен переводчик.

Somali
Luuqadaada farta ku fiiq, waxaa laguugu deeqi turjubaan lacag la'aan ah.

Spanish
Señale su idioma y recibirá los servicios de un intérprete sin costo alguno para usted.

Tagalog
Ituro lang ang inyong wika at magkakaroon kayo ng taga-salin nang walang bayad.

Thai
ชี้ไปที่ภาษาของคุณ จากนั้นคุณจะได้รับบริการล่ามโดยไม่เสียค่าใช้จ่าย

Urdu
اشارہ کریں اور آپ کو کوئی ترجمان مفت جو زبان آپ بولتے ہیں اس کی طرف فراہم کیا جائے گا

Vietnamese
Hãy cho biết ngôn ngữ của quý vị và một thông dịch viên sẽ giúp quý vị miễn phí.

BOSTON HOUSING AUTHORITY

LANGUAGE ASSISTANCE SERVICES IMPLEMENTATION PLAN AND PROCEDURES (LASIPP)

I. Introduction

On November 24, 2009, the BHA adopted a Limited English Proficiency Policy ("LEPP"). It is the policy of the BHA to take reasonable steps to ensure that LEP Persons have meaningful access to BHA's direct services for applicants, residents and participants. This policy is in accordance with the HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, dated January 22, 2007.

The purpose of the Language Assistance Services Implementation Plan and Procedures ("LASIPP") is to ensure that LEP persons obtain meaningful access to BHA programs through standardized agency-wide policy implementation including, but not limited to: capturing language data, standardizing the delivery of language services, training staff, conducting ongoing evaluations of emerging languages and translating vital documents as needed.

II. Language Services Provided Under the LASIPP

A. Assignment of Employees/Contractors Designated to Assist LEP Persons

1. Language Access Coordinator

BHA has appointed the Director of the Office of Civil Rights ("OCR"), or his/her designee, as its Language Access Coordinator ("LAC"). The LAC's responsibilities include:

- Monitoring the implementation of BHA's LEPP and updating it annually.
- Meeting with the Language Assistance Liaisons ("LAL") to ensure BHA departments and divisions are complying with the requirements for providing language assistance services.
- Ensuring the availability of language services by contracting with vendors who are able to provide language services and building a network of community agencies, individuals, and BHA employees who may be able to provide language services on a volunteer basis.
- Assessing annually the language assistance needs of the agency by reviewing data on the requests for and the provision of language services and the prior year's provision of language

assistance services and recommending modifications of the plan to BHA's Administrator or his/her designee.

- Monitoring the translation of vital documents and other materials.
- Overseeing quality control assessment of language services.
- Establishing a certification procedure to ensure competency of interpreters and translators for specific tasks in conjunction with appropriate recognized assessment agencies.
- Training staff involved in providing services to residents, applicants and rental assistance participants on BHA's LEPP and LASIPP for delivering language assistance services to the LEP population BHA serves.
- Developing a system to track language assistance needs of all LEP persons utilizing BHA's direct customer services. Examples of BHA's direct customer services include application processing, hearings and appeals, annual and interim income recertifications, leasing and work order performance.

2. Language Assistance Liaisons

Each department that provides direct services will designate at least one staff member as a Language Assistance Liaison (LAL). The LAL's responsibilities include:

- Meeting with the LAC and / or Department Director, as needed, to coordinate and facilitate the delivery of language services and address issues related to language services.
- Compiling data to identify current language service needs, language services utilization and emerging languages.
- Identifying staff requiring training on the delivery of language services and assisting the LAC with such training.

3. Vendors

The BHA contracts with vendors to provide interpreter services for LEP persons. Each BHA direct service location will be provided with processes for the use of vendors currently utilized by the BHA to provide interpreter services.

4. Bilingual Employees

The BHA recognizes that it employs a number of bilingual staff members who, in the normal course of their duties speak two or more languages fluently and communicate directly and accurately in both English and at least one other language

The BHA will review current job descriptions and will seek to continue to hire qualified bilingual employees in direct service positions when a vacancy occurs, as necessary.

5. Language Bank Volunteers

The BHA will create a Volunteer Language Bank. Volunteers may include, but not be limited to: BHA employees, residents, tenants, employees of community non-profit organizations, and other individual with bilingual ability. These volunteers may provide oral interpretation and/or written translation services to LEP persons. The BHA will establish a certification procedure to ensure competency of interpreters and translators for specific tasks in conjunction with appropriate recognized assessment agencies.

B. Provision of Interpreter Services (Oral Language Services)

Each BHA department office or location, that provides direct services must provide oral interpretation at no charge for LEP persons upon request. The BHA will post notices on the availability of free language assistance services in publicly visible locations. In addition, the BHA will notify all applicants, residents and participants of their ability to request an interpreter in any notice of hearing, interview, scheduled appointment or adverse action from BHA as detailed in Section II B (b).

1. Interpreter Services Protocol

a. Language Identification Tool

BHA will utilize Language Identification forms and posters at all direct service locations to assist staff in identifying the languages spoken by LEP persons. This form will also be available on the BHA's website. (LEP Form- Language Identification Tool)

b. Notification of Right to Free Interpretation

BHA shall utilize a general language advisory to notify all applicants, residents and participants of their ability to request an interpreter in any notice of hearing, interview, scheduled appointment, or adverse action from BHA. This notification will be in multiple languages and will contain the contact information of the BHA staff person responsible for coordinating interpretation services. (LEP Form– General Language Advisory)

The notice will also provide LEP persons with a timeframe in which interpreter services should be requested. Appointments may need to be rescheduled to provide language assistance services.

c. Request for Interpretation Form

BHA shall utilize a standard form with which a LEP person may request the services of an interpreter. This form will be available at all BHA direct service locations as well as on the BHA's website. (LEP Form- Interpreter Request Form) The form will identify the LEP person making the request, the reason for the request and the language assistance required. The BHA will attach to this request form a copy of the Language Identification Tool so that LEP persons may appropriately identify the language required for interpreter services.

Upon receipt of a Request for Interpretation Form from a LEP person, the BHA shall determine the appropriate party to supply interpreter services based upon the nature of the request for service. The BHA shall notify the person requesting the interpreter services how and when the BHA will provide interpreter services.

d. Providing Interpreter Services

The BHA has three means of assisting LEP persons with interpreter services:

- Language Bank Volunteers
- Vendors
- Bilingual Employees

Bilingual Employees and Language Bank Volunteers will be used , if appropriate and available, for in-person or telephone communications with LEP persons. Vendors shall be accessed whenever a Bilingual Employee or Language Bank Volunteer is unavailable to assist a walk-in or telephone LEP person. Each BHA direct service location will be provided with contact information and procedures for use of vendors to provide interpreter services.

e. Guidelines for Providing Interpreter Services
The following interpreter services guidelines have been established:

- The BHA is committed to ensuring that interpreters have been trained in interpreter services, ethics and confidentiality. Interpreters will be offered free of charge to all LEP persons to conduct BHA business.
- A LEP person who presents either in person or by telephone with an adult intending to act as an interpreter must be advised that an interpreter can be provided free of charge by the BHA. The LEP person may decline the use of a BHA provided interpreter and choose to have the adult serve as an interpreter. BHA staff shall note in the LEP person's file the date and time of the interaction with the LEP person, the LEP person's refusal of BHA offered interpreter services and the name of the adult person providing interpreter service.
- Children under age 12 may not be used to interpret for any purpose. Children over age 12 may interpret only to schedule appointments or to place a Work Oder for maintenance service.
- A LEP person who speaks some English or appears to understand English may not have the language skills necessary to fully comprehend the BHA's terminology or rights, responsibilities and penalties. If BHA staff believes that an interpreter is necessary, at any point in the interaction, they should take steps to access an appropriate party to effectively communicate with a LEP person.
- There are some situations where the use of a family member or friend as an interpreter is not appropriate despite the LEP person's request e.g., in situations involving domestic abuse, sexual assault, or in hearings related to adverse action initiated by the BHA. In these instances BHA provided interpreters must provide language assistance.
- A LEP person may raise a conflict of interest issue with the use of a particular interpreter by notifying the BHA's Office of Civil Rights..
- LEP persons must be allowed to complete BHA business on the date of first contact, if time permits and an interpreter is available. Otherwise, a follow-up appointment must be scheduled using an interpreter to arrange a mutually convenient date and time.

f. **First Point of Contact Responsibilities for Walk-in LEP persons**

Any BHA staff person who acts as a first point of contact for walk-in LEP persons has an initial role in helping to assess interpreter needs. If a LEP person requests an interpreter or cannot communicate effectively in English, BHA staff must:

- Refer to the Language Identification Tool so the LEP person can indicate the language he or she speaks.

- Access an interpreter to determine the reason for the visit to the BHA and work with the interpreter to direct the LEP person to the appropriate point of contact.
- Record the LEP person's name, language requested, person providing interpreter service, date of contact and reason for contact and staff person arranging interpreter service.

It is important to note that in providing the services above, each BHA staff person must follow the protocols established for their individual direct service location. For example, some staff members may need the permission of a supervisor prior to contacting a vendor for interpreter services. If at any time, a BHA staff person in unsure as how they should assist a LEP person, they should consult with the LAL for their area.

g. Responsibilities for Telephone Communication with LEP persons

When a LEP person telephones the BHA, and it is determined that interpreter services are needed, staff must access an interpreter in accordance with paragraph d above. The BHA recognizes that interpretive services may be easier to administer in person and will encourage the LEP person to come to the BHA to receive interpretive services where practical.

C. Translation Services (Written Language)

In accordance with HUD guidance BHA shall ensure meaningful access to its major programs and services by translating Vital Documents and vital information into Covered Languages. Based upon the most recent Four Factor Analysis, BHA shall provide all vital information to interested parties in Spanish and Chinese("Covered Languages')

Vital Documents May Include:

- Consent and Complaint Forms
- Intake forms with potential for important consequences including income questionnaires and applications for eligibility
- Notices of Eviction
- Notices advising LEP persons of free language assistance
- Notices of public hearings
- Leases and Tenant or Participant Rules

BHA has reviewed and continues to review its documents to identify those containing vital information. BHA's shall provide translations of Vital

Documents and vital information subject to the availability of appropriated funds. BHA shall keep a listing of Vital Documents on its web site as documents are translated.

1. The Significance of English Document

It is important to note that the English version of all Vital Documents shall be considered by the BHA to be the official notification to applicants, residents and rental assistance participants of their rights and responsibilities under the BHA's programs. A copy of a Vital Document in the Covered Language shall be provided to appropriate LEP persons so that they may understand these rights and responsibilities.

2. Plain Language

It is the policy of the BHA to effectively communicate with all persons. The BHA has established a Communications Protocol that sets forth procedures for staff to follow and is designed to facilitate communications at the BHA and ensure equal access to the services provided by the Authority. All staff are required to use this protocol when issuing written documents and materials, or otherwise communicating with LEP persons.

3. Use of Translation Summaries and Advisories

In some instances, where BHA does not consider a Vital Document to be completely comprised of vital information, BHA shall use translation summaries of a Vital Document to provide the vital information contained in a document to a LEP person. For example, the BHA sends appointment letters from most departments for multiple purposes. Attached to appointment letters, where appropriate, BHA shall include translations of the vital information contained in most appointment letters, such as: (1) the enclosed document is notifying you of an appointment that requires your attendance, (2) failure to attend this appointment may result in denial or termination of your housing assistance, (3) if you can not read or understand the document, the BHA can provide interpretive services upon request, and (4) If you require assistance please call the number below. The BHA believes that these types of summaries will serve to appropriately convey vital information of certain types of documents to an LEP person. (LEP Form-Translation Summaries)

D. Assuring the appropriate level and capabilities of language providers

1. *Oral Language Services (Interpretation)*

Interpretation is the act of listening to a statement in one language (source language) and orally translating it into another (target language). Where interpretation is needed and is a consistent with services required of the BHA under its LEP policy, the BHA will consider some or all of the following options for providing competent interpreters in a timely manner:

a. Competence of Interpreters

When providing oral assistance, the BHA understands that the competency of the language service provider requires more than self-identification of the provider as bilingual. Some bilingual staff and community volunteers, for instance, may be able to communicate effectively in a different language when communicating information directly in that language, but not be competent to interpret in and out of English. Likewise, they may not be able to do written translations.

The BHA also recognizes that in certain situations the use of a language provider that speaks the LEP person's language may be sufficient to meet that person's needs while in other situations it may be necessary to provide an interpreter with more formal training. For example, a person who speaks an LEP person's language may be sufficient to schedule an appointment or to take a phone message but a person with more formal training may be necessary to act as an interpreter for that person at an eligibility interview or a hearing.

BHA staff members will work in conjunction with the LAL for their area and the LAC, if necessary, to determine the appropriate level of interpretation necessary for a LEP person. The BHA will also establish a certification procedure for interpreters for specific tasks in conjunction with appropriate recognized assessment agencies.

When the BHA supplies an interpreter for any LEP person that could result in an adverse action, the BHA will ensure that the interpreter can:

- Demonstrate proficiency in and ability to communicate information accurately in both English and in the other language and identify and employ the appropriate mode of

interpreting (e.g., consecutive, simultaneous, summarization, or sight translation);

- Have knowledge in both languages of any specialized terms or concepts peculiar to the BHA's programs or activities and of any particularized vocabulary and phraseology used by the LEP person; and understand and follow confidentiality and impartiality rules to the same extent the BHA and/or to the extent their position requires; and

- Understand and adhere to their role as interpreter without deviating into a role as counselor, legal advisor, or other role (particularly in administrative hearings, or law enforcement contexts).

2. Written Language Services (Translations)

a. Competence of Translators

The skill of translating is very different from the skill of interpreting, and a person who is a competent interpreter may or may not be competent to translate.

BHA staff members will work in conjunction with the LAL for their area and the LAC, if necessary, to determine which documents require translation and to prioritize the order in which these documents will be translated. The BHA will also establish a certification procedure for translations in conjunction with appropriate recognized assessment agencies.

While quality and accuracy of translation services is critical, they are part of the appropriate mix of LEP services. For instance, documents that are simple and have no legal or other consequence for LEP persons who rely on them may require translators that are less skilled than Vital Documents with legal or other information which has important consequences (including, for example, information or documents of HUD recipients regarding safety issues and certain legal rights or programmatic or other obligations).

When the BHA seeks translation of either a Vital Document or other communication, it will employ any or all of the following as necessary:

- Particularly where legal or other vital documents are being translated, the BHA will use certified translators.
- Utilize a second, independent translator "check" the work of the primary translator to ensure competence.
- For those languages in which no formal accreditation currently exists, the BHA may look to a particular level of membership in a professional translation association as an indicator of the professionalism of the translator.
- Employ "Back translation" in which one translator will translate the document, and a second, independent translator will translate it back into English to check that the appropriate meaning has been conveyed.
- Ensure that translators understand the expected reading level of the audience and, where appropriate, have fundamental knowledge about the target language group's vocabulary and phraseology.
- For languages that do not have an appropriate direct translation of some English language terms, the BHA will obtain from the translator an appropriate alternative. The BHA will then work with translators to develop a consistent and appropriate set of descriptions of these terms in that language that can be used again, when appropriate.
- Provide translators with examples of previous translations of similar material by the recipient, other recipients, or federal agencies, when appropriate.
- Seek the assistance of community organizations to help consider whether a document is written at an appropriate level for the audience.

III. Continuous Data Collection - LEP Population Assessment

BHA provides and will continue to provide language services based on the needs of LEP persons it serves in conjunction with the Four Factor Analysis requirements set forth in the Final Guidance to Federal Financial Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons dated January 22, 2007 ("HUD Guidance"). Based on internal and external data collection the BHA shall conduct the Four Factor Analysis on an annual basis and update the LEPP and LASIPP as needed.

In order to continue providing appropriate language services to LEP populations that BHA encounters, BHA will do the following:

- The Occupancy Department will capture language information both on preliminary application to and at the eligibility interview for any applicant to

the BHA's public housing or rental assistance programs. This data will be maintained in both the applicant file and in the BHA's waiting list database.

- Annual Recertification Notices for public housing residents and rental assistance participants will be modified to include language assistance questions that will permit LEP persons to identify their need for language assistance services. This data will be maintained in both the resident/participant files and in the BHA's public housing and rental assistance databases.
- Compile data on language assistance requests and track the LEP population it serves or is likely to serve.
- Assess external data to determine the number of LEP persons eligible to be served or likely to be served by the BHA's direct service departments.
- Analyze capacity of the BHA to deliver services to LEP persons in accordance with its LEP Policy.

As part of its Annual Plan process, the BHA will review data collected to determine if changes need to be made to the Covered Languages in its LEPP or to this LASIPP.

IV. Initial Implementation Plan Logistics

The LAC will oversee the initial implementation of the LASIPP.

BHA has identified the following milestones to enhance its current delivery of language services:

- Employ a LAC to assess language needs and recommend implementation strategies for language services
- Ongoing identification of Vital Documents and translation into Covered Languages
- The BHA will review current job descriptions and will seek to continue to hire qualified bilingual employees in direct service positions when a vacancy occurs, as necessary
- Create a group of Language Bank Volunteers.
- Contract with vendors to provide interpretation services.
- Designate Department Language Assistance Liaisons from departments to work with LAC to coordinate and facilitate the delivery of language services and address issues related to language services.
- Update BHA's LASIPP on an ongoing basis to include guidelines and standards for employees who provide direct services.
- Identify staff requiring language assistance training and establish tentative training schedule based on critical nature of service provided.
- Add language questions to applications for public housing and Section 8.
- Add language questions to public housing and Section 8 annual recertification notices.
- Add language questions to BHA employment applications.

- Develop Language Identification Tools and other forms to be disseminated in each department as training is been completed.
- Replace existing language advisory on BHA forms with new language advisory.
- Develop training curriculum on BHA's LEP and LASIPP for staff providing direct services.
- Train approximately 800 current staff members involved in providing services to residents, applicants and voucher holders on BHA's Language Assistance Policy and Standard Procedure for delivering language assistance services to the LEP population BHA serves.

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:	Grant Type and Number:	Federal FY of Grant: CFFP
Boston Housing Authority	CFFP Financing Proceeds	Federal FY of Grant Approval:

Type of Grant

__Original Annual Statement
_X_Performance and Evaluation Report for Program Quarter Ending 9/30/10
___Reserve for Disasters/Emergencies
___Final Performance and Evaluation Report
_X_Revised Annual Statement (revision no: 8)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost[1]	
		Original	Revised[2]	Obligated a/o 9/30/10	Expended a/o 9/30/10
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20)[3]				
3	1408 Management Improvements				
4	1410 Administration (May not exceed 10% of line 20)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,506,119.08	2,576,914.82	2,468,234.82	2,287,927.03
8	1440 Site Acquisition				
9	1450 Site Improvement	3,251,067.98	4,353,666.81	4,353,666.81	3,805,591.96
10	1460 Dwelling Structures	71,309,997.26	70,290,786.10	69,997,984.21	30,522,236.82
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	2,199,155.98	2,044,972.57	2,044,972.57	1,313,980.67
17	1499 Development Activities[4]				
18a	1501 Collateralization or Debt Service paid by PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	1,603,845.00	1,603,845.00	1,603,844.95	1,603,844.95
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	80,870,185.30	80,870,185.30	80,468,703.36	39,533,581.43
21	Amount of line 20 Related to LBP Testing				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security Soft Costs				
24	Amount of line 20 Related to Security Hard Costs	400,000.00	370,000.00	370,000.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	621,902.00	621,902.00	614,807.00	614,807.00

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

[1] To be completed for the Performance and Evaluation Report.

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

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

[4] RHF funds shall be included here.

Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	AUTHORITY WIDE								
2-00	OPERATIONS	140600 000000							
2-00	MANAGEMENT IMPROVEMENTS	140800 000000							
2-00	ADMINISTRATIVE	141001 000000							
2-00	AUDIT	141101 000000							
2-00	FINANCING FEES	143015 000000		0.00	0.00	0.00	0.00	0.00	
2-00	CONSULTANTS 30	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-00	CONSTRUCTION SUPERVISION	143001 742000		0.00	0.00	0.00	0.00	0.00	
2-00	RELOCATION	149501 000000		0.00	0.00	0.00	0.00	0.00	
2-00	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		0.00	0.00	0.00	0.00	0.00	
2-00	CONTINGENCY	150200 000000		0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	CHARLESTOWN								
2-01	PROJECT MGMT CONSULTANTS	143001 000000		500.00	0.00	(500.00)	0.00	0.00	
2-01	BUILDING ENV DESIGN 30	143001 712000		313,183.08	347,334.64	34,151.56	238,654.64	166,970.85	
2-01	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-01	FINANCING FEES	143015 000000		721,908.38	721,908.38	0.00	721,908.38	721,908.38	
2-01	BATHROOMS 60	146012 000000	Replacement of risers, waste, roof drainage and vents and replacement of toilet, lav, tub, exhaust, electrical & lighting and finishes at buildings 5, 6, 8-13, 16, 17, 20/40, 21/39, 23-38, 41-45 affecting a total of 873 units.	14,278,828.68	14,394,170.22	115,341.54	14,394,170.22	6,384,645.92	Construction underway
2-01	BUILDING EXTERIOR	146014 000000	Pointing and related work, Phase 1 Buildings: 1, 10, 11, 12 = 114 units; Phase 2: 2-9, 13-15, 18, 30/31, 41-45 =502 units.	4,046,132.50	4,046,132.50	0.00	4,046,132.50	2,073,656.50	Construction underway
2-01	WINDOWS	146014 950000		200,000.00	200,000.00	0.00	200,000.00	0.00	
2-01	HVAC	146016 000000	Distribution piping at all buildings affecting all units; Misc. controls, valves.	9,952,894.00	9,952,894.00	0.00	9,952,894.00	0.00	Project in construction bidding
2-01	PLUMBING 60	146017 000000	Replacement of basement horizontal lines in all buildings.	440,000.00	0.00	(440,000.00)	0.00	0.00	
2-01	SECURITY	146019 000000	Active video surveillance system at problem areas/events.	370,000.00	370,000.00	0.00	370,000.00	0.00	Construction underway
2-01	STAIRWAYS 60	146021 950000	Stair hall repair- loc. TBD.	1,636,220.08	0.00	(1,636,220.08)	0.00	0.00	
2-01	FORCE ACCOUNT	146021 967000	Vacant unit rehab of 33 units for relocation.	1,808,870.82	1,832,110.44	23,239.62	1,832,110.44	1,832,110.44	Construction complete
2-01	RELOCATION	149501 000000		1,177,235.57	1,117,068.46	(60,167.11)	1,117,068.46	707,277.16	Construction underway
2-01	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		642,557.33	642,557.33	0.00	642,557.28	642,557.28	
				35,588,330.44	33,624,175.97	(1,964,154.47)	33,515,495.92	12,529,126.53	

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	MARY ELLEN McCORMACK								
2-23	PROJECT MGMT CONSULTANTS	143001 000000		499.00	0.00	(499.00)	0.00	0.00	
2-23	BUILDING ENV DESIGN 30	143001 712000		389,030.00	426,673.18	37,643.18	426,673.18	318,049.18	
2-23	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-23	PLUMBING 30	143001 880000		0.00	0.00	0.00	0.00	0.00	
2-23	FINANCING FEES	143015 000000		534,473.51	534,473.51	0.00	534,473.51	534,473.51	
2-23	STORM & SEWERS 50	145013 000000	Replacement of multiple sections of underground lines which impact all buildings and all units.	1,598,700.92	2,208,652.05	609,951.13	2,208,652.05	2,017,006.45	Construction complete
2-23	BATHROOMS 60	146012 000000	Replacement of risers, waste, roof drainage and vents and replacement of toilet, lav, tub, exhaust, electrical & lighting and finishes at 24 buildings (1-3, 12-24, 30-34) affecting a total of 861 units.	15,825,198.34	16,098,495.82	273,297.48	16,098,495.82	6,081,268.42	Construction underway
2-23	BUILDING EXTERIOR	146014 000000	Parapet replacement, pointing and lintels at Phase 1 buildings: 1, 13, 17 = 181 units; Phase 2 buildings: 3, 12, 14, 16, 21, 23, 24, 32, 34 = 715 units.	10,511,516.74	9,491,325.19	(1,020,191.55)	9,423,766.37	3,912,068.37	Construction underway
2-23	DOORS	146014 750000		0.00	854,020.16	854,020.16	854,020.16	0.00	Construction underway
2-23	FA ELECTRICAL	146015 967000	Replacement of basemenet electrical panels at all walk -up buildings	10,000.00	50,845.56	40,845.56	50,845.56	50,484.51	Construction complete
2-23	PLUMBING 60	146017 000000	Replacement of basement water shut-off valves at all walk-up buildings.	340,000.00	13,655.93	(326,344.07)	13,655.93	13,330.10	Construction underway
2-23	FA PLUMBING 60	146017 967000		358.07	200,644.73	200,286.66	200,644.73	1,002.80	Construction underway
2-23	SECURITY	146019 000000		0.00	0.00	0.00	0.00	0.00	
2-23	ELEVATORS 60	146021 760000		4,740.00	4,740.00	0.00	0.00	0.00	
2-23	SEWERS 60	146021 929000		14,169.16	337,245.97	323,076.81	337,245.97	117,245.97	Construction underway
2-23	FORCE ACCOUNT	146021 967000	Conversion of 42 units for temporary relocation.	1,679,412.24	2,623,615.39	944,203.15	2,623,615.39	2,282,650.94	Construction complete
2-23	RELOCATION	149501 000000		1,011,920.41	861,753.30	(150,167.11)	861,753.30	540,552.70	Construction underway
2-23	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		475,724.98	475,724.98	0.00	475,724.98	475,724.98	

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 II: Supporting Pages									
PHA Name: Boston Housing Authority				Grant Type and Number: CFFP Financing Proceeds CFFP (Yes/No): Yes					Federal FY of Grant: CFFP
Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Approved	Revised[1]	Difference	Obligated[2]	Expended[2]	
				32,395,743.37	34,181,865.77	1,786,122.40	34,109,566.95	16,343,857.93	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	OLD COLONY								
2-24	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-24	PLUMBING 30	143001 880000		0.00	0.00	0.00	0.00	0.00	
2-24	FINANCING FEES	143015 000000		431,632.84	431,632.84	0.00	431,632.84	431,632.84	
2-24	STORM & SEWERS 50	145013 000000	Replacement of multiple sections of underground lines which impact all buildings and all units.	1,652,367.06	2,145,014.76	492,647.70	2,145,014.76	1,788,585.51	Construction underway
2-24	BATHROOMS 60	146012 000000	Installation or replacement of bathroom exhaust fans and finishes at all buildings, except J, K, L, M, O, P, Q, R, S, T, U, V, W, X, Y, Z affecting a total of 697 units.	2,387,000.00	1,921,313.81	(465,686.19)	1,779,967.06	1,559,467.65	Construction underway
2-24	BUILDING EXTERIOR	146014 000000	Limited pointing and lintel replacement as needed.	537,000.00	537,000.00	0.00	537,000.00	537,000.00	Construction complete
2-24	HVAC	146016 000000	Replacement of boilers and DHW heat exchangers at buildings FF, replacement of DHW system at buildings B, J and T.	488,215.00	485,407.00	(2,808.00)	485,407.00	485,407.00	Construction complete
2-24	FURNACE & BOILERS 60	146016 785000	Replacement of boiler at building T.	133,687.00	129,400.00	(4,287.00)	129,400.00	129,400.00	Construction complete
2-24	PLUMBING 60	146017 000000		0.00	0.00	0.00	0.00	0.00	
2-24	SECURITY	146019 000000		30,000.00	0.00	(30,000.00)	0.00	0.00	
2-24	RELOCATION	149501 000000		10,000.00	66,150.81	56,150.81	66,150.81	66,150.81	Construction complete
2-24	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		384,188.40	384,188.40	0.00	384,188.40	384,188.40	
				6,054,090.30	6,100,107.62	46,017.32	5,958,760.87	5,381,832.21	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. / Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost: Approved	Revised[1]	Difference	Total Actual Cost: Obligated[2]	Expended[2]	Status of Work
	HOLGATE								
2-29	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-29	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-29	FINANCING FEES	143015 000000		7,695.21	7,695.21	0.00	7,695.21	7,695.21	
2-29	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	551,195.06	555,090.78	3,895.72	555,090.78	555,090.78	Construction underway
2-29	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		6,849.36	6,849.36	0.00	6,849.36	6,849.36	
				565,739.63	569,635.35	3,895.72	569,635.35	569,635.35	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	GROVELAND								
2-32	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-32	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-32	FINANCING FEES	143015 000000		1,912.04	1,912.04	0.00	1,912.04	1,912.04	
2-32	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	128,155.00	128,155.00	0.00	128,155.00	8,675.69	Construction underway
2-32	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		1,701.87	1,701.87	0.00	1,701.87	1,701.87	
				131,768.91	131,768.91	0.00	131,768.91	12,289.60	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	MARTIN LUTHER KING								
2-40	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-40	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-40	FINANCING FEES	143015 000000		13,392.92	13,392.92	0.00	13,392.92	13,392.92	
2-40	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	560,645.12	555,248.74	(5,396.38)	555,248.74	542,266.01	Construction complete
2-40	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		11,920.79	11,920.79	0.00	11,920.79	11,920.79	
				585,958.83	580,562.45	(5,396.38)	580,562.45	567,579.72	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	EVA WHITE								
2-41	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-41	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-41	FINANCING FEES	143015 000000		2,560.75	2,560.75	0.00	2,560.75	2,560.75	
2-41	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	277,252.49	286,308.87	9,056.38	286,308.87	286,308.87	Construction complete
2-41	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		2,279.28	2,279.28	0.00	2,279.28	2,279.28	
				282,092.52	291,148.90	9,056.38	291,148.90	291,148.90	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	CODMAN APARTMENTS								
2-51	CLERK OF WORKS (ELEV)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-51	CLERK OF WORKS (FP)	143001 741000		249.00	249.00	0.00	249.00	249.00	
2-51	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-51	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-51	FINANCING FEES	143015 000000		15,604.72	15,604.72	0.00	15,604.72	15,604.72	
2-51	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	52,925.00	52,925.00	0.00	52,925.00	3,449.69	Construction underway
2-51	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	503,241.90	473,241.90	(30,000.00)	469,241.90	466,857.30	Construction complete
2-51	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		13,889.47	13,889.47	0.00	13,889.47	13,889.47	
				585,910.09	555,910.09	(30,000.00)	551,910.09	500,050.18	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	ST. BOTOLPH								
2-53	CLERK OF WORKS	143001 741000		250.00	250.00	0.00	250.00	250.00	
2-53	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-53	FINANCING FEES	143015 000000		10,057.23	10,057.23	0.00	10,057.23	10,057.23	
2-53	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	68,076.00	68,076.00	0.00	68,076.00	4,630.69	Construction underway
2-53	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		8,951.76	8,951.76	0.00	8,951.76	8,951.76	
				87,334.99	87,334.99	0.00	87,334.99	23,889.68	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	PASCIUCCO								
2-54	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-54	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-54	FINANCING FEES	143015 000000		955.97	955.97	0.00	955.97	955.97	
2-54	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	50,060.00	50,060.00	0.00	50,060.00	3,350.69	Construction underway
2-54	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		850.89	850.89	0.00	850.89	850.89	
				51,866.86	51,866.86	0.00	51,866.86	5,157.55	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	LOWER MILLS								
2-57	CLERK OF WORKS (FP)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-57	CLERK OF WORKS (ELEV)	143001 741000		250.00	250.00	0.00	250.00	250.00	
2-57	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-57	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-57	FINANCING FEES	143015 000000		0.00	0.00	0.00	0.00	0.00	
2-57	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	0.00	0.00	0.00	0.00	0.00	
2-57	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	454,818.59	465,972.52	11,153.93	458,587.92	458,587.92	Construction complete
2-57	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		0.00	0.00	0.00	0.00	0.00	
				455,068.59	466,222.52	11,153.93	458,837.92	458,837.92	

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Part II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	SPRING STREET								
2-70	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-70	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-70	FINANCING FEES	143015 000000		1,643.65	1,643.65	0.00	1,643.65	1,643.65	
2-70	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	122,415.00	129,269.11	6,854.11	124,169.11	90,543.36	Construction underway
2-70	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		1,462.99	1,462.99	0.00	1,462.99	1,462.99	
				125,521.64	132,375.75	6,854.11	127,275.75	93,650.00	

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Part II: Supporting Pages

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Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	ROSLYN APARTMENTS								
2-72	CLERK OF WORKS (FP)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-72	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-72	FINANCING FEES	143015 000000		1,205.54	1,205.54	0.00	1,205.54	1,205.54	
2-72	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	68,240.00	68,240.00	0.00	68,240.00	4,635.69	Construction underway
2-72	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		1,073.03	1,073.03	0.00	1,073.03	1,073.03	
				70,518.57	70,518.57	0.00	70,518.57	6,914.26	

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Part II: Supporting Pages

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Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	BELLFLOWER								
2-77	CLERK OF WORKS (ELEV)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-77	CLERK OF WORKS (FP)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-77	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-77	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-77	FINANCING FEES	143015 000000		12,953.83	12,953.83	0.00	12,953.83	12,953.83	
2-77	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	64,586.00	64,586.00	0.00	64,586.00	4,509.69	Construction underway
2-77	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	675,347.33	616,509.67	(58,837.66)	616,509.67	598,959.45	Construction complete
2-77	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		11,529.96	11,529.96	0.00	11,529.96	11,529.96	
				764,417.12	705,579.46	(58,837.66)	705,579.46	627,952.93	

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Part II: Supporting Pages

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Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	COMMONWEALTH FAMILY								
2-82	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-82	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-82	FINANCING FEES	143015 000000		3,438.20	3,438.20	0.00	3,438.20	3,438.20	
2-82	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	938,710.00	938,710.00	0.00	938,710.00	246,235.39	Construction underway
2-82	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		3,060.28	3,060.28	0.00	3,060.28	3,060.28	
				945,208.48	945,208.48	0.00	945,208.48	252,733.87	

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Part II: Supporting Pages

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Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	PEABODY SQUARE								
2-83	CLERK OF WORKS	143001 741000		250.00	250.00	0.00	250.00	250.00	
2-83	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-83	FINANCING FEES	143015 000000		8,331.33	8,331.33	0.00	8,331.33	8,331.33	
2-83	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	60,691.00	123,362.72	62,671.72	60,691.00	50,366.94	Construction underway
2-83	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		7,415.56	7,415.56	0.00	7,415.56	7,415.56	
				76,687.89	139,359.61	62,671.72	76,687.89	66,363.83	

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Part II: Supporting Pages

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Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	JOSEPH MALONE								
2-90	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-90	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-90	FINANCING FEES	143015 000000		3,970.88	3,970.88	0.00	3,970.88	3,970.88	
2-90	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	78,982.00	78,982.00	0.00	78,982.00	72,739.68	Construction underway
2-90	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		3,534.41	3,534.41	0.00	3,534.41	3,534.41	
				86,487.29	86,487.29	0.00	86,487.29	80,244.97	

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Part II: Supporting Pages

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Boston Housing Authority	CFFP Financing Proceeds CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	COMMONWEALTH ELDERLY								
2-95	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-95	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-95	FINANCING FEES	143015 000000		1,044.62	1,044.62	0.00	1,044.62	1,044.62	
2-95	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	390,279.00	390,279.00	0.00	390,279.00	60,644.36	Construction underway
2-95	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		929.80	929.80	0.00	929.80	929.80	
				392,253.42	392,253.42	0.00	392,253.42	62,618.78	

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Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. / Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost: Approved	Revised[1]	Difference	Total Actual Cost: Obligated[2]	Expended[2]	Status of Work
	HAMPTON STREET								
2-98	CLERK OF WORKS	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-98	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-98	FINANCING FEES	143015 000000		7,847.83	7,847.83	0.00	7,847.83	7,847.83	
2-98	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	365,988.86	499,836.46	133,847.60	499,836.46	499,836.46	Construction complete
2-98	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		6,985.20	6,985.20	0.00	6,985.20	6,985.20	
				380,821.89	514,669.49	133,847.60	514,669.49	514,669.49	

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	FREDERICK DOUGLASS								
2-126	CLERK OF WORKS (ELEV)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-126	CLERK OF WORKS (FP)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-126	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-126	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-126	FINANCING FEES	143015 000000		9,350.75	9,350.75	0.00	9,350.75	9,350.75	
2-126	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	54,441.00	54,441.00	0.00	54,441.00	4,159.69	Construction underway
2-126	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	499,093.34	502,862.67	3,769.33	502,862.67	502,862.67	Construction complete
2-126	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		8,322.92	8,322.92	0.00	8,322.92	8,322.92	
				571,208.01	574,977.34	3,769.33	574,977.34	524,696.03	

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 II: Supporting Pages

PHA Name:	Grant Type and Number:	Federal FY of Grant:
Boston Housing Authority	CFFP Financing Proceeds — CFFP (Yes/No): Yes	CFFP

Dev. No. Name	General Description of Major Work Categories	Dev. Account Number	Quantity	Total Estimated Cost Approved	Revised[1]	Difference	Total Actual Cost Obligated[2]	Expended[2]	Status of Work
	WASHINGTON MANOR								
2-127	CLERK OF WORKS (ELEV)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-127	CLERK OF WORKS (FP)	143001 741000		0.00	0.00	0.00	0.00	0.00	
2-127	ELEVATORS 30	143001 760000		0.00	0.00	0.00	0.00	0.00	
2-127	SMOKE DETECTORS 30	143001 940000		0.00	0.00	0.00	0.00	0.00	
2-127	FINANCING FEES	143015 000000		11,927.80	11,927.80	0.00	11,927.80	11,927.80	
2-127	FIRE PROTECTION AND SAFETY	146020 000000	As needed replacement of fire alarm control panels, smoke detectors, pull stations, etc. to ensure code compliance.	54,440.00	54,440.00	0.00	54,440.00	17,155.69	Construction underway
2-127	ELEVATORS 60	146021 760000	Replacement of hoistway, cab and control equipment to ensure code compliance and 20-year viability.	596,171.94	591,171.94	(5,000.00)	591,171.94	580,631.49	Construction complete
2-127	CAPITALIZED INTEREST - DEBT SERVICE	900001 000000		10,616.72	10,616.72	0.00	10,616.72	10,616.72	
				673,156.46	668,156.46	(5,000.00)	668,156.46	620,331.70	

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.

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 III: Implementation Schedule for Capital Fund Financing Program	
PHA Name: Boston Housing Authority	Federal FY of Grant: CFFP

Development Number Name/PHA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates[1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
2-00 AUTHORITY-WIDE	06/30/10	04/24/10	04/24/12		
2-01 CHARLESTOWN	06/30/10	04/24/10	04/24/12		
2-23 M.E. McCORMACK	06/30/10	04/24/10	04/24/12		
2-24 OLD COLONY	06/30/10	04/24/10	04/24/12		
2-82 COMMONWEALTH	06/30/10	04/24/10	04/24/12		
2-93 HIGHLAND PARK	06/30/10	04/24/10	04/24/12		
2-29 HOLGATE	06/30/10	04/24/10	04/24/12		
2-32 GROVELAND	06/30/10	04/24/10	04/24/12		
2-40 MLK TOWERS	06/30/10	04/24/10	04/24/12		
2-41 EVA WHITE	06/30/10	04/24/10	04/24/12		
2-51 CODMAN	06/30/10	04/24/10	04/24/12		
2-53 ST. BOTOLPH	06/30/10	04/24/10	04/24/12		
2-54 PASCIUCCO	06/30/10	04/24/10	04/24/12		
2-57 LOWER MILLS	06/30/10	04/24/10	04/24/12		
2-70 SPRING STREET	06/30/10	04/24/10	04/24/12		
2-72 ROSALYN	06/30/10	04/24/10	04/24/12		
2-77 BELLFLOWER	06/30/10	04/24/10	04/24/12		
2-83 PEABODY SQUARE	06/30/10	04/24/10	04/24/12		
2-90 JOSEPH MALONE	06/30/10	04/24/10	04/24/12		
2-95 COMMONWEALTH ELDERLY	06/30/10	04/24/10	04/24/12		
2-98 HAMPTON HOUSE	06/30/10	04/24/10	04/24/12		
2-126 FREDERICK DOUGLASS	06/30/10	04/24/10	04/24/12		
2-127 WASHINGTON MANOR	06/30/10	04/24/10	04/24/12		

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

Boston Housing Authority
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Boston, MA 02111

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BOSTON HOUSING AUTHORITY

Leased Housing Division Administrative Plan for Section 8 Programs

William McGonagle
Administrator

As Amended December 6, 2011

EQUAL HOUSING OPPORTUNITY

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Appendix A: MODERATE REHABILITATION ADMINISTRATIVE PLAN

CHAPTER 1: INTRODUCTION AND POLICY

1.1 Introduction

It is the goal of the Boston Housing Authority ("BHA" or "the Authority") to make rental subsidies accessible so interested and eligible families can afford safe, decent, and sanitary housing; to provide these housing services with integrity and mutual accountability; and create housing situations which will serve as catalysts for the transformation from dependence to economic self-sufficiency.

This Administrative Plan describes Admission, Participation, and Termination policies by which the BHA determine eligibility, selects prospective Participants, approves Apartments and Owners, determines rents, and terminates subsidies, in a fair and non-discriminatory manner.

This Administrative Plan applies to all programs funded by the Housing Choice Voucher Program ("HCVP") Annual Contributions Contract, and including Family Self-Sufficiency ("FSS"), Homeownership, Mainstream, and the Project-Based Voucher ("PBV") and Certificate programs, Designated Housing Vouchers, Enhanced Vouchers, and Relocation Vouchers. Appendix A of this Administrative Plan covers the Moderate Rehabilitation Program. The Moderate Rehabilitation Administrative Plan, Appendix A, frequently references Sections within the main document and commonly refers to this Administrative Plan as the "HCVP Administrative Plan".

1.2 Statement of Nondiscrimination

1.2.1 Compliance with Federal and State Laws

It is the policy of the BHA to comply fully with existing federal and State laws[1] protecting the individual rights of Applicants, Participants, or staff, as well as any laws subsequently enacted.

1.2.2 Civil Rights and Fair Housing

The BHA does not discriminate because of race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status or marital status, in the leasing of Apartments in connection with the HCVP.[2]

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[1] Title VI of the Civil Rights Act of 1964 and the implementing regulations at 24 C.F.R. part 1; Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendment Act of 1988); Executive Order 11063 on Equal Opportunity in Housing and the implementing regulations at 24 C.F.R. part 107; Section 504 of the Rehabilitation Act of 1973 and the implementing regulations at 24 C.F.R. part 8; the Age Discrimination Act of 1975 and the implementing regulations at 24 C.F.R. part 146; and the implementing regulations at 24 C.F.R. parts 100,108,110, and 121. Title II of the Americans with Disabilities Act and the implementing regulations at 28 C.F.R. part 35 and M.G.L. Chapter 151B.

[2] See M.G.L. Chapter. 151B, § 4 and 42 U.S.C. § 3601

The BHA shall not, because of race, color, sex, sexual orientation, religion, ethnicity, age, handicap, disability, national origin, familial status, or marital status:

(a) Deny to any Family the opportunity to apply for housing, or deny to any qualified Applicant the opportunity to lease housing suitable to his/her needs;

(b) Provide housing which is different from that provided to others except as required or permitted by law and in accordance with this Administrative Plan;

(c) Subject any person to segregation or disparate treatment;

(d) Restrict a person's access to any benefit enjoyed by others in connection with a program covered by this Administrative Plan;

(e) Treat a person differently in determining eligibility or other requirements for Admission except in accordance with this plan;

(f) Deny a person access to the same level of services available to other similarly situated individuals; or

(g) Deny a person the opportunity to participate in the Resident Advisory Board ("RAB") or any similar successor group that is an integral part of programs covered by this Administrative Plan.

1.2.3 Fair Admissions

The BHA shall not automatically deny Admission to a particular group or category of otherwise eligible Applicants (e.g., Households that have a Head of Household or Co-Head of Household who is a Disabled Person).

Each Applicant in a particular group or category must be treated on an individual basis in the eligibility procedure set forth in this plan.

1.2.4 Reasonable Accommodation

The BHA shall change or modify its policies or procedures as a Reasonable Accommodation for a Disabled Person where it is necessary to provide that person with an equal opportunity to use and enjoy programs covered by this Administrative Plan and BHA facilities, policies, and procedures. The BHA will make Reasonable Accommodations in accordance with the BHA's Reasonable Accommodation in Rental Assistance Policies and Procedures ("RARAPP").

1.2.5 Domestic Violence

It is the policy of BHA to assist victims of Domestic Violence, Dating Violence, or Stalking who are otherwise eligible for the HCVP, to access

and retain safe and affordable housing. The BHA follows the provisions listed below and those in the BHA Violence Against Women Act ("VAWA") Policy when considering the denial or termination of assistance of a victim of Domestic Violence, Dating Violence, or Stalking. See also BHA VAWA Policy.

(a) That an Applicant or Participant is or has been a victim of Domestic Violence, Dating Violence, or Stalking, is not an appropriate basis for denial of program assistance or for denial of admission, if the Applicant otherwise qualifies for assistance in accordance with this plan.

(b) An incident or incidents of actual or threatened Domestic Violence, Dating Violence, or Stalking will not be construed as a serious or repeated violation of the Lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

(c) Criminal Activity directly relating to Domestic Violence, Dating Violence, or Stalking, engaged in by a member of a tenant's household or any guest or another person under the household member's control shall not be cause for termination of assistance, tenancy or occupancy rights if the tenant or an immediate member of the tenant's Family is the victim, or threatened victim of that Domestic Violence, Dating Violence, or Stalking.

(i) Notwithstanding clause (c), an Owner may bifurcate a Lease under this section, in order to evict, remove or terminate assistance to any individual who is a tenant or a lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating the assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

(ii) Nothing in clause (c) may be construed to limit the authority of the BHA or the Owner, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the Household members where there is a Family Break-up. See also Section 11.7; Family Break-up Policy.

(iii) Nothing in clause (c) limits any otherwise available authority of an Owner to evict or the BHA to terminate assistance to a tenant for any violation of a Lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household,

provided the Owner does not subject an individual who is or has been a victim of Domestic Violence, Dating Violence, or Stalking to a more demanding standard than other tenants in determining whether to evict or terminate.

(iv) Nothing in clause (c) may be construed to limit the authority of an Owner or BHA to evict or terminate the assistance of any tenant or lawful occupant if the Owner or BHA can demonstrate an actual or imminent threat to other tenants or those employed at providing service to the property if that tenant is not evicted or the program assistance is terminated.

(d) *Verification of Status as a Victim of Domestic Violence.*

When a Family member seeks to avoid an adverse decision by the BHA on the grounds of being the victim of Domestic Violence, Dating Violence or Stalking, the BHA will require verification of the claimed incident or incidents. Verification must provided 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. 14 day period may be extended for good cause.

The following documentation will be accepted for purposes of such verification:

(i) A HUD-approved form;(ii) Documentation signed and attested under penalty of perjury 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; or

(iii) A Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

(iv) Other forms of verification as deemed acceptable by the BHA.

1.3 Accessibility and Plain Language

1.3.1 Accessible Facilities and Programs

Except as otherwise provided, no Disabled Person shall be denied the benefits of, excluded from participation in, or otherwise subjected to

discrimination because the BHA's facilities or programs are inaccessible to a person with a disability.[3]

1.3.2 Plain Language Paperwork

Documents intended for use by Applicants/Participants will be presented in accessible formats for those with vision or hearing impairments and they will be written simply and clearly to enable Applicants/Participants with learning or cognitive disabilities to understand as much as possible. Requests for accommodation with respect to BHA documents that may be required in an alternative format should be made to the Authority's Telecommunications Device for the Deaf ("TDD") phone number, Teletypewriter ("TTY") phone number, Office of Civil Rights, Occupancy Department, Leased Housing Division, or the Housing Service Center.

1.3.3 Forms of Communication other than Plain Language Paperwork

At the point of initial contact, BHA staff shall ask all Applicants/Participants whether they need some form of communication other than plain language paperwork. Some alternatives might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the Applicant/Participant to receive, interpret and explain housing materials. The BHA will pay for sign language interpreters for the hearing impaired. The BHA is not required to provide individually prescribed devices or readers for personal use or study.[4]

1.3.4 English Language Ability

If an Applicant/Participant can not understand or read English, BHA staff will read and explain documents that they would normally hand to the Applicant/Participant to be read or filled out. An Applicant/Participant who cannot read or understand English may need to be provided with an interpreter who can explain any policies or procedures. The BHA will take reasonable steps to assure meaningful access by persons with limited English ability. Such steps will include translation of common written materials into those languages frequently spoken by Applicants/Participants.

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[3] Id.
[4] See 24 C.F.R. § 8.6(a)(1)

CHAPTER 2: ADVERTISING AND OUTREACH

2.1 Advertising and Outreach

2.1.1 Marketing Policy

It is the policy of the BHA to conduct advertising and outreach as needed to maintain an adequate application pool. As necessary, the BHA will inform present and potential Owners about the various programs through appropriate media channels. In its marketing efforts, it is the policy of the BHA to comply fully with existing Federal and State laws protecting the individual rights of Applicants, Participants, or staff as well as any laws subsequently enacted.[5]

The BHA will undertake marketing efforts whenever there is a need to do so in order to address: changes required as a result of legislative or regulatory requirements; fair housing needs; deconcentration; an insufficient pool of Applicants; or any other factor which may require marketing efforts to further HCVP and BHA goals. The BHA shall assess these factors at least annually as part of its Agency Plan in order to determine the need and scope of the marketing effort.

2.1.2 Marketing Purposes.

(a) To encourage participation and educate Owners of suitable units, especially those located outside of areas of low income or Minority concentration.[6]

(b) To inform real estate organizations and groups of interested property Owners about the HCVP Program and its many benefits.

(c) To maintain an adequate pool of Applicants.

2.1.3 Marketing Requirements

The following requirements apply to BHA marketing efforts:

(a) *Fair Housing.* Materials must comply with the Fair Housing Act requirements with respect to wording, logo, size of type, etc. All applicants will be provided information on how to file a fair housing complaint. This information will include the provision of the toll-free number for the Fair Housing Complaint Hotline (currently 1-800-669-9777 or TTY: 800-887-8339 for persons with hearing or speech impairments.)

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[5] See also section 1.2 of this Administrative Plan– "Statement of Nondiscrimination" and all subsections

[6] See 24 C.F.R. § 982.54(d)(6)

(b) *Accurate Descriptions*. Materials shall accurately describe each program, its application process, waiting list, estimated wait time, and Priority and Preference structure.

(c) *Plain Language*. Marketing materials shall be in “plain language”. The BHA shall make an effort to use print media, videos and multi-media in a variety of languages.

(d) *Eligibility*. Marketing materials will be clear to Applicants and Applicant families, including those with physical and/or mental disabilities.

(e) *Reasonable Accommodations*. Marketing materials will include notice of the BHA responsibility to provide Reasonable Accommodations for Disabled Persons if required because of disability.

2.1.4 Affirmative Marketing

The BHA shall undertake appropriate affirmative fair marketing efforts whenever the Authority identifies a need to augment the number of Applicants on any of its waiting lists.

(a) *Print Media.* As necessary, the BHA will utilize regional publications to conduct outreach to accomplish goals and to facilitate outreach to those groups identified under section 2.1.2. The publications that the BHA will use include, but are not limited to:

Newspaper	Street	Town	Zip
Allston-Brighton TAB	PO Box 9113	Needham	02492
Back Bay Courant	294 Washington St., Suite 429	Boston	02108
Banker and Tradesman	280 Summer Street	Boston	02210
Bay State Banner	68 Fargo Street, 8th Fl	Boston	02210
Bay Windows	631 Tremont Street	Boston	02118
Beacon Hill Times	25 Myrtle Street	Boston	02114
Boston Business Journal	200 High Street	Boston	02110
Boston City Paper	492 E. Broadway	South Boston	02127
Boston Haitian Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125

Boston Irish Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125
Boston Seaport Journal/Travel N.E.	256 Marginal Street	East Boston	02128
Boston TAB	PO Box 9113	Needham	02492
Carriage News (Taxi News)	PO Box 326	South Boston	02127
Charlestown Patriot	1 Thompson Square	Charlestown	02129
Dorchester Argus Citizen	PO Box 6	South Boston	02127
Dorchester Community News	1454 Dorchester Ave.	Dorchester	02122
Dorchester Reporter	150 Mt. Vernon St., Suite 120	Dorchester	02125
East Boston Sun Journal Transcript	PO Box 9103	Revere	02151
East Boston Times	40 William Kelly Square	East Boston	02128
El Mundo	408 South Huntington Avenue	Boston	02130
El Universal	1736 Washington Street	Boston	02118
Fenway News	PO Box 230307 Astor Station	Boston	02123
Hyde Park Bulletin	11 Fairmont Avenue	Hyde Park	02136
Hyde Park Tribune/JP Citizen	1261 Hyde Park Ave	Hyde Park	02136
In Newsweekly	450 Harrison Ave	Boston	02116
Independent Newspapers	385 Broadway, Suite 105	Revere	02151
Jamaica Plain Gazette/MHGazette	PO Box 1139, 7 Harris Ave	Jamaica Plain	02130
Jewish Advocate	15 School Street	Boston	02108
La Semana	911 Massachusetts Ave.	Boston	02118
Metro Newspaper	354 Congress Street	Boston	02210

Parents Paper	670 Center Street	Jamaica Plain	02130
Parkway/W. Roxbury Transcript	PO Box 9113	Needham	02492
People's Voice	PO Box 940, 554 Washington	Dorchester	02124
Post Gazette (North End)	PO Box 130135, 5 Prince St	Boston	02113
Regional Review (North End)	PO Box 1187	Saugus	01906
Sampan	200 Tremont Street	Boston	02116
Sing Tao	130 Lincoln St	Boston	02111
South Boston Online	490 Broadway	South Boston	02127
South Boston Tribune	PO Box 6	South Boston	02127
South End News	631 Tremont Street	Boston	02118
Spare Change	1151 Massachusetts Avenue	Cambridge	02138
Wade Publications, LTD	PO Box 400811	N. Cambridge	02140
West Roxbury Bulletin	1842 Center Street	West Roxbury	02132
West Roxbury Transcript	PO Box 9113	Needham	02492
World Journal	75 Kneeland Street	Boston	02111

2.1.5 Encouraging Participation in Areas of Low Poverty Concentration

The Boston Fair Housing Commission administers the MetroList Program. MetroList is a rental listing service that provides Applicants/Participants with access to information about rental housing throughout the Metropolitan Boston area. Many Owners and managers throughout the Boston area are required to list new and recently vacated units with MetroList. In addition, private Owners and property management companies are encouraged to list available units with MetroList on a regular basis. MetroList places the listings in a computer database. Furthermore, counselors are available at MetroList to assist

Applicants/Participants in filling out applications and communicating with Owners and building managers.

The BHA encourages Owners to advertise with MetroList through the use of informational seminars and outreach workshops. These workshops also provide information on federal, State, and city programs that provide financial assistance for improvements and repairs. MetroList receives listings from a number of communities, many of which are in areas of low poverty concentration. The BHA also refers Participants to the MetroList.

The BHA has prepared maps that show various areas with housing opportunities outside areas of poverty or Minority concentration. The BHA has also assembled information about the characteristics of those areas that may include information about job opportunities, schools, transportation and other services in these areas. The BHA will use the maps and area characteristics information when briefing Voucher Holders about the full range of areas where they may look for housing.

CHAPTER 3: APPLICATIONS AND ADMISSION

3.1 Applications and Processing

3.1.1 Application Forms

Preliminary application forms are available at the BHA's Central Office, located at 52 Chauncy Street, Boston, in its John F. Murphy Housing Service Center, located at 56 Chauncy Street, Boston, and at other locations, as determined by the BHA. Applications shall also be available by mail and may be downloaded from the BHA's web-site at **www.bostonhousing.org**. A preliminary application will be accepted from anyone who wishes to apply, ***if*** the waiting list for the program they want to apply to is open. The BHA will only accept applications by mail or hand delivery. The BHA will not accept applications by fax or email.

3.1.2 Processing and Maintenance

It is the BHA's policy to accept, process, and maintain applications in accordance with applicable BHA policy and federal regulations. The BHA will notify the Applicant upon receipt of an application whether the BHA is ordering its Waiting list by random or by a chronological a selection approach. See section 3.2.4. An Applicant shall be given a date and time stamped receipt that informs the Applicant of his/her responsibility to notify the BHA of any change of address or Family Composition and to respond to application update requests sent to them. Failure to update the BHA may result in removal of the application from the waiting list. See section 3.2.5

3.1.3 Assignment of Application Client Control Number

Each Application will be assigned a client control number when completed and received by the BHA.

3.2 Waiting List Administration

3.2.1 Generally

The BHA must select Participants from a BHA waiting list, unless they are Special Admissions. See section 3.4. The BHA will maintain a single waiting list for its HCVP tenant-based assistance program. The BHA will also maintain separate, site-based, waiting lists for each development in its Project-Based Voucher program. An Applicant who meets the preliminary qualifications may add their name to any or all waiting lists. Each waiting list must contain the following information about each Applicant:

(a) Applicant name;

(b) Family Composition (to determine the number of bedrooms the Family qualifies for under the BHA Subsidy Standards described in section 5.4.3);

(c) Whether the Family has any Elderly or Disabled members;

(d) Date and time of application;

(e) Racial and ethnic designation of each Family member;

(f) Client Control Number (see section 3.1.3); and

(g) Any approved Preference or Priority (see section 3.3).

3.2.2 Opening and Closing the Waiting List

(a) ***Opening the Waiting List***. The BHA will give at least two weeks advance public notice that a Family may apply for housing assistance before opening the waiting list. The notice must state where and when a Family should apply. The notice shall also state any limitations on the criteria for the type of Family that may apply. The notice shall be circulated in a local newspaper of general circulation, by minority media, and any other means that the BHA finds suitable. The notice shall also state the time limitation of the application period. Once a waiting list is open, the BHA must accept applications from a Family for whom the waiting list is open. Any opening of the waiting list will be publicized in accordance with the Marketing and Outreach requirements described in Chapter 2 of this Administrative Plan.

If the waiting list is open for special programs it will only be open for the purpose of accepting applications for the special programs.

(b) ***Closing a Waiting List.*** The BHA may close a waiting list anytime that the BHA determines that the Applicant pool is large enough to fill the estimated amount of available Vouchers for the next twelve (12) months. The BHA may close an entire waiting list or close only a portion, keeping part of the waiting list open to a certain Priority, or for any special programs.

During the period when the waiting list is closed, the BHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

3.2.3 Updating the Waiting List

The BHA will update its waiting list periodically. The BHA will perform waiting list updates by removing, in accordance with section 3.2.5, the name of any Applicant:

(a) Who is no longer interested; OR

(b) No longer qualifies for housing; OR

(c) Cannot be reached by mail sent to address provided by the Applicant (i.e., mail is returned to the BHA by the post office).

3.2.4 Selection Methods

Regardless of the selection method that the BHA uses, each application will be assigned an application client control number as described in section 3.1.3.

(a) ***Lottery or Random Selection Approach***. The BHA may order its waiting list based on a random selection method. Once the application period is over and all applications are submitted, the BHA will randomly order the applications on its waiting list.

(1) *Limitation on number of applications submitted.* If the BHA believes it will receive far more Applicants than it will be able to assist within a reasonable period, then the BHA will make selection rules in advance to limit the number of applications placed on the waiting list. When the application deadline passes, the BHA will randomly select the previously determined number of applications from a pool of all applications submitted. The BHA will then randomly order the selected applications on the waiting list.

(b) ***Chronological Selection Approach***. The BHA may order a waiting list based on the date and time the application is received. The BHA will assign a chronological application client control number and date and time stamp the application when the Applicant completes the application at a BHA application-taking location.

3.2.5 Removal of an Application from Waiting Lists

An Applicant may appeal the BHA's decision to remove their application from a waiting list by requesting an informal review. A request for an appeal must be made **in writing** and must be received by the BHA within twenty (20) calendar days of the date of the notice removing the Applicant from the waiting list. The BHA will hold the files of Applicants removed from any waiting list for three (3) years.

An Applicant will be removed from the waiting lists of all programs they have selected by using the following procedure:

(a) ***Withdrawal of an Application***. The circumstances that result in the withdrawal of an Applicant's name from any or all waiting lists include:

(1) The Applicant requests **in writing** that his/her name be removed; **OR**

(2) The BHA has made reasonable efforts to contact the Applicant to determine continued interest or to schedule an interview, but has been unsuccessful in reaching the Applicant. A reasonable effort to contact the Applicant shall include, but not be limited to, properly addressed correspondence mailed (or sent by other methods designated by an Applicant who is a Disabled Person) to the latest address provided by the Applicant in writing that is returned by the U.S. Postal Service; **OR**

(3) If an Applicant fails to keep an appointment and fails to notify the BHA**,** within ten (10) days after the date of the appointment**,** of his/her inability to keep an appointment, or the Applicant fails to supply documentation to the BHA in accordance with section 5.3.2(d); **OR**

(4) Being Denied Assistance (see Chapter 6: Denial of Voucher and Applicant Appeals).

***Note*:** If an Applicant is otherwise eligible for the tenant-based HCVP but is denied assistance for a specific project-based program because the Applicant does not meet the specific requirements for a supportive services program, the Applicant will retain their position on the tenant-based HCVP waiting list.

(5) An Eligible Applicant on a PBV site based waitng list will receive an offer of an apartment of appropriate size at a PBV or Mod Rehab site of choice. Failure to accept the housing offer will result in withdrawal from the PBV and Mod Rehab waiting list(s).
. The Applicant will lose any approved Priority and/or Preference. Furthermore, the Applicant will only be eligible to re-apply after one (1)year from the date of the most recent PBV or Mod Rehab unit rejection

(6) Withdrawal Upon Becoming Housed

(i) When an Applicant becomes housed, the BHA will withdraw the Applicant from all BHA waiting lists for which the Applicant no longer qualifies for as a result of becoming housed.

(b) **Consideration of Circumstances Leading to Withdrawal** The BHA will consider a Mitigating Circumstance in determining

whether the Application should be withdrawn as described above in section 3.2.5(a). Such mitigating circumstances could include a health problem, a lack of transportation, or Domestic Violence, Dating Violence, or Stalking that affected the Applicant's ability to comply with the BHA's requirements or prevented the BHA from contacting the Applicant. The Authority will also consider a Reasonable Accommodation that may be necessary for an Applicant who is a Disabled Person to keep an appointment or provide information. Consideration of a Mitigating Circumstance does not relieve the Applicant of the responsibility to provide required information or notify the BHA in writing.

(c) **Notice of Withdrawal or Ineligibility**. The BHA will send a written notice to an Applicant who is removed from a waiting list. The notice will:

(1) Inform the Applicant of the reasons for being withdrawn from the waiting list or being determined Ineligible;

(2) Advise the Applicant of the right to dispute the BHA determination of ineligibility or withdrawal by requesting an informal review within twenty (20) calendar days of the date of the notice. A request for an informal review must be in writing and must state the reason(s) for the request;

(3) Advise the Applicant that if s/he has a Disability, or is a victim of Domestic Violence, Dating Violence, or Stalking, not previously disclosed, that the disclosure of such condition or situation would initiate the consideration of Mitigating Circumstances and/or Reasonable Accommodation;

(4) Advise the Applicant of the right to contest criminal record information in accordance with federal law if that is a basis for determination of ineligibility;

(5) Provide a description of BHA's informal review process and advise the Applicant that s/he has a right to be represented by an attorney or other individual at the informal review, to review the contents of their file in advance of the hearing, to submit additional documentation and evidence at the hearing, and to request a Reasonable Accommodation.

3.2.6 Conversion of Project-Based to Tenant-Based Voucher

Upon completion of one year in the Project Based Voucher ("PBV") program, a Participant in good standing may choose to select a tenant-based Voucher. If a Voucher is not immediately available, an eligible PBV Participant will be placed on a waiting list by date and time of tenant-based Voucher request. As soon as a tenant-based Voucher becomes available, the BHA will grant the tenant-based Voucher to the eligible PBV

Participants who has requested a tenant-based Voucher by date and time of request. An eligible Participant who has completed one year in the PBV program shall be granted a tenant-based Voucher before any Applicant on a waiting list is granted a Voucher.

3.2.7 Applicant Family Break-up

A Family Break-Up occurs when a Head, Co-head of household, or other adult family member will no longer reside together and there is a dispute as to who will retain the Application. A Family Break-Up situation may occur in instances including but not limited to: divorce, separation, or protective order. When a Family Break-Up occurs, the Application does not necessarily remain with the Head of Household.

When the BHA receives notice that a Family has broken up or will imminently break-up, the BHA will make the determination of which adult Family member shall retain the Application using the criteria and the procedure provided below. If the application is split between one or more adult Family members, each new Family must qualify for Priority and Preference as required to remain on the waiting list and may not rely on the Priority and Preference of the previously unified Family.

(a) Court Determination.

If a court has determined the disposition of the Family's Application subsidy in a divorce or separation under a court order or court approved settlement (provided that no provision is against State or Federal Housing regulations), the BHA is bound by the court's determination as to which Household Member(s) will continue with the Application. Such a determination cannot be appealed through the BHA review process, as it is the court's determination, and not the BHA's determination that governs.

(b) BHA Determination

When there is no court determination**,** the BHA shall determine:

(1) Which adult Household Member will continue with the Application; OR

(2) If multiple adult Family members are to be granted separate Applications where all adult Family members meet Priority and Preference requirements to remain on the waiting list.

In making this determination, the BHA shall consider the interests of all Household Members. The BHA will use its discretion to decide which adult Household Member(s) will keep the Application by taking into account the following factors:

(i) The interests of any minor children, physical custody;

(ii) The interests of any ill, Elderly or Disabled Persons who are family members;

(iii) Whether family members *fled* because of actual or threatened violence by a head or/and co-head (The BHA will take this factor into consideration regardless of whether the individuals who have fled and were recorded household members on the Application are the victims or the perpetrators);

(iv) The amount of time since the Household Member(s) was/were added to the Family Composition. The BHA will consider this factor, on a case by case basis, the circumstances surrounding a Household Member's being added or not having been added to the Household.

(v) Any temporary or permanent restraining or protective orders.

(c) Notice of Proposed Disposition of Application

When the BHA receives notice that a Family has broken up or will imminently break-up, the BHA will make an initial determination under section (b) regarding which Household Member shall retain the Application or if multiple Family members will have right to retain separate Applications. A notice shall be sent to any and all addresses identified by such adults, and not solely to the last address for the Head of Household. The notice shall describe what factors BHA utilized in arriving at its decision. The notice shall also state that all adult Family Members have twenty (20) days to request a review of the decision.

(d) Right to Informal Review of BHA's Initial Determination

If the Head or Co-head (or another adult as described in section (f) disagrees with the BHA's determination regarding which person(s) shall retain the Application, that person may request an informal review of the determination. The request for an informal review must be made in writing and submitted to the BHA Occupancy Department, 52 Chauncy Street, 3rd floor, Boston, MA 02111, within twenty (20) days of the date of the BHA's notice.

(e) Procedure for Informal Review

If the Head, Co-Head, or another adult as described in section (f) requests an informal review disputing the BHA's Family Break-Up determination, the BHA Occupancy Department shall conduct a review. The Head and co-Head (and other adults as may be required by section (f)) shall be given notice of the review date.

The review will be conducted by a person who did not make, or is not the subordinate of the person who made the initial determination. The person requesting the review shall have the right to examine the documents relevant to the BHA's determination. The BHA will redact any information, including addresses where applicable, which could compromise the safety of any person. The BHA may alter its usual review procedure and rules, consistent with applicable law, to assure the safety of all individuals who may be participating in the proceeding.

The person conducting the review shall issue a written decision within thirty (30) days from the review date. The decision shall be sent to all adult Household Members (and other adults as may be required by section (f)).

(f) Procedure Where there is a Family Break-Up and Adults Who Are Not Currently Household Members Advance a Claim on Behalf of Minor or Incapacitated Household Members

Where:

(1) There has been a Family Break-Up with one or more remaining Minor Household Members and no remaining Co-Head. The result of the Break-up was due to reasons included but not limited to death, incarceration, or incapacitation of the Head; **AND** one or more adults who are not currently Household Members advance a claim that they wish to become the Head of Household on behalf of one or more remaining Minor or incapacitated Household Members; **AND** there is a dispute about who should become the Head of Household, the BHA shall determine which such claimant shall take over the Application using the criteria under section (b) above.

(2) In the event the remaining Household Member(s) is an incapacitated Adult who is unable to fulfill the Family obligations, the proposed Applicant must be an adult who has been appointed either a temporary or permanent guardianship, and is willing to assume the obligations and responsibilities as Head of Household.

(3) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by this Administrative Plan or it successor.

(g) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by this Administrative Plan or its successor.

3.3 Priority and Preference Admissions

The following system of Priorities and/or Preferences will be used for new admissions.

Process Overview:

A third party must verify all requests for Priority Status. Information shall be submitted on certificates of Priority Status and/or another form of written verification from a reliable third party as determined by the BHA. All requests for Priority status will be reviewed prior to the determination of Eligibility.

During the review of documents submitted for Priority status, it may be necessary to obtain additional documentation in order to complete the review. In this case, the Occupancy Department will send (or give) the Applicant a notice detailing the information still needed to complete the review for Priority status and the submission deadline.

Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice detailing the specific reason(s) for the denial of Priority. This notice informs Applicants of their right to appeal the denial of Priority status through the informal hearing process conducted by the BHA Department of Grievances and Appeals.

Applicants will be sorted on each waiting list in accordance with any approved Priority and/or Preference(s). The ranking categories utilized by the BHA are outlined below.

3.3.1 Definition of Priority

Priority is a housing-related situation that affects an Applicant's present residential status. The BHA gives points to an Applicant with a Priority that ranks an Applicant higher on each waiting list than an Applicant without Priority. An Applicant can qualify for only one Priority at any given time. Certain Priorities are given more points than others are. An Applicant will always be assigned to the highest Priority for which they qualify.

3.3.2 Definition of Preference

The BHA gives preference to an Applicant on the waiting list if they qualify for one of the Preference categories listed below. See section 3.3.6. Preference points are cumulative and are added to the Applicant's Priority points (if any) to determine an Applicant's position on each BHA waiting list. An Applicant may qualify for more than one Preference at a time.

3.3.3 Verification of Priority or Preference Status

The BHA will provide to each potential Applicant a description of all Priorities and Preferences that may be available. BHA will verify the Priority during the application process as part of the determination of eligibility (See section 5.2).

3.3.4 Granting of Priorities and/or Preferences

It is BHA policy that a Priority and/or Preference, as well as date and time of the application, establish placement position on a waiting list. The BHA will grant Priority and/or Preference to Applicants who are Eligible, Qualified, and meet the definitions of the Priorities and/or Preferences (see section 3.3.5) at the time they are certified for Admission.[7] Applicants can apply for Priority status at anytime the waiting list is open.

3.3.5 Priority Categories

(a) **Super Priority.** The BHA will admit an Applicant to the Section 8 program before all other Applicants on the waiting list if:

(1) The Applicant resides in BHA public housing, AND;

(i) The Applicant Family is being temporarily displaced due to BHA rehabilitation and modernization programs; or

(ii) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or

(iii) The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger and that cannot be expeditiously remedied in any other way; or

(iv) The Applicant or a member of the Applicant Household has been or is currently a victim of Domestic Violence, Dating Violence, or Stalking, and has a reasonable belief of risk of imminent harm if he or she remains in the current Unit and no other BHA public housing sites are an appropriate alternative, or

(v) The BHA cannot approve the Applicant's request for Reasonable Accommodation at any of the BHA's public housing sites because the request

[7] If the Applicant is denied priority status and requests an informal review, the hearing officer at the review will determine the priority status at the time of certification and not at the time of the hearing. The BHA will take into consideration the individual circumstances of each Applicant.

would be unreasonable, an undue financial burden, or a fundamental alteration of the program and the Applicant's Request for Reasonable Accommodation could be resolved by being assisted under the HCVP.

(2) The Applicant is a Participant in the BHA's Section 8 Moderate Rehabilitation Program , AND;

(i) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or

(vi) The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger and that cannot be expeditiously remedied in any other way; or

(vii) The Applicant or a member of the Applicant Household has been or is currently a victim of Domestic Violence, Dating Violence, or Stalking, and has a reasonable belief of risk of imminent harm if he or she remains in the current Unit and no other BHA Section 8 Moderate Rehabilitation sites are an appropriate alternative, or

(viii) The Owner and/or the BHA cannot approve the Applicant's request for Reasonable Accommodation at any of the BHA's Section 8 Moderate Rehabilitation sites because the request would be unreasonable, an undue financial burden for the Owner, or a fundamental alteration of the program, and the Applicant's Request for Reasonable Accommodation could be resolved by being assisted under the HCVP.

(3) Verification Requirements:

Applicants will be asked to provide reliable documentation to show that their Family qualifies for Super-Priority as outlined in section 3.3.5(a)(1)and (2) . Such verification may include the following items:

(i) A letter(s) from a Qualified Healthcare Provider describing an Applicant's physical or mental condition and specifying housing conditions required because of the condition;

(ii) For Reasonable Accommodation requests, reliable documentation from a Qualified Healthcare Provider or professional non-medical service agency, whose function it is to provide services to the disabled. Documentation should verify that the Applicant or a member of his/her Household is disabled under the applicable definitions in Federal and State law and describe the limitations attributable to the disability. Documentation must also describe how the accommodation being requested will overcome or alleviate those limitations;

(iii) Police reports;

(iv) Civil Rights incident reports;

(v) Copies of restraining orders;

(vi) Any other documentation that provides the BHA with evidence of Super Priority criteria.

(b) ***City of Boston Interagency Council on Housing and Homelessness (ICHH) Programs Priority:***

1. Enhancing Economic Self-Sufficiency(EESS) Program

The EESS program is an employment-specialized form of supported housing designed to permanently solve homelessness amongst a subset of homeless families residing in family emergency shelter in the City of Boston. Targeted will be heads-of- households with housing barriers related to limited rental housing history and constrained income potential. Typically, these will be single, younger heads of households without educational degrees or work experience. Households fitting this profile will be offered the following supports(1) 18 months of support services focused on bettering the head of household's income opportunity, and (2) Section 8 rental assistance for those participating households that are willing to participate in economic self-sufficiency activities.

The BHA will provide no less than thirty (30) tenant based housing vouchers to qualified participants in this program. The City of Boston will provide funding from the Massachusetts Interagency

Council on Housing and Homelessness (MICHH) to Heading Home, a EESS contracted non-profit agency to provide support services to participants. Heading Home will identify and refer qualified EESS applicants to the BHA.

2. Housing and Stabilizing Chronically Homeless with Supports and Employment (HSCHSE) Program

The HSCHSE program will be a Housing First Initiative designed to permanently solve homelessness amongst Long Term Stayers in Boston's homeless shelters. The HSCHSE Program will combine three program features;(1) permanent housing through the BHA's public and Section 8 Program, (2) case management tailored to specific needs of the target population, and (3) Work First Services that link housing stabilization with vocational support and job opportunity.

The BHA will provide no less than fifty(50) tenant based housing vouchers to qualified participants in this program. The City of Boston will provide funding from the Massachusetts Interagency Council on Housing and Homelessness(MICHH) to Home to Stay, a group of non-profit agencies partnering to provide support services to participants. Home to Stay will identify and refer qualified applicants to the BHA.

3. Linking Treatment to Housing Program

The Linking Treatment to Housing Program is a supported housing program serving chronically homeless individuals in the City of Boston with co-occurring mental illness and substance abuse. The Boston Public Health Commission (BPHC) and the BHA have partnered to create this program which seeks to serve 325 chronically homeless individuals over a five year period. The BPHC will provide services through funding received from a five year grant from the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). The BHA will provide a total of 325 vouchers over the grant period with 45 vouchers to be provided in the first year and 70 vouchers to be provided per year for years 2-5. The BPHC will identify and refer qualified applicants to the BHA wherein the BHA shall screen for HCVP eligibility.

The goal of the Linking *Treatment to Housing* program is to improve residential stability and reduce psychiatric symptoms and substance use for 325 chronically homeless people in Boston with co-occurring mental illness and substance abuse over the 5-year project period. To achieve this goal, the project has the following three objectives. Each objective encompasses the 325 members of the target population to be served over the project period. We expect that 45 clients will be served in Year 1 (allowing for the three-month start-up period) and 70 clients annually in Years 2-5.

Objective 1. Client recruitment and connection to housing. Select members of the target population in need of permanent housing and, using vouchers provided by the Boston Housing Authority and housing search provided by HomeStart and other project partners, connect them to subsidized housing in the community.

Objective 2. Provide case management and integrated treatment services using the Critical Time Intervention (CTI) model. The model has three phases: *2A. Transition to community*: Upon a client's enrollment in the project, the Clinical Supervisor or Case Manager will perform an initial needs assessment (including substance abuse, mental health, money management, housing crisis management, vocational and other needs). With the client, the Case Manager will formulate a treatment plan, focusing on selected areas identified as crucial in facilitating the client's stability and community assimilation. The Case Manager will also link the client to services in the community. *2B. Try-out*: Test and adjust the systems of support that have been established in the community and make necessary adjustments in the treatment plan. *2C. Transfer of care*: Secure links to community providers to support a client's longer-term reduction of stability in the community.

Objective 3. Service consortium. Support long-term stability in the community for program clients and develop capacity among Boston service providers for integrated services to newly housed homeless individuals by establishing and maintaining a consortium of services providers in housing, housing search, substance abuse treatment, mental health, employment and other support services.

Achieving these goals and objectives will strengthen the ability of service providers in Boston to stabilize and support chronically homeless individuals with serious mental illness so that they can live in their own homes.

4 Leading the Way Home

The Leading the Way Homeprogram is a form of supported housing designed to permanently solve homelessness amongst a subset of Boston homeless families residing in family emergency shelters funded by the State of Massachusetts. Households fitting this profile will be offered the following supports(1) 18 months of support services focused on stabilization and self-sufficiency, and (2) Section 8 rental assistance for those participating households that are willing to participate in stabilization and economic self-sufficiency activities.

The BHA will provide no less than five-hundred(500) tenant based housing vouchers to qualified participants in this program. The State of Massachusetts will provide funding for the stabilization and supportive services for participants. The Massachusetts Department of Hosuing and Community Development(DHCD) or

its subcontractor will identify and refer qualifiedLeading the Way Home applicants to the BHA.

(c) **The U.S. Congress and HUD Homeless Study Priority**

The City of Boston has been selected by HUD to be one of twelve communities nationwide that will participate in a study of the impact of various service and housing interventions in ending homelessness for families. The study will compare four types of housing assistance and services to determine which interventions work best to promote housing stability, family preservation, child well-being, adult well- being, and self-sufficiency. HUD has contracted with a team of researchers led by Abt Associates Inc. to design and carry out this evaluation. To provide the strongest possible evidence of the effects of the housing and services interventions, the evaluation will use an experimental research design, with eligible families assigned at random to one of the four designated housing and services interventions.

The four study interventions that will be offered to eligible households include transitional housing, rapid re-housing, usual care and subsidy only. The BHA will make available up to sixty-five(65) tenant based vouchers for homeless families who volunteer to participate in this study. Study participants will be selected by Abt Associates and those applicant households randomly assigned to the subsidy only intervention will be referred to the BHA by Abt Associates.

(d) Priority 1

The BHA grants Priority 1 status to an Applicant whose verified circumstances, during the final eligibility interview (see section 5.3) and prior to execution of the Lease, fall within one of the following categories:

(1) **Displacement due to a disaster**, such as flood or fire, that results in the un-inhabitability of an Applicant's Apartment or dwelling Unit not due to the fault of the Applicant and/or Household Member or beyond the Applicant's control;

Verification must include:

(i) A copy of the incident report from the local Fire Department or other appropriate agency who deals with disasters; **and**

(ii) A copy of his/her Lease, or a statement from the property Owner, verifying that s/he is/was the tenant of record at the affected address; **and**

(iii) Verification from the Fire department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling Unit is now uninhabitable; **and**

(iv) The cause of the disaster if known (***Note***: If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of the BHA).

(2) **Displacement Due to Domestic Violence/Dating Violence /or Stalking**, which is defined as displacement from an address where the Applicant is/was the tenant of record due to continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the Household Members.

Verification must include:

(i) Submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/or Stalking"; **OR**

(ii) A third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence.

(iii) Verification *will not* be considered valid unless it:

- Supplies the name of the threatening or abusive Household Member or other legal occupant of the dwelling Unit,
- Describes how the situation came to verifier's attention, **and**
- Indicates that the threats and/or violence are of a recent (within the past six [6] months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring, **or**

- Indicates that the Applicant was displaced because of the threats and/or violence and that the Applicant is in imminent danger where he/she now resides.

(iv) The Applicant must supply the name and address of the abuser **AND** provide documentation that the Applicant is/was a tenant of record

(3) **Victim of hate crime**. The Applicant or a member of the Household has been a victim of one or more hate crimes AND the Applicant Family has vacated a dwelling Unit because of this crime OR the fear associated with the crime has destroyed the peaceful enjoyment of the dwelling Unit.

"Hate crime", is defined as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation, prejudice, or which otherwise deprives another person of his/her constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Verification must include:

(i) Submission of a fully completed “Certificate of Involuntary Displacement by Hate Crimes” or documentation from a law enforcement agency that the Applicant or a Household Member was a victim of such crime(s); **AND**

(ii) Has vacated the dwelling because of such crime(s); **or** experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling Unit.

(4) **Avoidance of reprisal/witness protection**: Relocation is required because: An Applicant provided information or testimony on criminal activities to a law enforcement agency; and based upon a threat assessment, a law enforcement agency recommends the relocation of the Applicant Family to avoid or minimize risk of violence against Applicant Family as reprisal for providing such information.

Verification requirements:

(i) Submission of a fully completed "Certificate of Involuntary Displacement to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a household member provided information on criminal activity; **and**

(ii) Documentation that, following a threat assessment conducted by the law enforcement agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the household member(s) for providing such information.

This includes situations in which the Applicant and/or Family member(s) are themselves the victims of such crimes and have provided information or testimony to a law enforcement agency.

(5) **Court-ordered no-fault eviction**: An eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of:

- Landlord action beyond the Applicant's ability to control to prevent; **and**
- The action occurred despite the Applicant having met all lawfully imposed Lease conditions; **and**
- Displacement was not the result of failure to comply with United States Department of Housing and Urban Development ("HUD") and State policies in its housing programs with respect to occupancy of under-occupied and Overcrowded units or failure to accept a transfer to another Unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Verification Requirements (***ALL*** documents are required and failure to establish any one of the following elements will result in denial of Priority status):

(i) Submission of a fully completed "certificate of Involuntary Displacement by Landlord Action"; **and**

(ii) A copy of the Notice to Quit issued by the landlord or property manager; **and**

(iii) A copy of the Summons and Complaint available from the court; **and**

(iv) A copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**

(v) A copy of the Judgment of the Court (or an Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**

(vi) If applicable, a copy of the execution issued by the court.

(vii) The information contained in the above-referenced documents must clearly establish to the satisfaction of the BHA that:

- The action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
- The action by the landlord or property manager occurred despite the Applicant having met all previously imposed conditions of occupancy;
- Displacement was not the result of failure to comply with HUD or State policies in its housing programs with respect to occupancy of under-occupied and over-crowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

(6) **Condemnation of House/Apartment**: the Applicant's housing has been declared unfit for habitation by an agency of government through no fault of the Applicant.

Verification Requirements:

(i) Third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**

(ii) The precise reason(s) for such displacement

(7) **Other Government Action**: An Applicant is required to permanently move from their residence by a Federal, State or local governmental action such as code enforcement, public improvements or a development program.

Verification Requirements:

(i) Third-party, written verification from the appropriate unit or agency of government certifying that the APPLICANT has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**

(ii) The precise reason(s) for such displacement

(8) **For Disabled Persons only, inaccessibility of a critical element of their current dwelling unit**: A Household Member has a mobility or other impairment that makes the person unable to use a critical element of the current Apartment or development AND the Owner is not legally obligated under laws pertaining to Reasonable Accommodation to make changes to the Apartment or dwelling Unit that would make these critical elements accessible to the Family member with the disability.

Verification Requirements:

(i) The name of the Family member who is unable to use the critical element;

(ii) A written statement from a Qualified Healthcare Provider verifying that a Family member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and

(iii) A statement from the landlord or official of a government or other agency providing service to such Disabled Person explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a Reasonable Accommodation.

(9) **Homelessness**: A Household lacks a fixed, regular and adequate nighttime habitation OR the primary nighttime dwelling is one of the following:

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);
- A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

Note: Persons living with current BHA Participants or living with tenants in private or subsidized housing DO NOT qualify as homeless.

Verification Requirements:

(i) Submission of a "Certificate of Homelessness" fully completed by an appropriate source and the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

(A) A supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing); or

(B) A public or private place not designed or used as a regular sleeping place for human beings.

(ii) A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

(10) **Graduates of Project-Based Units Who Have Fulfilled Supportive Service Goals**: A participant in a transitional housing program for Elderly or Disabled Persons which includes a supportive services component (for example the Shelter Plus Care Program) shall be considered to be imminently in danger of homelessness. Such a program participant shall be eligible as a Priority One Applicant if:

(1) The person has been a tenant in such a program for not less than twelve (12) months; and

(2) The person no longer requires the or completed the program's services (as determined by the program service provider); and

(3) As a result must relocate from such housing.

3.3.6 Admission Preference

An Applicant may only apply for a Preference when the waiting list is open.

Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on a BHA waiting list. An Applicant may qualify for more than one Preference at a time.

A Priority One Applicant with a Preference will be ranked above a Priority One Applicant with no Preferences. Preferences are cumulative, so an Applicant with more than one Preference (e.g., Veterans and Displaced) will be ranked higher within his or her Priority category than an Applicant with only one Preference.

The Preference categories are described below:

(a) ***Elderly/Non-Elderly Disabled Person Preferences***

The Boston Housing Authority has an Admissions preference for a single person Applicant, who is Elderly or Disabled over other single persons. An Applicant will be given preference over an Applicant who is a Single Person who is not an Elderly or Disabled person within each waiting list Priority category.

Note: A single woman who is pregnant at the time of admission, or a Single Person who has secured or is in the process of securing the custody of any individual(s) below the age of 18, will not be considered a Single Person for the purposes of this preference.

(b) ***Veterans Preference***

A Veteran is anyone who is defined as a veteran in M.G.L ch. 4, § 7, clause 43. The word "veteran", as used in this Administrative Plan shall include the spouse, surviving spouse, Dependent parent or child of a Veteran and the divorced spouse of a Veteran who is the legal guardian of a child of a Veteran. Applicant Households may only receive points from one of the following point categories.

The Veterans Preference shall further be ranked in the following order:

(i) *Disabled Veterans*. Among Applicants equally in need (i.e., within the same housing Priority category), first Preference shall be given to families of a disabled Veteran whose disability has been determined by the Veteran's Administration to be service-connected.

(ii) *Families of a Deceased Veteran*. Among Applicants equally in need, second Preference shall be given to an Applicant of a deceased Veteran whose death has been determined by the Veteran's Administration to be service-connected.

(iii) *All other Veterans.* Among Applicants equally in need, third Preference shall be given to families of all other Veterans who are not disabled or deceased.

Verification Requirement:

- Applicants claiming a Veteran's Preference must provide a copy of the discharge documents of the Veteran for whom the Preference is claimed. The Veteran's Preference is only applicable to Veterans and/or immediate families of Veterans who were discharged under circumstances other than dishonorable.

(c) **Working Families Preference**

(1) Definition of a Working Family:

A Family whose Head of Household or other adult member is employed full time and who has been employed for the last six months. Full time is defined as working at least 32 hours a week.

(2) An Applicant shall be given the benefit of the Working Family preference if the head ***and*** spouse, or sole member is age 62 or older, or is a Disabled Person.

(3) Verification Requirements:

(i) Four most recent pay stubs; or

(ii) Verification from employer that Family meets the definition of a working Family.

(d) **Displaced Boston Tenant Preference**

The BHA shall give two (2) Preference points to an Applicant who was displaced from a unit within the City of Boston

(1) No length of Residency Required

This Preference is not based on how long the Applicant resided within the City of Boston, but only upon the establishment and proper verification of residency within the City Of Boston.

(2) Verification Requirements

To receive this Preference, an Applicant must verify that: (1) they were displaced from a unit within the City of Boston,and (2) The following documentation in conjunction with Priority documentation to establish displacement will verify the Displaced Boston Tenant Preference:

(a) Landlord verification;
(b) A copy of a Lease;
(c) Utility Bill (electric, gas, oil, or water)
(d) Mortgage Payments;
(e) Letter from School Department;
(f) Letter from Social Security Department;
(g) Taxes;
(h) Other verification deemed acceptable by BHA.

(3) Non-discriminatory Effect of Preference

This Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an Applicant Family.

3.3.7 Standard Applicants

Standard Applicants are Applicants that do not qualify for any Priority category.

3.3.8 Point System

(a) The **Priority point system** used by BHA to process new Admissions on all waiting lists is as follows:

Super Priority Applicants	**75 points**
City of Boston ICHH Programs Priority	**50 points**
US Congress and HUD Homelessness Study	**50 points**
Priority One Applicants	**30 points**
Standard Applicants	**0 points**

(b) **Preference points** will be added to Priority points as follows for Applicants for Admission only:

Single, Elderly or Disabled	**5 Points**

Disabled Veterans Preference	**4 points**
Families of Deceased Veterans Preference	**3 points**
All Other Veterans Preference	**2 points**
Displaced Boston Tenant Preference	**2 points**
Working Families Preference	**1 points**

3.4 Special Admissions

Applicants may be admitted to the Housing Choice Voucher program even though they are not on the BHA's waiting list if they are part of a group targeted by HUD for special assistance. Applicants admitted as "Special Admissions" according to this section will not be counted against the income targeting requirement that a minimum of 75% of new Admissions to the BHA's Section 8 program have Family income that is thirty percent (30%) or below the Area Median Income as established by HUD. (See 24 C.F.R. § 982.203(b) for examples of assistance targeted by HUD).

CHAPTER 4: Communications and Verification

"Communication" includes both standard forms used by the BHA to obtain information from an Applicant/Participant or an Owner and information provided to an Applicant/Participant or an Owner about the program. It is the goal of the BHA to communicate well with Owners and Applicant/Participants because they are less likely to commit errors, fraud, or abuse when they have a much better understanding of program requirements and BHA expectations.

The following chapter describes the standards of communication and verification required and expected of the BHA, an Applicant or Participant, and an Owner.

4.1 Communication Preference

The BHA prefers that all communication between Families and the BHA and between Owners and the BHA be in writing. The BHA will attempt to create well designed forms to effectuate proper communication to Families and Owners and to collect all required information. The BHA will communicate with persons who have limited English ability in accordance with section 1.3.4 of this Administrative Plan.

4.1.1 Communication between Applicants and the BHA

It is the responsibility of each Applicant to inform the BHA in writing of any change in address, telephone number, Family Composition, change in Priority and or Preference, or other information, which may affect the status of the application while on the waiting lists. For an Applicant with no fixed address, such as a Homeless Applicant, the address of a social service agency may be used for BHA contacts; however, if the Applicant finds housing, the address must be reported to the BHA. Failure to report a change may result in withdrawal from the waiting list.

BHA will communicate with an Applicant by first class mail, except when an Applicant who is a Disabled Person requests some other form of communication (e.g., a telephone call, communication with a designated third party, etc.). A person who is Homeless and an Applicant may request that the BHA communicate with a designated third party. Failure to respond to BHA communication in the required time period may result in withdrawal of an Applicant from all waiting lists.

4.1.2 Communication between a Participant and the BHA

A Participant should communicate with the BHA in writing. It is the responsibility of the Participant to report a change in income or Family Composition in accordance with this Administrative Plan. A Participant also has an obligation to supply all required documentation for eligibility and Recertification purposes. It is in the best interest of the Participant to retain copies of any communication with BHA.

Failure to respond to BHA communication in the required time period may result in termination of the Participant's subsidy in accordance with Chapter 13 of this Administrative Plan.

4.2 Misrepresentation of Information or Fraud

The BHA considers falsification, misrepresentation, or failure to disclose information related to Admission, initial eligibility, participation, or Recertification grounds for denying Admission or terminating assistance from the HCVP. If the BHA determines that an Applicant has acted as described above, the Applicant will be precluded from re-applying for assistance with the BHA for three years from the date of the determination.

4.3 Verification Requirements

The BHA must verify and document all information concerning an Applicant/Participant's Family Composition, Annual Income, Priority status, and Preferences.

4.3.1 Verification Documentation

The BHA will maintain all documents related to eligibility/Recertification in the Applicant/Participant's file folder. Documentation used as part of the verification process may include but is not limited to:

(a) Copies of documents, where law or regulation does not require the original.

(b) Verification forms completed and signed by third parties and/or Applicant/Participant.

(c) Upfront Income Verification (UIV)

UIV is the verification of a Family's income, before or during a Recertification, through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. The BHA will maintain UIV data according to applicable Federal, State, and local law and BHA policy.

(d) Reports of all relevant interviews, telephone conversations or personal contact with or regarding the Applicant/Participant including date of the conversation, source of the information, name and position of the individual contacted, name and position of staff member receiving information and a written summary of the information received.

(e) All correspondence received for or on behalf of the Applicant.

4.3.2 Verification Preference

The BHA will accept verification of eligibility information in the following order of preference:

(a) **Upfront Income Verification (UIV)**

The BHA will use UIV procedures to obtain verification of tenant-reported (unreported or underreported) income.

(1) Types of Income that may be verified through UIV:

(i) Gross Wages and Salaries (Including overtime pay, commission, fees, tips, bonuses, and other compensation for personal services)

(ii) Unemployment Compensation

(iii) Welfare Benefits

(iv) Social Security Benefits (including Federal and State benefits, Black Lung benefits, and dual benefits)

(A) Social Security

(B) Supplemental Security Income (SSI)

(2) The BHA may obtain UIV through the following methods:

(i) Computer matching agreement with a federal, state, local government agency, or a private agency; or

(ii) Use of HUD's Tenant Assessment Subsystem ("TASS") or Enterprise Income Verification ("EIV"); or

(iii) Submission of direct request for income verifications to a federal, State, or local government agencies or a private agency.

(3) UIV Standards

(i) If UIV income data is less than **current** tenant-provided documentation, the BHA will use tenant-provided documents to calculate anticipated annual income.

(ii) If UIV income data is more than **current** tenant-provided documentation, the BHA will use UIV income data to calculate anticipated Annual Income **unless** the tenant provides the PHA with

documentation of a change in circumstances (i.e. change in employment, reduction in hours, etc.). Upon receipt of acceptable tenant-provided documentation of a change in circumstances, the PHA will use tenant-provided documents to calculate anticipated annual income.

(b) **Written Third Party Verification**

Written verification by a third party is always preferred. The BHA will also accept Third Party Verification from reputable online systems, including EIV and TASS, which may verify employment income or other sources of regular income. See also section 4.3.4 for more information on Third Party Verification.

(c) **Oral Third Party Verification**

Independent verification of income and/or expenses by contacting the individual income/expense source(s) supplied by the Applicant/Participant, via ***telephone*** or in-person visit. BHA staff will document in the tenant file, the date and time of the telephone call, the name of the person contacted and telephone number, along with the confirmed verified information.

This verification method is commonly used in the event that the independent source does not respond to the BHA's faxed, mailed, or e- mailed request for information in a reasonable time frame, i.e., ten (10) business days.

The BHA shall verify information by telephone when written third-party verification is incomplete or unclear.

(d) **Verification by Applicant/Participant supplied documents.**

The BHA will review documents submitted by the Applicant when: (i) the information requested does not require Third-Party Verification (for example rent receipts, canceled checks for rental payments, Lease agreements and monthly utility bills) or (ii) third-party fax or telephone verification is impossible. BHA may copy documents into the Applicant's file or list the documents and the information contained in them.

(e) **Verification by Applicant/Participant certification**.

With the approval from the Administrator or his/her designee, the BHA may choose to accept an affidavit from an Applicant regarding housing and employment history only when verification by a third party or verification by documents is impossible to obtain.

4.3.3 Validity of Documentation and Verification

(a) **Information Supplied by Applicant/Participant**. Documents supplied by an Applicant/Participant should be dated within sixty days (60) of the eligibility/Recertification interview[8].

(b) **Verification at Recertification**. Verification obtained for Recertification must be no older than 120 days at the effective date.

(c) **Information not subject to change**. BHA will verify this information (e.g. verification of age or place of birth) only once during the eligibility/Recertification process.

(d) **Verification of Eligibility must be no more than 60 days from Voucher issuance**. The BHA must receive information verifying that an applicant is eligible within the period of 60 days before the BHA issues a voucher to the Applicant. 24 C.F.R. § 982.201(e)

(e) **Maximum Family Share at initial Occupancy.** At initial occupancy the Family Share must not exceed 40 percent of the Family's gross income. The determination of adjusted monthly income must be based on verification information received by the BHA no earlier than 60 days before the BHA issues a voucher to the family.

4.3.4 Third Party Verifications

BHA will send third party verifications directly to the third party. The BHA may fax a verification form to a third party and request a return fax to the BHA after the form is completed. Each BHA verification form sent to a third party will include the following:

(a) Authorization from the Applicant to release the information on the BHA's General Release Form (HUD 9886) or Income Verification Form, and

(b) BHA Third-Party Verification form.

4.4 Missed Appointments

The BHA considers it a failure to attend an appointment and is not required to hold a scheduled meeting if an individual is more than one-half (1/2) an hour late for a scheduled appointment.

The BHA does not consider it a failure to keep an appointment if an individual contacts the BHA prior to the appointment to reschedule or has a reasonable

[8] See HUD Verification Guidance for the Public Housing And Housing Choice Voucher Programs (March 2004)

excuse for missing the appointment. The BHA may use discretion to determine whether or not an excuse is reasonable. The BHA may ask the Family to supply documentation to verify their inability to attend the appointment.

CHAPTER 5: DETERMINATION OF ELIGIBILITY

5.1 Number of Vouchers Issued

At its discretion, the BHA will consider the Annual Contributions Contract ("ACC") commitment, funding availability, leasing schedule, turnover rate, historical leasing success rates, and similar factors to determine how many Vouchers should be issued.

5.2 Threshold Eligibility Requirements (Sections 5.2.1- 5.2.3)

The Applicant will be denied assistance and withdrawn from the waiting list based on information on the preliminary application if the Applicant does not meet all of the following requirements. In determining final eligibility, the BHA will consider Mitigating Circumstances including, but not limited to, being the victim of Domestic Violence, Dating Violence, or Stalking, and any request for a Reasonable Accommodation on account of a Disability. To remain on the waiting list, the Applicant must be:

5.2.1 A Family as defined by the BHA

(a) ***Definition of a Family***

(1) Two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together;

(2) This definition includes single persons.[9]

(3) Other persons, including foster children, Personal Care Attendants ("PCA")[10], and members temporarily absent (including children temporarily assigned to foster care[11]), may be considered a part of the household if they are living or will live regularly with the Household.

5.2.2 Income eligible as defined by HUD

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[9] Single persons include: a single man; a single woman who is pregnant at the time of admission; a single person who has secured, or is in the process of securing, the custody of any individual(s) below the age of 18; an Elderly person; a Person with a Disability or Handicap; a Displaced Person; or a Single Person who is not Elderly, Disabled, handicapped or displaced, each as defined in Chapter 11 of this Policy.

[10] Personal Care Attendants do not have rights of tenancy, nor can they be considered the remaining member of a resident household unless they are found to be a licensed PCA and select one of the options in Chapter 5, section 5.4.2(g).

[11] See 24 C.F.R. § 5.403.

Persons meeting BHA income qualifications are those whose Annual Income at the time of Admission, does not exceed the income limits for occupancy established by the HUD. Income limits are posted separately in BHA offices (see sections 5.5 – 5.6). These income limits do not apply to families who are Continuously Assisted. See also section 5.5.1 for further explanation of income eligibility.

5.2.3 Past Balances Due to any Publicly Assisted Housing Program

The Applicant must not owe uncollected rent and/or miscellaneous charges**,** such as court costs, constable fees, or other related fees arising during the Applicant's receipt of benefits from any program administered by the BHA or Other Publicly Assisted Housing Program[12].

(a) The BHA will check for past balances upon receipt of the **Preliminary Application**. An Applicant who applies owing a balance consisting of uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program) will be entered into the BHA database as an ineligible Applicant and will not be placed on the waiting list until that balance is paid or a determination is made by BHA that no balance is due.

(b) The BHA will have the discretion to enter into an agreement for past due balances in the case of a transfer or relocation of BHA public housing resident.

5.3 Eligibility Interview (Final Eligibility)

5.3.1 Purpose.

The purpose of the eligibility interview is to determine the Applicant's anticipated gross income, Family Composition, and appropriate Voucher Unit Size, Immigration status, Criminal Offender Record Information, and verify Priority and Preference status. The same standards to determine the Applicant's income and Family Composition in the initial eligibility interview will be used to determine the Participant's income and Family Composition for any subsequent eligibility determination or Recertification. (See Chapter 8: Renewal).

5.3.2 Scheduling Eligibility Interview Appointment

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[12] Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. ch. 121B (such as state-assisted public housing for families, Elderly or disabled persons), or Massachusetts Rental Voucher Program or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. § 1401 *et seq.*) (such as federally-assisted public housing for families, Elderly or disabled persons, Section 8 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

The Applicant must attend the eligibility interview and bring the requested information to the BHA.

(a) ***Letter of Interest***. The BHA will send a letter to an Applicant selected from the waiting list. The letter will tell the Applicant to contact the BHA and schedule a date and time for an eligibility interview with the BHA. The letter also informs the Applicant of the verified information that must be provided to the BHA in order to determine eligibility.

(b) ***Failure to respond to the Letter of Interest***. The BHA will send a letter of withdrawal (see section 3.2.5(c)) to an Applicant who does not respond to the letter of interest. If the Applicant responds to the Withdrawal letter within 10 days after failing to respond to the initial letter of interest, the BHA will schedule a final eligibility interview with the Participant. Failure to attend the final eligibility interview will result in being withdrawn from the waiting list (see section 3.2.5(c)).

(c) ***Failure to Attend the Eligibility Interview***. If the Applicant schedules an eligibility interview and misses the interview without contacting the BHA, the BHA will send the Applicant a letter of withdrawal. If the Applicant notifies the BHA in advance of the need to reschedule the appointment or contacts the BHA within 10 days of the missed appointment, the BHA will reschedule. The rescheduled eligibility interview will be considered a second and final appointment. If the Applicant misses the second and final interview, the Applicant will be sent a letter of withdrawal. (see section 3.2.3(c)).

(d) ***Deadline to supply documents***. If the Applicant does not supply all the necessary documentation at the eligibility interview, the BHA will give the Applicant up to twenty (20) days to supply all documentation to the BHA. The BHA may grant an Applicant a ten (10) day extension for good cause to supply information to the BHA. If the Applicant fails to meet the deadline to supply documents, they will be withdrawn from all waiting lists (see section 3.2.5).

(e) ***Reasonable Accommodation***. If the Applicant fails to Respond to the Letter of Interest, fails to attend the eligibility interview, or fails to supply information to the BHA, and the failure is due to Domestic Violence, Dating Violence, or Stalking or a documented Disability, the BHA may decide not to withdraw the Applicant from the waiting list (see also RARAPP).

5.3.3 Reassignment of Applicant to Different Priority Category

An Applicant will be placed in a different Priority category if the BHA determines:

(a) the Applicant's Priority status is incorrect at the time of the eligibility interview, and

(b) the Applicant is eligible for another Priority and the waiting list is open for that Priority

If, at the time of the eligibility interview, the Applicant is not eligible for any Priority category for which the waiting list is open and the waiting list is not open for standard Applicants, the Applicant will be withdrawn from the waiting list.

If the Applicant is eligible for a new Priority status and the waiting list is open for that Priority, the Applicant will be placed on the waiting list according to the date of the eligibility interview and not the date of the original application.

5.3.4 Misrepresentation of Information or Fraud

The BHA considers falsification, misrepresentation, or failure to disclose information related to Admission, initial eligibility, participation, or Recertification grounds for denying Admission to or terminating assistance from the HCVP. If the BHA determines that the Applicant has acted as described above, the Applicant will be precluded from re-applying for assistance with the BHA for three years from the date of the determination.

5.3.5 Limitation on Number of Eligibility Determinations

For each Applicant, the BHA shall only be required to determine Section 8 eligibility once every twelve (12) months unless the Applicant was denied for one or more of the following reasons:

(a) Lack of citizenship status;

(b) Past due balance owed to a publicly assisted housing program;

(c) Lack of priority status;

(d) Family income exceeds the applicable limits;

(e) Reasons directly related to substance abuse and the Applicant has now successfully completed a rehabilitation program;

(f) As a reasonable accommodation.

5.4 Family Composition

The BHA will verify Family Composition at the eligibility interview and at any interim or annual Recertification appointment.

5.4.1 Verification of Family Composition

The BHA must obtain the following information for all Applicants as applicable:

(a) **Photo Identification for the Head of Household and the Co-Head of Household**. One of the following forms of photo identification for the Head of Household and the Co-Head of Household only:

(1) Driver's License;

(2) Registry of Motor Vehicles picture ID;

(3) Passport;

(4) Student or Employer ID; or

(5) Other Photo ID acceptable to the BHA.

(b) **Proof of Birth**. One of the following proof-of-birth documents (shown in order of preference) for all Applicant Family members:

(1) Original and copies of Birth certificates;

(2) Passports;

(3) Original INS documents for eligible Non-Citizens;

(4) Other records deemed appropriate by BHA (DDG214, Statement from Social Security Administration, Original Baptismal Records); or

(5) A medical letter documenting pregnancy as well as anticipated date of birth will be required for all unborn children listed on the application.

(c) **Proof of Relationships**. One of the following proof-of-relationship documents for all Minor children or situations involving the care of adults under guardianship:

(1) Birth certificates;

(2) Court records of adoption;

(3) Court records of guardianship; or

(4) Other written documentation such as written designation from the Minor Child's parent.

(d) **Social Security Numbers**. One of the following documents may be accepted to verify Social Security Numbers (SSN):

(1) Original Social Security Card;

(2) Original Report from the Social Security Administration documenting the availability/non-assignment of a SSN (BHA will make a copy for the file); or

(3) A written statement from the Social Security Administration documenting the assigned SSN.

Family members under the age of six (6) years old do not need to provide a SSN.

No SSN or verification needs to be provided for individuals who certify that they have not been assigned a SSN. However, proof must be provided to show that no SSN was assigned.

(e) **Status as an Elderly Person**. The BHA will accept Proof of Birth (see subsection (b) above) of the Head and/or Co-Head of Household indicating an age of 62 years or older to verify that person's status as an Elderly Person.

(f) **Status as a Disabled Person**. In general, the BHA shall not inquire as to the existence or nature of a disability, or ask for information related to a disability or the medical history of an Applicant or a Participant. However, the BHA can require verification where it is claimed that a Family member is a Disabled Person for two purposes:

(1) For the purpose of applying for Admissions Preferences and Priorities (see section 3.3.6); and

(2) For the purpose of calculating Household income and rent.

In addition, when an Applicant or Participant requests a Reasonable Accommodation on account of a disability, the BHA may require documentation as to the disability and the need to be served by an accommodation or modification. An Applicant or Participant may choose not to disclose the fact of a disability and request an accommodation; however, in this case, the BHA is not obligated to provide any such accommodation.

The following documentation will be accepted for purposes of verifying the status of a Family member as a Disabled Person:

(1) Evidence that the Applicant or Participant's sole source of income is SSI benefits, SSDI benefits or disability retirement income (see income verification below); or

(2) A certification from a Qualified Health Care Provider verifying that the Applicant or Participant meets the criteria of a Disabled Person for the Federal Housing Program (see Definitions for eligibility of Disabled Persons).

5.4.2 Determining Family Unit Size (BHA Subsidy Standards)

The following BHA Subsidy Standards have been established to determine the number of bedrooms needed for Families of different sizes and compositions. For each Family the BHA will determine the appropriate number of bedrooms under the BHA Subsidy Standards. The Family Unit Size number is entered on the Voucher issued to the Family.

The following factors are used to determine the Family Unit Size:

(a) The Head of Household (and spouse or domestic partner, if applicable), shall be entitled to one bedroom.

(b) Two persons under the age of twenty-five (25) who are of the same sex shall only be entitled to one bedroom. However, if the two persons are of different generations in their family, they will not be required to share a room.

(c) The BHA shall inform the Applicant/Participant that s/he may elect to have a Child share a bedroom with another Child of the opposite sex, if the Children's combined ages are twelve (12) or less, in order to be eligible for a smaller Voucher Unit Size.

(d) The BHA may assign an additional bedroom as a Reasonable Accommodation to a Disabled Family member.

(e) A single pregnant woman, as documented by a physician, with no other persons will be treated as a two-person Family. A pregnant woman whose Family includes other children will not be assigned an additional bedroom until the sex of the Child is determined and documented by a physician (either before or after birth). Once the sex of the Child is documented the BHA will assign the Family an additional bedroom if they are eligible.

(f) A Child who is temporarily away from the home because of placement in foster care (as documented by the Department of Children and Families) is considered a member of the Family in determining Family Unit Size.

(g) Personal Care Attendant

Any Personal Care Attendant, approved to live in the Unit to care for a Family member who is Disabled or is at least 50 years of age (near-Elderly), will be counted in determining the Family Unit Size.

(1) ***Definition***:

A Personal Care Attendant ("PCA") is defined as a person who:

(i) Is determined by BHA based upon medical documentation from a Qualified Healthcare Provider to be essential to the care and wellbeing of an Elderly or Disabled Person or persons; ***AND***

(ii) May or may not reside with the Elderly or Disabled Person or persons; ***AND***

(iii) Is not obligated to support the Elderly or Disabled Person or persons; **AND**

(iv) In the case of a live-in PCA, would not be living in the Apartment except to provide the necessary supportive care; ***AND***

(v) Has no right to the Apartment as a Residual Tenant except as provided in section 11.8, ***AND***

(vi) Does not have his/her income included in the Elderly or Disabled Participant's Household for the purposes of determining total Family income and rent except as provided in section 11.8.

(2) **Personal Care Attendant Policy**

(i) Any PCA must meet the definition of a PCA as stated above.

(ii) A PCA can be a Single Person or a person with a Household (*Example*: a PCA may have his/her own children that reside with them).

(iii) No addition of a PCA and his/her Household, if applicable, shall result in overcrowding of the Apartment.

(iv) No PCA and his/her Household, if applicable, has the right to the Apartment as a Residual Tenant except as provided in Section (vii)(B) below.

(v) Any PCA and his/her Household, if applicable, must sign a waiver of residual residency status except as provided in (vii)(B) below.

(vi) Any PCA and his/her Household, if applicable, must meet the BHA's Eligibility Requirements.

(vii) Any PCA and his/her Household, if applicable, will be counted as a member of the Participant's Household composition for the purposes of determining the appropriate Apartment size ONLY.

(viii) A relative who satisfies the definition above will be notified in writing that s/he may be qualified as a PCA and may choose one of the following two options:

(A) S/he can qualify as a PCA, choose not to include his/her income as part of the total Household income and sign a waiver of residual residency status.

OR

(B) S/he can qualify as a PCA, have his/her income included as part of the total Household income and retain rights as a remaining member of the Household.

(ix) Unless a PCA resides with the Family, the Family Unit Size for any family consisting of a single person must be either a zero or one-bedroom Unit, as determined under the BHA Subsidy Standards.

(h) Exceptions to the Subsidy Standards

Exceptions to the above Subsidy Standard policies may be made if the BHA determines that such an exception is justified by the sex, age, health, Disability, handicap, relationship of the Family members, or other personal circumstances. However, for a Single Person who is not a Disabled Person, or an Elderly Person, such exception will not override (g)(2)(ix) above.

(i) When a Family May Rent an Apartment Larger than the Voucher Size

The Family may select a larger Apartment if the Family is willing to pay the difference between the rent and the approved subsidy and doing so would not require the Family to pay more than 40% of the Family's Monthly Adjusted Income for rent and utilities. The requested rent must be reasonable in comparison to similar unassisted units.

(j) When a Family May Rent an Apartment Smaller than the Voucher Size

The Family may select a smaller Unit than that which is listed on the Voucher in the following instances:

(i) The Head of Household, if single, chooses to share a bedroom with another member of the Family of the same sex or with a child of the opposite sex of less than three years of age; or

(ii) There is at a least one bedroom or living/sleeping room of appropriate size for each two persons; or

(iii) The State Sanitary Code requirements are met if on member of the Family is using or will use the living area as a sleeping area instead of a bedroom.

(k) Changes in an Applicant's Family Composition.

If the Family's composition has changed since their initial application, the Family must provide verification of the change. Changes in Family Composition must be reported within thirty (30) days from the date of the change. (See also sections 11.1.1(a), 10.1.3 and 10.1.4 for more regarding changes in Family Composition). The BHA will issue a Voucher of the appropriate bedroom size based upon the Family's current composition except in cases where the relationship, age, sex, health, disability or handicap of the Family members warrants the assignment of a larger Voucher Size than that which would result from a strict application of the above criteria. These exceptions must be documented and approved by Administrator or his/her designee.

5.5 Income Eligibility and Targeting

Persons meeting BHA income qualifications are those whose Annual Income at the time of Admission, does not exceed the income limits for occupancy established by HUD. The BHA posts Income limits separately in BHA offices and on its web site (www.bostonhousing.org).

5.5.1 Income Eligible Family

To be income eligible the Family must be a Family in any of the following categories:

(a) A Family with an annual gross income equal to or less than 50% of Area Median Income (which is also known as "very low-income");

(b) A low-income Family that is Continuously Assisted under the 1937 Housing Act;

(c) A low-income Family that currently resides in a BHA state subsidized public housing development, but is being displaced

due to modernization or rehabilitation or other reasons due to no fault of the Family and the Family was initially eligible for BHA state subsidized public housing;

(d) A Family residing in "expiring use" developments where the Family's household income does not exceed 80% of Area Median Income (or "low- income");

(e) A Family residing in developments which are eligible for the receipt of enhanced Vouchers according to applicable law, may be eligible for the Section 8 program as long as the Applicant's household gross income does not exceed 95% of area median income.

(f) A low-income Family that qualifies for Voucher assistance as a non-purchasing Family residing in a HOPE 1 or Hope 2 project. (Section 8(o)(4)(D) of the 1937 Act (42 U.S.C. § 1437f(o)(4)(D));

(g) A low- or moderate-income Family that is displaced as the result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low income housing as defined in 24 C.F.R. § 248.101.

(h) A low-income Family that qualifies for Voucher assistance as a non-purchasing Family residing in a project subject to a Participant homeownership program under 24 C.F.R. § 248.173.

5.5.2 Targeting Requirements

The BHA will conduct "income targeting" as required by applicable law[13] to ensure that 75% of all Section 8 tenant-based program waiting list Admissions go to Extremely Low-Income Families (those with incomes at or below 30% of the area median income). Income targeting requirements do not apply to Special Admissions (see section 3.6).

(a) ***"Continuously Assisted" families*** are not subject to the aforementioned targeting requirements and need not be at 50% of Area Median Income or below to be eligible, as long as their income is low enough to qualify for some level of subsidy assistance.

The BHA considers a Family to be Continuously Assisted under the 1937 Housing Act if the Family is already receiving assistance under any 1937 Housing Act program when the Family is admitted to the Certificate or Voucher program.

[13] See 24 C.F.R. section 982.201(b)(2)(i)

A brief interruption between assistance under one of these programs and Admission to the Certificate or Voucher program shall not be considered a break in the continuity of assistance as long as:

(1) The Family was qualified to enter the subsequent program at the time participation in the prior program was terminated; and

(2) The interruption of assistance was not caused by the Family's willful violation of program regulations; or

(3) The termination of assistance under the earlier program was not due to the Family's violation of program regulations.

5.5.3 Determining and Verifying Family Income

During the eligibility interview and/or Recertification interview, the Applicant/Participant must certify any income, Assets, income deductions and income exclusions pertaining to an Applicant/Participant's Household. In conjunction with Applicant/Participant reported income, ***Upfront Income Verification (UIV)*** or ***third party verification*** is required to determine income eligibility and amount of the subsidy.

Income eligibility. The BHA bases Income eligibility for the program on annual gross Family income without taking into account any deductions.

Subsidy and monthly rent calculation*.* The monthly rent is determined by adding together gross income from all sources for all Family members, including income from Assets, and reducing that income by allowable deductions and income exclusions, in accordance with Federal (HUD) regulations.
See Section 4.3.3 for length of eligibility of income documentation and verification.

Projections of Annual Income shall be based on the best available information, with due consideration to the past year's income of all Family members, current income and effective date, and shall include projections for each income recipient in the household.

All forms of income, deductions, exclusions and Assets must be verified in accordance with BHA policy and HUD requirements. The following is a non-exhaustive list of information that may be accepted to verify income:

(a) **Income from Employment**

(1) *Upfront Income Verification (UIV) (See section 4.3.2*(a))

(2) A completed employment verification form (third party verification) stating the gross wages of the employee,

including history or anticipated amounts of overtime or bonus to be earned by the employee, or

(2) Pay stubs showing gross income for each pay period and all deductions taken for four consecutive weeks;

(3) The income of workers employed on an irregular basis will be estimated based on verification of the best information available, with due consideration to earning ability and work history.

(4) Up to $480 of earned income of an 18-year-old or older Full-time student will be counted. The student must verify full time status with a statement on the letterhead of an accredited educational institution stating that the student is enrolled as a Full-time student at that institution.

(5) The BHA may also require the tenant to produce additional information from the Internal Revenue Service (IRS) when annual income cannot be determined from the previous sources listed in this section. The BHA may request that the tax information be sent directly to the BHA using tax form 4506-T.

(b) **Income from Governmental Agencies**. A statement from the appropriate agency (Social Security, Department of Transitional Assistance, Employment Security, etc), stating the amount of annual or Monthly Income provided, including the gross amount and any deductions taken.

(c) **Income from Retirement Accounts**. A statement from the source stating the amount of annual or Monthly Income provided, including the gross amount and any deductions taken

(d) **Income from operation of a business or profession**

(1) Most recent audited financial statement of income and loss;

(2) Most recent tax return showing income and/or loss from the operation of a business or profession.

(e) **Child Support, alimony, regular gifts and gambling proceeds**

(1) A statement from the individual, business or agency providing the income and the frequency and amount of income provided; and/or

(2) Signed release form allowing the BHA to obtain information from the State Division of Child Support.

(f) **Income from Assets**

(1) *Definition of Assets*. Assets consist of bank accounts, trust funds, investments in stocks, bonds, certificates of deposit or money market funds, individual retirement accounts, and Keough accounts, life insurance, real property (buildings or land), or capital investments.

(2) *Actual vs. Imputed Income*. Income from Assets shall be based on either the actual income received or Imputed Income based upon current passbook savings rates in accordance with federal and state regulations as applicable. For instance, actual interest received shall be used for interest bearing bank accounts, money market funds, rented property, etc. Imputed Income will be used for real property which is not rented, jewelry, coin collections, works of art and other non-income bearing Assets. If the value of the asset is more than $5,000 the higher of Imputed Income or actual income received will be used.

(3) Common household items such as furniture, clothing, and vehicles used for day-to-day transportation shall not be considered Assets for the purposes of calculating income.

(4) Estimated bank withdrawal penalties, fees, and settlement costs used to determine cash value will be determined in accordance with the Code of Federal Regulations.

(5) In the case of tenants who own real estate, the property tax assessment will be used to determine the fair market value of real estate.

(6) If the Family claims to have inaccessible Assets or a trust that is not revocable or under the control of any Family member, it is up to the Family to prove such inaccessibility with reasonable, sufficient, valid documentation. Any income distributed from the a trust or any other inaccessible asset will be considered when determining the Family's annual income.

(7) Types of verification that will be accepted for purposes of determining the value and income received from an asset include:

(i) Third Party Income Verification form filled out by a financial institution;

(ii) Original passbook for passbook savings accounts;

(iii) Most recent (no older than one year) appraised value of real property owned provided it's reflective of fair market value, in the form of property tax bill or appraisal from a Real Estate Appraiser; and

(iv) Appraised valuations of any non-essential personal Assets such as jewelry, coin collections, antiques or classic cars.

(g) **Verification of childcare expenses or care of Disabled Family Member deductions.** This deduction is available for any ***reasonable*** childcare expenses to enable a Family member to be employed or to further his or her education. Such expenses are amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek employment, be gainfully employed, or to further his or her education. The deduction will not be granted for any amount that is reimbursed.

The BHA does not consider Child Care Expenses to be reasonable if the expense exceeds 50% of the gross income derived from the job enabled by the child care.

The BHA does not consider Child Care Expenses to be reasonable if another Adult capable of providing childcare, who resides in the household, is not working or is not in school (Legally separated spouses or spouses who have abandoned their families will be considered permanently, not temporarily absent).

Verification required:

(1) Statement from the provider of childcare or care of Disabled Person who is a Household Member of the amount of payment made on a periodic basis by the Applicant and proof of payment (e.g., cancelled check, money order receipt, IRS-1099 Form, etc.).

(h) **Verification of Medical Deductions**. This deduction is available to an Elderly or Disabled Family (i.e., in which the Head of Household or spouse is 62 years of age or older or is a Disabled Person). The BHA requires third party verification of the following un-reimbursed medical expenses for any Family member paid within the last twelve months:

(1) Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;

(2) Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);

(3) A printout of prescription costs from a pharmacy accompanied by proof of payment by a Family member;

(4) Medical or dental bills for a Family member paid and proof of payment by a Family member.

(i) **Verification of Disability Assistance Expenses**

This deduction is available for ***un-reimbursed*** attendant care and auxiliary apparatus expenses for each member of the Family who is a Disabled Person, to the extent necessary to enable any member of the Family (including but limited to the member who is a Disabled Person) to be employed. This deduction may not exceed the earned income received by Family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.

(j) **Verification of Permanent Residence at a Hospital**

The income of a Family member confined to a long-term health care facility, as well as the deductions for their care may be excluded from consideration.

(k) **Disallowance of an Increase in Annual Income for Participant Families with Disabled Members**

If a Family's income increases as a result of employment of a Participant Family member who is a Disabled Person who has not been employed for one or more years prior to employment, the BHA will not count the increase in income due to the employment for a 12 month period. During the second 12-month period after the new employment the BHA will only count 50% of the income.

The earned income disallowance is limited to a lifetime 48-month period for each Disabled Family member; that is, the disallowance applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of phase-in exclusion during the 48-month period starting on the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period, and continued until the disallowance has been applied for a total of 12 months of each disallowance

(the initial 12-month full exclusion and the second 12-month phase-in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

5.5.4 Zero Income

When an Adult Family member reports zero income, the BHA will require the Household to complete a budget or statement of financial responsibility. An investigation may also include ordering a credit report on the Family member. If the Family member owns a motor vehicle, a telephone, or has other evidence of some form of expenditures reflecting income, the Family member will be asked to explain the source of funds supporting such cash expenditures

In addition, the Family member will be required to sign releases allowing the BHA to obtain verification of no-income from sources such as Dept. of Transitional Assistance, Internal Revenue Service, Department of Revenue, Social Security Administration, Employment Security and Veterans Affairs.

(a) Frequency of Zero Income Recertification

The BHA may require a zero income Participant to recertify every month, but at a minimum will require quarterly Recertifications, until an Annual Income is determined.

5.6 Review of Citizenship and Eligible Immigration Status

Each Applicant/Participant's status as a U.S. Citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified except as indicated below. Determination of eligibility or partial eligibility for subsidized housing is affected by Citizen or Non-Citizen status. At least one Household Member must be a Citizen or Eligible Non-Citizen.

5.6.1 What Evidence Will Be Required.

Evidence of U.S. Citizenship or "Eligible Immigration Status" will be required to be submitted for all Family members regardless of their age, except as indicated below. **If you choose not to contend that you are a Citizen or have eligible immigration status you must** complete a form electing not to contend to such status

(a) **<u>If You Are a U.S. Citizen:</u>**

A signed Declaration of U.S. Citizenship

(b) **<u>If You Are a Non-Citizen Who is Age 62 or Over</u>:**

A signed Declaration of "Eligible Immigration Status". You will also need to provide a "proof of age" document.

(c) **If You Are a Non-Citizen Who Does Not Fall into One of the Categories Above**:

A signed Declaration of "Eligible Immigration Status," a signed Verification Consent Form **and** you must provide **the original** of one of the documents listed below:

(1) *Registered Alien Card*: U.S. Immigration and Naturalization Service ("INS") I-551 Form;

(2) *Arrival /Departure Record*: INS I-94 Form; with one of the following annotations:

(i) "Admitted as Refugee pursuant to Section 207;"

(ii) "Section 208" or "Asylum;"

(iii) "Section 243(h)" or "Deportation stayed by Attorney General;" or

(iv) "Paroled pursuant to Section 2112(d)(5) of the INAA."

(3) *Arrival /Departure Record*: INS I-94 Form, not annotated, accompanied by one of the following documents:

(i) A final court decision granting asylum to which no appeal was taken;

(ii) A letter from an INS Asylum Officer granting asylum (if application was filed on or after October 1, 1990) or from an INS District Director (if application filed before October 1, 1990);

(iii) A court decision granting the withholding of deportation; or

(iv) A letter from an INS Asylum Officer granting withholding of deportation (if application was filed on or after October 1, 1990).

(4) *Temporary Participant Card*: INS I-688 Form, which must be annotated with the notation of either "Section 245A" or "Section 210;"

(5) *Employment Authorization Card*: INS Employment Authorization Card I-688B Form, which must be annotated

with the notation either: “Provision of Law 274a.12(11)” or “Provision of Law 274a.12;” or

(6) Receipt from the INS indicating Application for Issuance of a Replacement Document.

(d) Eligible Immigration Status for all Non-Citizen Family members must be verified through the INS unless there is an election not to contend or all Family members are 62 years of age or older and have submitted proof of age and a declaration of eligible non-Citizen status.

5.7 Review of Criminal Offender Record Information (CORI)

The BHA uses criminal conviction records obtained from law enforcement agencies to screen Applicants for eligibility to the HCVP. All Applicants are advised in writing that criminal activity by any Applicant may be a cause for denial to the Section 8 Program. To determine eligibility the BHA reviews a Criminal Offender Record Information (“CORI”) report from the Massachusetts Criminal History Systems Board (“CHSB”), or a similar entity in another state, if the Applicant has not been residing in Massachusetts for the past two (2) years. The BHA will pay costs associated with obtaining criminal record reports.

The BHA will request CORI for an Applicant who is fourteen (14) years of age or older in accordance with State and federal law..

For the purposes of CORI certification, the BHA must verify the identity of the Applicant with a form of government-issued photographic identification (if photographic identification is unavailable the BHA may accept proof of birth). The BHA will obtain the following information on the CORI request form to ensure the correct identity of the Applicant:

- Full Name;
- Maiden name or Alias;
- Date of Birth;
- Place of Birth;
- Social Security Number (requested but not required);
- Mother’s maiden name;
- Former addresses;
- Sex;
- Height;
- Weight; and
- Eye Color
- Other information as required under State or federal law.

If the BHA obtains criminal record information showing that an Applicant Family member has been convicted of a crime relevant to eligibility, the BHA will notify the Applicant of the proposed denial and provide the subject of the record and the Applicant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information. The BHA may also consider evidence

that any criminal activity was directly related to or resulting from incidents of Domestic Violence, Dating Violence, or Stalking as Mitigating Circumstances. The BHA will send the Applicant a letter offering the Applicant the opportunity to provide information by mail to dispute, resolve, or mitigate the criminal record information. The BHA will also provide the Applicant and the subject of the criminal record with a copy of the criminal record and let the Applicant know which portion of the record appears to make the Family ineligible. Upon receipt of additional information from the Applicant, the BHA will review the information and inform the Applicant of the decision.

5.7.1 Use and Maintenance of CORI

The BHA will use, maintain, and destroy CORI in accordance with 803 CMR § 5.00

No BHA employee shall disseminate or retain CORI for any purpose other than that expressly permitted by law. No BHA employee shall disseminate CORI to any individual other than an individual involved in the Applicant Certification process who is expressly authorized to have access to CORI.

CORI shall be destroyed when the Applicant to whom it pertains has been housed or has received a subsidy. If an Applicant has been determined ineligible for housing or subsidy, the Applicant's CORI shall be destroyed three (3) years from the date of the application's rejection, or after all administrative and judicial proceedings concerning the rejection are exhausted, whichever is later.

An Applicant shall be determined eligible on the basis of all other HCVP criteria before eligibility is determined on the basis of CORI.

5.8 Required Release Forms

All Adult Family members will be required to execute the following releases of information or sign information forms as appropriate:

- The single standard **Release of Information** form that is to be signed by the Applicant and each adult Family member;
- Non-Citizen Rule– Verification of Consent for all Family members;
- One copy of the **CORI Release of Information** form advising the Family member that CORI will be used on all persons fourteen (14) and over; and
- The **Privacy Act Notice**.

Note: Refusal to sign these forms or other documents required to process the application, complete Recertification, or conduct screening will result in the withdrawal of the application or termination of the subsidy. The BHA has discretion to determine what constitutes adequate and credible documentation. If

staff has doubts about the veracity or reliability of information received, they may examine alternative methods of verification with the Applicant or third parties until they are satisfied that the documentation is reliable or that reliable documentation is unattainable. The BHA will not offer housing to an Applicant who has failed to provide requested documentation or to identify sources who can provide documentation which demonstrates the ability of the Family to comply with the essential obligations of the Lease or meet other eligibility requirements.

5.9 Briefing Session

If the Applicant is determined eligible for the HCVP, the BHA will provide a letter inviting them to a briefing session.

If the Applicant is ineligible, the BHA will give them a letter stating the reason for ineligibility and informing the Family of their right to request an informal review of the determination or a reasonable accommodation. The letter will also include a description of the process for obtaining such a review. Failure to attend the briefing session will result in withdrawal from the waiting list.

5.9.1 Issuing Vouchers

At the briefing session, the BHA will issue the Family a Voucher. The size of the Voucher will be in accordance with the BHA Subsidy Standards.

5.9.2 Conducting Briefing Sessions

The BHA will provide briefing sessions when necessary. Applicants may supply their own interpreter, but the BHA will take reasonable steps to assure meaningful access by Disabled Persona and persons with limited English ability in accordance with section 1.3.4 of this Administrative Plan. At the briefing session the Voucher will be issued to the Family. The instructor will orally brief the Family and supply them with an information packet regarding the rules of the program.

(a) ***Oral Briefing***. When the BHA selects a Family to participate in a tenant-based program, the BHA will give the Family an oral briefing. The briefing must include information on the following subjects:

(1) A description of how the program works;

(2) Family and Owner responsibilities; and

(3) Where the Family may Lease a Unit, including renting a dwelling Unit inside or outside the BHA Jurisdiction;

(4) For a Family that qualifies to Lease a Unit outside the BHA Jurisdiction under Portability procedures, the briefing must include an explanation of how Portability works. The BHA may not discourage the Family from choosing to live

anywhere in the BHA Jurisdiction, or outside the BHA Jurisdiction under Portability procedures;

(5) If the Family is currently living in a high poverty census tract in the BHA's Jurisdiction, the briefing must also explain the advantages of moving to an area that does not have a high concentration of poor families;

(6) In briefing a Family that includes any Disabled person, the BHA must take appropriate steps to ensure effective communication in accordance with 24 C.F.R. § 8.6.

(b) ***Information packet***. When a Family is selected to participate in the program, the BHA will give the Family a packet that includes information on the following subjects:

(1) The term of the Voucher, and BHA policy on any extensions or suspensions of the term. If the BHA allows extensions, the packet must explain how the Family can request an extension;

(2) How the PHA determines the amount of the Housing Assistance Payment for a Family, including:

(i) How the PHA determines the Payment Standard for a Family; and

(ii) How the PHA determines the Total Tenant Payment for a Family.

(3) How the BHA determines the maximum rent for an assisted unit;

(4) Where the Family may Lease a Unit. For a Family that qualifies to Lease a Unit outside the BHA Jurisdiction under Portability procedures, the information packet will also include an explanation of how Portability works and the list of city of towns that the BHA services;

(5) The HUD-required “tenancy addendum” that must be included in the Lease;

(6) The form that the Family uses to request BHA approval of the assisted tenancy, and an explanation of how to request such approval;

(7) A statement of the BHA policy on providing information about a Family to prospective Owners;

(8) BHA Subsidy Standards, including when the BHA will consider granting exceptions to the standards;

(9) The HUD brochure on how to select a unit;

(10) Information on federal, State and local fair housing and equal opportunity laws, a copy of the housing discrimination complaint form and the phone number for the Fair Housing Complaint Hotline(currently 1-800-669-9777 or TTY 800-887-8339 for persons with hearing or speech impairments);

(11) A list of landlords or other parties known to the BHA who may be willing to Lease a Unit to the Family, or help the Family find a Unit;

(12) Notice that if the Family includes a Disabled Person, the Family may request a current listing of accessible units known to the BHA that may be available;

(13) BHA informal hearing procedures. This information must describe when the BHA is required to give a Participant the opportunity for an informal hearing; and

(14) The BHA Family Break-Up Policy and the Residual Family Policy.

CHAPTER 6: Denial of Voucher and Applicant Appeals

6.1 Denial of a Voucher

6.1.1 Definitions

(a) **Denial** means a BHA action which denies listing on the BHA waiting list, denying or withdrawing a Voucher, refusing to enter into a HAP Contract or approve a Lease or refusing to process or provide assistance under Portability procedures.

(b) **Drug Related Criminal Activity** means:

(i) The manufacture, sale, distribution, or use, or the possession with intent to manufacture, sell or distribute a controlled substance, as defined in section 102 of the Controlled Substances Act (21 U.S.C. § 802);

(ii) The use or possession (other than with intent to manufacture, sell or distribute) of a controlled substance, except that such use or possession must have occurred within one year before the date that the PHA provides notice to an Applicant to deny Admission pursuant to 24 C.F.R. § 982.553.

(c) **Violent Criminal Activity**: means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or to be reasonably likely to cause, serious bodily injury or property damage.

(d) **Denial Due to Domestic Violence.** The BHA will not deny the assistance of a Family solely for the reason of being a victim of Domestic Violence, Stalking, or Dating Violence, unless there is an actual or imminent threat to other tenants or those employed at or providing service to the property if that tenant is not denied the assistance. See also section 1.2.5.

6.1.2 Mandatory Denial

The Family <u>must</u> be denied a Voucher, even if they are otherwise eligible:

(a) If any Family Member fails to sign and submit Consent forms for obtaining information in accordance with this Administrative Plan and 24 C.F.R. part 5, subpart B and F.

(b) If any Family Member fails to submit required evidence of citizenship or eligible immigration status (or non-contending forms) in accordance with 24 C.F.R. part 5, subpart F and Section 5.6 of this Administrative Plan.

(c) If any Family Member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the Premises of federally assisted housing, the BHA will permanently prohibit Admission to the Section 8 program.

(d) If any Family Member is subject to a lifetime registration requirement under a State sex offender registration program in Massachusetts or any other State.

(e) If any Family Member has been evicted from federally assisted housing within the last three years for Drug Related Criminal Activity. However, the BHA may admit the Family if the BHA determines:

(1) That the evicted Family Member who engaged in the drug-related criminal activity has successfully completed a supervised drug rehabilitation program.

(2) That the circumstances for leading to eviction no longer exist (for example, the criminal Family Member has died or is serving a lengthy prison term).

(f) If the Family member is currently engaged in illegal use of a drug.

(g) If the BHA determines that there is reasonable cause to believe that a Family member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the Premises by other residents.

(h) If the BHA determines that it has reasonable cause to believe that a Family member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the Premises by other residents.

6.1.3 Discretionary Denial

The BHA may deny a Family a Voucher, even if they are otherwise eligible, if any Family member:

(a) ***Owes uncollected rent and/or miscellaneous charges,*** such as, court costs, constable fees, or other related fees arising during the Applicant's receipt of benefits from any program administered by the BHA or Other Publicly Assisted Housing Program.

(b) Has failed to reimburse the BHA or another PHA for rent or any other amount paid to an Owner under a contract or Lease provision;

(c) Has committed fraud, bribery, or any other corrupt or criminal act in connection with any state or federal housing assistance program;

(d) Has violated any Family obligation under the Section 8 Program as stated in 24 C.F.R. § 982.551 or listed in section 13.4.2;

(e) Has breached an agreement to repay a debt to the BHA;

(f) Any Family member is currently engaged in, or has engaged in during a reasonable[14] time before the Admission:

(1) Drug Related Criminal Activity;

(i) The BHA may not deny assistance due to use or possession of a controlled substance by a Family member if the Family member can demonstrate that s/he has an addiction, has a record of an addiction, or is regarded as having an addiction to a controlled substance, and is recovering or has recovered from such addiction and does not currently use or possess a controlled substance. The BHA may require a Family member who has engaged in the illegal use of a controlled substance to submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the Unit (see also section 6.1.5(c)).

(2) Violent Criminal Activity;

(3) Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the Premises by other residents or persons residing in the immediate vicinity; or

(4) Other criminal activity which may threaten the health or safety of the Owner, property management staff, or persons performing a contract administration function on behalf of the BHA (including a BHA employee or a BHA contractor, subcontractor, or agent).

(g) Has engaged in or directed abusive, threatening or violent behavior toward BHA personnel;

(h) Has been evicted from federally assisted housing in the last five years; or

[14] For the purposes of this provision, reasonable will depend on the individual circumstances.

(i) If a PHA has ever terminated assistance under the program for any member of the Family.

6.1.4 Denial of Eligibility and Notice to Applicant

(a) O*pportunity to Mitigate criminal record prior to denial of eligibility*. If the BHA would otherwise deny Admission based upon information contained in an accessed criminal record, the BHA will give the Applicant Family an opportunity to mitigate or dispute the accuracy and relevance of that record in accordance with 24 C.F.R. § 982.553(d). See also section 6.1.5.

If the BHA obtains criminal record information showing that an Applicant Family member has been convicted of a crime relevant to eligibility, the BHA will notify the Applicant of the proposed denial and provide the subject of the record and the Applicant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information. The BHA will send the Applicant a letter offering the Applicant the opportunity to provide information by mail to dispute, resolve, or mitigate the criminal record information. The BHA will also provide the Applicant and the subject of the criminal record with a copy of the criminal record and let the Applicant know which portion of the record appears to make the Family ineligible. Upon receipt of additional information from the Applicant, the BHA will review the information and inform the Applicant of the decision. (See also section 5.7 for more information on criminal record reports)

(b) *Notice of Denial to Applicant.* When the BHA determines, based on a preponderance of the evidence, that an Applicant Family is ineligible for one of the reasons stated above, the BHA will notify the Applicant in writing that the BHA is denying assistance for the program. The BHA will notify the Applicant of the reason for the decision and the information relied upon in reaching the decision. The notice will include:

(1) The ground(s) for denial;

(2) That the Applicant has twenty (20) days, or thirty (30) days for action taken under HUD non-citizen rule cases, to request in writing an informal review with the BHA to review denial;

(3) That the Applicant shall have a right at the informal review (see section 6.2) to review their file at the review or prior to the review, to present a defense to the adverse information, present evidence or information which might warrant an approval for Section 8 Assistance;

(4) That if an Applicant believes the adverse information is incorrect and wishes to pursue modification or correction of

the criminal record, (s)he can request that the BHA keep the Applicant's application open for 90 days for such purpose;

(5) That the Applicant has a right to request that the BHA consider a Reasonable Accommodation in evaluating said Applicant's eligibility if (s)he is disabled or handicapped as defined in 29 U.S.C. § 706(8)(B) or other applicable law.

(c) *Withdrawal*. If an Applicant is deemed ineligible for the Section 8 Program, they will be withdrawn from all Section 8 waiting lists.

6.1.5 Consideration in Certain Denials

(a) *Consideration of circumstances generally*. The BHA has the discretion to consider all of the circumstances in each case including, but not limited to, the seriousness of the offense, the extent of the criminal history, the extent of participation by Family members, and the effects that denial will have on Family members not involved in the alleged activity.

(b) *Reasonable Accommodation*. The BHA shall consider a request for Reasonable Accommodation by an Applicant who has a disability or handicap, has a record of a disability or handicap, or is perceived as having a disability or handicap. The BHA will follow its Reasonable Accommodation Policy to determine whether or not an Accommodation should be made for an Applicant who is a Disabled Person.

(c) *Mitigating Circumstances*. The BHA shall consider mitigating circumstances such as active participation in, or completion of, a supervised drug treatment program.

(d) *Admission of a portion of the Family*. The BHA may, in its discretion, admit only a portion or certain members of the Family to the HCVP, if there is sufficient evidence that the Family member who engaged in the alleged activity will not reside in the Unit or if the Head of Household certifies that the Family Member who engaged in the alleged activity will not reside in the Unit.

(e) *Project based vs. tenant-based assistance*. The BHA may consider whether the Applicant is to receive project based assistance, which has as one of its components supportive services that may be appropriate for the Applicant.

(f) *Domestic Violence.* The BHA may consider an incident or incidents directly related to Domestic Violence, Dating Violence, or Stalking as mitigating circumstances when the incident or incidents of Domestic Violence, Dating Violence, or Stalking is directly related to the reason for denial.

6.2 Informal Reviews for Applicants

6.2.1 Right to an Informal Review

Applicants who are determined Ineligible for Admission, issued a Notice of Withdrawal, or denied Priority status or Preference(s) by the BHA will be sent a notice that:

(a) Informs the Applicant of the reason(s) for Ineligibility, withdrawal or denial of Priority status or Preference(s);

(b) Advises the Applicant of his/her right to contest the decision in an informal review provided a written request for a hearing is received within twenty (20) calendar days of the date the Notice of Denial is issued. The request must be in writing and must state clearly the basis for requesting the informal hearing and be sent to the address provided on the notice;

(c) Advises the Applicant of his/her right to contest the CORI information in accordance with Federal and/or State law if that is the basis for determination of Ineligibility;

(d) Advises the Applicant that if s/he has a disability, not previously disclosed, that the disclosure of such condition would lead to the consideration of Mitigating Circumstances and/or a Reasonable Accommodation, if related to the disability. Advises the Applicant that if s/he requests a Reasonable Accommodation at the time of or after requesting an informal hearing, the hearing officer will make the decision regarding the accommodation;

(e) Advises the Applicant that if s/he has been the victim of Domestic Violence, Dating Violence, or Stalking, that such situations could be considered as Mitigating Circumstances if they are directly related to the negative information. Advises the Applicant that if s/he requests consideration of Mitigating Circumstances at the time of or after requesting an informal hearing, the hearing officer will make the decision regarding the circumstances;

(f) Provides a description of BHA's informal review process and advises Applicants that they have the right to be represented by an attorney or other individual at the informal review, review the contents of their file in advance of the hearing, and the right to submit additional documents and evidence and to testify at the review;

(g) The hearing officer may consider mitigating circumstances or a reasonable accommodation presented at the hearing when determining whether or not to deny the assistance of an applicant.

6.2.2 Time to Request an Informal Review

The time to request an informal review shall be twenty (20) days from the date of notice of withdrawal, denial of assistance to the Family, denial of Priority and/or Preference, denial of a place on the appropriate waiting list, or denial of issuance of a Voucher, except in Non-Citizen Rule cases where the time period shall be thirty (30) days from the date of the notice of denial of assistance for any Family member. The BHA will grant a request for a hearing when an Applicant submits a late request, but submits evidence of compelling circumstances, such as a health condition or Domestic Violence, Dating Violence, or Stalking, that prevented the Applicant from requesting a hearing within twenty (20) days.

6.2.3 Scheduling the Informal Review

When the BHA receives the Applicant's written request the Department of Grievances and Appeals ("DGA") will schedule an informal review.

(a) *Notice of Informal Review.* The DGA will notify the Applicant in writing of the date, time and place of the review. The BHA will send the notice to the Applicant's address of record. The notice shall also restate the Applicant's rights to present evidence and testify, review their file, request a Reasonable Accommodation or interpreter and right to be represented by an attorney or other individual at the hearing. The review shall be held at a convenient time and at an accessible location for the Applicant and the BHA. If an Applicant requests a Reasonable Accommodation at the time of or after requesting an informal review, the hearing officer will make the decision regarding the accommodation.

(b) *Default.* The BHA will withdraw an Applicant from the waiting list if the Applicant does not attend the informal review and did not attempt to reschedule twenty-four (24) hours prior to the review. The BHA will reschedule an informal review when a Participant submits evidence of compelling circumstances that prevented the Participant attending the hearing on the scheduled date.

6.2.4 Applicant Rights during the Informal Review

During the hearing, the BHA will put forth its evidence in support of a determination of Ineligibility, Withdrawal, or denial of Priority status or Preference(s). The Applicant will have an opportunity to present evidence and testimony rebutting the basis for the BHA's determination.

6.2.5 Due Process Requirements

The informal review will conform to the following due process requirements:

(a) An employee of the BHA who did not participate in the original decision must conduct the review.

(b) The hearing officer must base the decision solely on evidence presented at the hearing as well as any evidence previously received by the BHA. All evidence submitted at the hearing shall be considered de novo, and the matter shall not be remanded to the Leased Housing Division or Occupancy Department for reconsideration due to submission of new evidence.

(c) The Applicant and/or his/her representative has a right to inspect the file prior to the review, provided the Applicant provides BHA with written authorizations permitting the representative to have access to the contents of the Applicant's file and/or CORI.

(d) Either the Applicant or the BHA may request after close of the review that the record remain open for a reasonable time for submission of new evidence. At the discretion of the hearing officer, the date may be only extended for good cause (such as the inability of the Applicant for reasons outside his/her control to provide a particular document by the requested date). Written notice of the record being held open, the cause for an extension if any, and the date the record will close will be given to the Applicant and kept in the BHA case file.

6.2.6 Informal Review Decisions

After the informal review, all Applicants will be sent an "**Informal Review Decision**" from the BHA hearing officer. This notice shall:

(a) Provide a summary of the review;

(b) Provide the decision of the hearing officer, together with findings and determination;

(c) Provide an explanation of the regulations and/or other applicable provisions utilized in making the decision;

6.2.7 Reversal of BHA's Determination of Ineligibility

If the BHA ***reverses*** the determination to deny the Applicant assistance or Priority or Preference status, the application will return to its appropriate place on the waiting list(s) for all programs previously selected by the Applicant. The BHA will restore the status or position in accordance with the determination.

6.2.8 Confirmation of the BHA's Determination of Ineligibility

(a) If the decision or an appeal ***upholds*** the determination of Ineligibility the Applicant may submit a new application for admission at a time when a waiting list is open but no earlier than eighteen (18) months after the decision of Ineligibility is confirmed. This period of time may permit the Applicant and/or Household Member to correct the behavior or situation that resulted in

rejection. A shorter period, as determined by the Authority, to be appropriate under the circumstances of the rejection, or any new Application, may be allowed.

(b) Applicants who are withdrawn may submit a new Application at any time provided a waiting list is open.

(c) Applicants denied Priority Status, Preference(s), or Reasonable Accommodation may re-apply for the same or a different Priority or Preference at any time provided a waiting list is open except as provided for in this policy.

CHAPTER 7: FINDING AND LEASING APPROVABLE HOUSING

7.1 Searching for Housing

The Housing Choice Voucher (Voucher) is the Family's authorization to search for housing. The Family receives the Voucher after the BHA selects the Family from the waiting list, determines the Family's eligibility for assistance, and conducts the program briefing. Upon issuance of a Voucher, the housing search process begins. Once the Family selects a potential Apartment, the BHA begins its process of approving or denying the assisted tenancy.

The Leasing Officer will refer a Family to special BHA housing counseling programs, if available, and non-BHA housing search assistance as appropriate. The BHA will make an Apartment listing and maps of Boston available at its central office located at 52 Chauncy St. and online at www.bostonhousing.org

7.1.1 Assisting the Family in Responding to Suspected Discrimination

When the Family believes it may have been discriminated against while attempting to find or lease a Unit, the Leasing Officer will instruct the Family to complete the HUD Discrimination Complaint Form and also file a complaint with the Massachusetts Commission Against Discrimination ("MCAD"). The BHA provides both forms to all Applicants at their briefing session. If necessary, the Leasing Officer will help the Family to complete the required discrimination forms. The Leasing Officer may also refer the Family to the BHA Office of Civil Rights for assistance in filing a discrimination complaint. Finally, the Family will be provided with the address and phone numbers of agencies which may be able to provide legal assistance including, but not limited to: Greater Boston Legal Services, the Lawyers Committee for Civil Rights, and the Greater Boston Fair Housing Center.

7.2 Voucher Term Length, Tolling, Extension, Expiration and Withdrawal

7.2.1 Term Length

A Voucher has an initial term of 120 days. The term of the Voucher is the amount of time that a Family has to find approvable housing. Vouchers will expire 120 days from the date of the issuance unless the BHA suspends or extends the term of the Voucher. See sections 7.2.4 and 7.2.5. The Voucher will state the expiration date.

7.2.2 Expiration

The Voucher expires automatically on the date indicated on the Voucher unless the Voucher term changes due to an extension or suspension. See section 7.2.4. The initial Voucher states the expiration date

7.2.3 Withdrawal

The BHA may withdraw the Family's Voucher at any time if the BHA finds that the Family violated any of the Family obligations as listed in 24 C.F.R. § 982.551 or section 13.4 of this Administrative Plan.

7.2.4 Voucher Suspension Policy

For the purposes of this section Suspension or Tolling means that the term of a Voucher does not continue to run when a Family submits the Request for Tenancy Approval ("RTA") until the time the BHA approves or denies the request, or the RTA expires.

The RTA will expire if the Owner does not schedule an inspection appointment within sixty (60) days from the date the RTA is received by the BHA Inspection Department. The Suspension time will accrue until the RTA is no longer valid. The BHA will process one RTA per Family at a time. A Family may withdraw a RTA at any time. The BHA will notify the Family in writing of the new expiration date and the Suspension calculations by sending the Family an Agency Determination Form.

Suspension Example:

i. Voucher issued: May 1; Expiration date: August 31

ii. Family submits the RTA: May 15

iii. BHA denies the RTA: May 24 (Tolling/Suspension Time: 9 days)

iv. New Voucher expiration date: September 9

(a) *Calculation of new term*. If the Voucher was suspended because the Voucher holder submitted a RTA that is no longer valid, the Leasing Officer will use the Agency Determination Form to notify the Voucher holder in writing of the new Voucher expiration date. The BHA calculates the new expiration date by adding the number of days between the date the RTA was submitted and the date the RTA became invalid to the initial expiration date.

(b) *Additional suspension time for repairs to the Unit,* If a Family submits a RTA, but the Apartment fails inspection and the Owner needs more time to bring it up to acceptable condition, or if the Apartment cannot be inspected immediately (e.g.; if the Apartment is being rehabilitated), the Inspections Department will give the Owner 30 days to make repairs. The BHA has sole discretion to decide if such additional time shall be granted.

7.2.5 Extension of Search Time

(a) *Generally*. A Family may apply for an extension by notifying the BHA in writing that they require more time to search for an Apartment. The BHA shall use its discretion to grant a Family

requesting an extension of their Voucher term. The BHA will not grant a Voucher extension after the initial Voucher term expires. The BHA will give the Family written notice of an extension and the new expiration date by using the Agency Determination Form.

(b) *Circumstances for extension*. The BHA may grant extensions under each of the following non-exhaustive list of categories as circumstances warrant:

(1) The Voucher Holder was not able to actively search for housing due to extenuating circumstances beyond the control of the Voucher Holder (such as fire, flood, or other natural disaster, or death in the Family that required that the Voucher Holder travel out of the state). If these circumstances are verified, the BHA will extend the Voucher term for the number of days that the Voucher Holder was unable to actively search for housing;

(2) A Voucher Holder suffered from severe medical difficulties, an unexpected illness or hospitalization (including entering a rehabilitation program). If these circumstances are verified, the BHA will extend the Voucher term for as many days as an Applicant was hospitalized, in a rehabilitation center, or incapacitated due to illness;

(3) The Family needs and requests an extension of the initial Voucher term as a Reasonable Accommodation for an individual with a disability or handicap as defined under applicable federal or state law. Under these circumstances, the BHA may extend the Voucher term for a reasonable number of days, as determined by the BHA.

(4) If the Voucher Holder was not able to actively search for housing due to incident(s) of Domestic Violence, Dating Violence, or Stalking. Under these circumstances, the BHA will extend the Voucher term for a number of days equal to the amount of time the Voucher Holder was not able to search for housing.

(c) *Pending discrimination action*. In cases of alleged discrimination in which the Family has filed a complaint with HUD, MCAD, or a municipality's Fair Housing Commission, or has filed a discrimination complaint in court, the BHA will extend the Family's Voucher for an additional one hundred and eighty (180) days pending resolution of the matter or a finding of probable cause.

7.3 Requests for Tenancy Approval

7.3.1 Intake of Requests

The Family must submit the Request for Tenancy Approval ("RTA") and Rent Roll forms to their Leasing Officer. The Head of Household and the Apartment Owner or the Owner's authorized agent must sign these documents. The BHA will only accept and process one RTA per Voucher Holder at a time.

7.3.2 BHA Leasing Schedule

The BHA will have a leasing schedule which will indicate to the Owner and the Family what date a Lease, inspection approval, and all required HUD paperwork must be completed, so the Family can be leased up the following month. The BHA has discretion to make exceptions to the leasing schedule where the Family provides proof of extenuating circumstances.

7.3.3 Providing Information to Prospective Owners

Upon request, the BHA will provide the prospective HCVP Owner with the following information provided that the Family signs an authorization of release of information form:

(a) the Family's current and prior address as shown in BHA records; and

(b) the name and address (if known to the BHA) of the Owner at the Family's current and prior address;

This information will only be provided when an authorization for the release of information is completed and signed by the Participant. Requests for this information are submitted together with the Request for Tenancy Approval. This request will indicate the Owner's name and the address to which the BHA must send the information. This information will <u>not</u> be given over the telephone.

The BHA does not screen tenants with respect to their Family history or suitability for tenancy. Screening is the responsibility of the Owner.

7.3.4 Disapproval of Owners

(a) The BHA must not approve an assisted tenancy if the BHA has been informed that the Owner has been debarred, suspended or subject to limited denial of participation under 24 C.F.R. part 24.

(b) When directed by HUD, the BHA must not approve an assisted tenancy if:

(1) The Federal Government has initiated an administrative or judicial action against the Owner for violation of the Fair Housing Act or other Federal equal opportunity requirements or if such action is pending.

(2) A court or administrative agency has determined that the Owner has violated the Fair Housing Act or other federal equal opportunity requirements.

(c) The BHA may use its discretion to deny approval of an assisted tenancy for any of the following reasons:

(1) The Owner has violated obligations under a HAP Contract;

(2) The Owner has committed fraud, bribery, or any other corrupt criminal act in connection with any federal housing program;

(3) The Owner has engaged in any Drug Related Criminal Activity or any Violent Criminal Activity;

(4) The Owner has a history of non-compliance with HQS (chronic sub-standard conditions) for units Leased under the tenant-based programs, or with applicable housing standards for units Leased with project-based Section 8 assistance or Leased under any other federal housing program;

(5) The Owner has failed to terminate the tenancy or notify the BHA of the termination of a tenant's units assisted under Section 8 or any other federally assisted housing program for activity engaged in by the tenant, any member of the Household, a guest or another person under the control of any member of the Household that:

(i) Threatens the right to peaceful enjoyment of the Premises by other residents; or

(ii) Threatens the health or safety of other residents, of employees of the BHA, or of Owner employees or other persons engaged in management of the housing; or

(iii) Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the Premises; or

(iv) Is Drug-Related Criminal Activity or Violent Criminal Activity.

(6) The Owner has a history or practice of renting units that fail to meet State or local housing codes, or;

(7) The Owner has not paid State or local real estate taxes, fines or assessments.

(d) The BHA must not approve a Unit if the Owner is the parent, child, grand-parent, grandchild, sister, brother, of any member of the Family, unless the BHA determines that approving the Unit would provide a Reasonable Accommodation for a Family member who is a Disabled Person. This restriction applies at the time a Family initially receives tenant-based assistance for occupancy of a particular Unit, but does not apply to BHA approval of a new tenancy with continued tenant-based assistance in the same Unit.

(1) In cases where the Owner and a prospective tenant Family member bear the same last name, the BHA may, at its discretion, require the Family and or Owner to verify (i.e. birth certificates, marriage license etc.) that they are not related to each other in any way.

(e) Nothing in this section is intended to give any Owner any right to participate in the program.

(f) For the purposes of this section an Owner includes a principal or other interested party with respect to the Unit.

7.4 Preparing the Housing Assistance Payments (HAP) Contract and Lease

7.4.1 Determinations and Verification

(a) Upon inspection approval and acceptance of the negotiated rent amount, the Leasing Officer will do the following:

(1) Designate the Lease initiation date in accordance with the BHA Leasing Schedule (see section 7.3.2);

For example: For a Lease initiation date of February 1st the BHA must receive an Inspection approval on or before January 3rd. If the inspection approval is received after January 3rd, then the Lease initiation date will be March 1st.

(2) Make sure the correct "Utility Allowance" was provided on the Rent Approval Form and the Family's share of the rent and utilities;

(3) The Leasing Officer will encourage the Owner to use the BHA's HCVP model Lease. The HCVP model Lease is available on the BHA web site www.bostonhousing.org). If the Owner chooses not to use the BHA HCVP model Lease then he must submit a private market Lease in accordance with section 7.4.2 of this Administrative Plan.

7.4.2 Variations from the BHA Model Lease

(a) *Amendments to the Model Lease*. Variations from the BHA Model Lease must be in a written, standard form used by the Owner in the locality, must comply with state and local law (unit Owners will certify to this by signing the required HAP Contract), and apply to the unassisted tenants in the same property. Amendments are subject to the approval of the BHA.

(b) *Private Market Leases*. If an Owner chooses to use his or her own Lease or to include additional Lease terms, the Administrator or his or her designee will review the documents to ensure they are in accordance with state and local laws. Use of a private market lease is subject to BHA approval. A Private Market Lease must comply with the Attorney General's landlord-tenant regulations.

The Participant or the Owner must provide Private Market Lease to the BHA at the time the Participant gives the BHA the "Request for Tenancy Approval."

The HUD Tenancy Addendum must be executed and attached to all Leases.

The BHA private market lease rider will be attached to all private market leases to establish that the Lease will continue in month to month successive terms after the initial term stated in the Lease. The lease may not be terminated without cause even when the lease becomes a month to month agreement.

In accordance with federal regulations, the Owner's standard form Lease must include:

(1) The names of the parties;

(2) The term of the Lease;

(3) Which utilities and appliances are supplied by the Owner and which are supplied by the Family;

(4) If any security deposit is collected and the amount of any such security deposit; and

(5) Any additional document(s) required by the BHA, if applicable

7.4.3 Signing the HCVP HAP Contracts

(a) *Lease and Contract*. The Head and Co-Head of Household and the Owner must sign the Lease and a HUD Tenancy Addendum. The Owner must sign a HAP Contract with the BHA. The tenant must have legal capacity to enter a lease under State and local law. "Legal capacity" means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the

Owner. See also, Chapter 18 for the Definition of an Emancipated Minor.

(b) *Proof of Ownership*. The Owner must provide proof of Ownership (as filed in the Commonwealth of Massachusetts Registry of Deeds) of the assisted Unit. If the deed is over ten (10) years old, the BHA will require that the Owner supply a current tax bill. Any Owner who has recently purchased the property must provide a certificate or letter prepared by and from an attorney present at the closing, certifying the date, time and instrument number of filing at the applicable Registry of Deeds. The Owner must also execute the HAP Contract and the Owner/Agent Data Form.

(1) The BHA may use its discretion to accept other legal documents as proof of Ownership.

(c) The BHA must request from the Owner, a copy of the Owner's IRS Form W-9, Request for Taxpayer Identification Number and certification, for IRS reporting purposes. IRS Form W-9 asks for the Owner's name, the business name and address, and the taxpayer identification number. The BHA uses the information obtained from the Form W-9 to report to the IRS the amount of income it has paid to Owners (in the form of Housing Assistance Payments). The BHA uses the IRS Form 1099 for this purpose.

Chapter 8: Rent

8.1 Commonly Used Rent Terms

Adjusted Annual Income - Annual Income of all Family members, as verified by the BHA, after deductions, exceptions and exclusions are made with respect to each of the members of the Family to determine initial and continued program eligibility.

Contract Rent - The monthly rent payable to the Owner under the Lease and any amendments. The Rent to Owner also covers payment for any housing services, maintenance, and utilities that the Owner is required to provide and pay for.

Gross rent - The sum of the rent to the Owner plus any utility allowances.

HAP Contract – The contract that governs the monthly assistance paid by the BHA to the Owner.

Monthly Adjusted Income - One twelfth of Adjusted Annual Income.

Payment Standard - The maximum monthly assistance payment for a Family before deducting the Total Tenant Payment by a Family. For a Voucher tenancy, the housing authority sets a Payment Standard in the range from 90% to II0% of the current HUD FMR or at any exception Payment Standard amount approved by HUD.

Reasonable Rent - A Rent to Owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted Unit in the premises.

Tenant Share of Rent (Household Rent to Owner) - In the Voucher program, the portion of the monthly Rent to Owner paid by the Household. For calculation of Rent to Owner see 24 C.F.R. § 982.515(b).

Total Tenant Payment (TTP) - Total Tenant Payment is the amount calculated under Section 3(a)(1) of the 1937 Act, which is the higher of: 30% of the Family's Monthly Adjusted Income, 10% of the Family's Monthly Income, the minimum rent, or if the Family is receiving payments for Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the Family's actual housing costs, is specifically designated by such an agency to meet the Family's housing cost, the portion of such payments which is so designated.

Utility Allowance - If the cost of utilities (except telephone) and other housing services for an assisted Unit is not included in the tenant rent but is the responsibility of the Family occupying the Unit, an amount equal to the estimate made of approved by a housing authority or HUD of the monthly cost of a reasonable consumption of such utilities and other such services for the Unit by an energy-conservative Family of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment.

Utility Reimbursement - The amount, if any, by which the Utility Allowance for the Unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the Unit.

8.2 Determination of Contract Rents

Contract rent is the total rent to the Owner specified by the Lease and any amendments. The BHA may not approve a Lease until the BHA determines that the initial rent to the Owner is a Reasonable Rent. At all times during the assisted tenancy, the Rent to Owner may not exceed the Reasonable Rent as most recently determined or redetermined by the BHA in accordance with section 8.3 of this Administrative Plan.

8.2.1 Mandatory Redetermination

The BHA must redetermine the Reasonable Rent:

(a) Before any increase in the rent to the Owner; or

(b) If there is a five percent (5%) decrease in the published Fair Market Rent (FMR) in effect sixty (60) days before the anniversary of the HAP Contract (for the Unit size rented by the Family) as compared with the FMR in effect one year before the HAP Contract anniversary; or

(c) As directed HUD.

8.2.2 Permitted Redetermination

The BHA may re-determine the Reasonable Rent at any other time, in accordance with the language in the HAP Contract. The BHA may also re-determine the Reasonable Rent based on periodic surveys of rent in the City of Boston, its surrounding neighborhoods, and neighboring communities.

8.3 Reasonable Rent

The Reasonable Rent is a Rent to Owner that is not more than rent charged for comparable units in the private unassisted market and for comparable unassisted units in the premises.

The Reasonable Rent is the maximum amount the BHA may approve for the Contract Rent, even if the Family and the Owner agree to a higher rental amount.

The BHA determines Reasonable Rent by comparing the subject Apartment to similar Apartments in the private rental market in conjunction with a point system based on several factors of the individual Unit.

8.3.1 Point System

The BHA has established a point system to help assess the Reasonable Rent for each Unit. The BHA collects data on the Unit to be subsidized and assigns points to them using the nine factors listed below. The BHA may also collect these nine factors on a Private Market Unit when the data are available, due to the Private Market units being located in the subsidized property.

These point totals are used in determining a range for Reasonable Rent (exceptional, good, average, and below average) among the subsidized units. The BHA will use the point totals to place the best quality units on the high end of the established Reasonable Rent scale.

The weight the following factors have in determining Reasonable Rent varies depending on the conditions of the rental market. For example, in a tight rental market these factors will have less impact on determining the Reasonable Rent for a Unit.

Factors used in the point system are:

(a) Number of Bedrooms;

(b) Location (Street, Zip Code and Census Tract);

(c) Unit Type;

(d) Utilities (Types of fuels used and whether Owner supplied);

(e) Age of Structure;

(f) Quality (Overall assessment of the materials used such as kitchen cabinets, etc.);

(g) Amenities;

(h) On-Site Maintenance;

(i) Housing Services Available.

8.3.2 Assessment of Private Market Value Rents (Comparables)

The BHA determines a Reasonable Rent for the subject Unit by comparing it to the market information gathered in a similar area.

(a) In the private sector, market lease rents are typically based on location, bedroom size, and quality. However, the BHA gathers additional data when available. The data that the BHA collects includes:

(1) ***Location***: The geographical area or neighborhood of the subject Unit.

(2) ***Number of Bedrooms***: The number of bedrooms and the size of the overall Unit. A three-bedroom Unit would be compared to other similarly sized three-bedroom units.

(3) ***Quality***: The BHA rewards those Units that are higher quality by setting higher Reasonable Rent.

(4) ***Other relevant data upon availability****:* The BHA will also use any other relevant data, including but not limited to: amenities, housing services, age of structure, on-site maintenance, if available.

(b) The BHA collects data on the four factors listed above to compare the subsidized Unit to a private market Unit. The informational databases that the BHA keeps are updated regularly and keep data for at least two (2) years. The following, is a non-exhaustive list of some of the types of data that the BHA may use to assess the above listed factors:

(1) The BHA Rent Roll database of private market rents (The BHA collects and updates regularly the database of approximately 1500 - 2500 private market units throughout Eastern Massachusetts),

(2) Newspaper Advertisement database,

(3) Certification supplied either by the Owner or manager including a rent roll of similar unassisted Units in the building,

(4) Copies of existing Leases of similar unassisted Units either in the building or the surrounding neighborhood, affidavits from realtors in the neighborhood providing the current rents,

(5) Internet resources.

(c) Weight of Comparison Data

When determining the Reasonable Rent, Private Market comparison data is used in the following preferential order:

(1) Data on the Units located in the same building or developments as the assisted Unit.

(2) Data from the Rent Roll database

(3) Data from the Newspaper Database

8.3.3 Owner certification of comparability

By accepting each monthly housing assistance payment from the BHA, the Owner certifies that the Contract Rent is not more than rent charged by the Owner for comparable unassisted Units in the premises. The Owner must give the BHA information requested by the BHA on rents charged by the Owner for other Units in the premises or elsewhere.

8.4 Maximum Initial Rent Burden

At the time the BHA approves a tenancy for initial occupancy of an Apartment by a Family with HCVP assistance, and where the Gross rent of the Unit exceeds the applicable Payment Standard for the Family, the Family Share may not exceed forty percent (40%) of the Family's Adjusted Monthly Income. See also 24 C.F.R. § 982.508.

8.5 Rent Exceptions

The BHA may approve an exception of up to 110% of the HUD FMR as a Reasonable Accommodation.

The BHA will request the HUD field office to approve an exception Payment Standard of up to 120% of the Fair Market Rent (FMR) if the exception is needed as a Reasonable Accommodation so that the HCVP is readily accessible to a Disabled Person in accordance with 24 C.F.R. parts 8 and 982. The BHA will apply to HUD for higher Payment Standards for neighborhoods when the BHA determines that exception Payment Standards are necessary to effectively administer its HCVP, and where such exception Payment Standard can assist Participants in leasing units outside areas of low income or Minority concentrations. Such rents must meet Reasonable Rent standards for comparable units. Any request for a Payment Standard exception over 120% of the HUD FMR must be made to the HUD central office located in Washington D.C.

8.6 Rent Increases

8.6.1 General Procedure and Policy

The Lease governs rent increases. To receive a rent increase, the Owner must send the request for a rent increase to the Participant and send copy of the request to the BHA sixty (60) days prior to the date of the requested increase. The rent may not be increased until after the initial one-year term of the Lease, or one-year has elapsed from the prior Lease amendment increasing the rent.

The Owner will send the initial rent increase requests to the Leasing Officer, who will advise the Owner of the effects of the increase. The Leasing Officer and the Owner will discuss any difference between the current Contract Rent and the Payment Standard for the particular Family size and Unit size and how the increase in rent may affect the Participant or the BHA's portion of the rent. If the Owner wishes to proceed with the request after discussing the increase with the Leasing Officer, the rent

increase request will be filed in the Participant's folder and forwarded to the BHA Department of Inspections. The BHA Department of Inspections will approve or deny all rent increase requests and notify the Leasing Officer, Owner, and the Participant of the decision.

If the BHA grants a rent increase the adjusted rent will be the lesser of:

(a) The Reasonable Rent as most recently determined by the BHA, or

(b) The amount requested by the Owner.

8.6.2 Participant Approval required after BHA Approval

If the BHA grants the Owner the ability to increase the rent the Leasing Officer will discuss the effect of the proposed increased rent with the Participant. The Leasing Officer will advise the Participant of his or her share of the rent and their option to approve or disapprove of the rent increase. The Participant may negotiate the terms and the amount of the increase with the Owner and the Leasing Officer may assist the negotiation.

(a) ***Participant Approval of Rent Increase***. If the Participant agrees to the increased rent the Leasing Officer will assist the Owner and the Participant in signing a Lease amendment to adjust the Contract Rent.

(b) ***Participant Disapproval of Rent Increase***. If the Participant does not accept the increase in rent or negotiate a rent that is acceptable to both parties, one of the following may occur:

(1) The Owner may start an eviction proceeding against the Participant by citing a refusal to enter into a Lease amendment as a business or economic reason at the end of the initial one-year Lease term or after a year has elapsed from the last rent increase.

(2) The Owner and the Participant continue under the current terms of the Lease and contract, moving forward without an increase in rent.

(3) The Participant may request a Voucher to move to another Unit. The Participant must give thirty (30) days notice to the Owner and a copy of the notice to the BHA if the Participant intends to vacate the Unit.

8.6.3 The rent will not be increased unless:

(a) The Owner requests the increase in writing sixty (60) days prior to the date of the requested increase;

(b) The Owner has complied with all obligations of the HAP Contract and the HQS in the preceding year;

(c) The Participant approves the increase in rent to the Owner; and

(d) The BHA Department of Inspections approves the Apartment.

8.6.4 Date of Rent Increase.

After all other conditions of this policy are met; the Contract Rent will only be increased for housing assistance payments commencing on the later of:

(a) The first day of the first month commencing on or after the initial Lease term; or

(b) At least sixty (60) days after the BHA and the Participant receives the Owner's request for a rent increase.

8.7 Written Notice of Rent Share Change

Before the BHA makes a change in the Contract Rent, the BHA will notify the Participant and the Owner in writing. The notice to the Owner will only contain the new rent and the date that it will be effective. The Notice of Rent Share Change to the Participant will contain the following information:

- The Contract Rent and the Tenant Share of Rent and the date it will be effective,
- The amount of Participant's Household income, Family Composition and other facts considered by BHA in determining the new rent,
- If the rent share results from Proration of the Family's subsidy because not all Family members are U.S. Citizens or have eligible immigration status, an explanation of the formula used to determine the rent share,
- The Family's right to request in writing an explanation of the basis of the BHA's determination and, to request in writing, an informal hearing if the Family still does not agree with the determination after the explanation,
- If the Family requests an explanation, BHA staff will confer with the Family, and shall provide the Family with a written notice of adjustments made to the original determination,
- The BHA will also notify the Family of their right to and the method of, calculation of rent and/or rent share.

8.7.1 Effective Dates of Rent Share Increases and Decreases

(a) ***Rent decreases*** will be effective as of the first day of the next month after the change in circumstances is reported ***in writing***. BHA may delay processing the rent decrease until Participant provides adequate verification of such change in circumstances justifying the decrease, but once verifications have been provided, the rent change will be made effective retroactively if the failure to verify the decrease was not the fault of the Participant.

(b) ***Rent increases*** will be effective the first day of the second month after BHA sends Participant a Notice of Rent Change. If a Participant fails to report a change requiring a rent increase, rent shall be increased retroactively to the second month following the change had the reporting of income been timely. Increases in a Participant's share of rent due to a relocation to a new unit will be effective on the initial date of the lease term.

8.8 Tenant Share of Rent

8.8.1 BHA determination

(a) The Tenant Share of Rent is the portion of the Rent to Owner paid by the Family. The BHA determines the Tenant Share of Rent in accordance with HUD requirements and BHA procedures.

(b) Any changes in the amount of the tenant rent will be effective on the date stated in a notice by the BHA to the Family and the Owner.

8.8.2 Total Tenant Payment

The Total Tenant Payment (TTP) represents the minimum amount a family must contribute toward rent and utilities regardless of the Unit selected. The TTP is calculated using a statutory formula and individual income information. To calculate TTP, annual adjusted income and annual (gross) income must be converted to monthly adjusted income and monthly gross income by dividing the annual figures by 12 months. The TTP is the greater of:

(a) 30 percent (30%) of monthly adjusted income; or

(b) 10 percent (10%) of monthly gross income.

8.8.3 Maximum Subsidy

The maximum subsidy the BHA can pay in the HCVP is the Payment Standard minus the TTP. The BHA sets a Payment Standard in the range from 90% to II0% of the current HUD Fair Market Rent or at any exception Payment Standard amount approved by HUD. The maximum subsidy calculation is done at the time the Family is issued a Voucher. It is important for the Family to know the maximum the BHA will pay while

searching for a Unit. The actual BHA subsidy can be calculated only after the family has selected an Apartment.

8.8.4 Tenant payment to Owner

(a) The Family is responsible for paying the Tenant Share of Rent (Total Tenant Payment minus the Utility Allowance).

(b) The amount of the tenant rent as determined by the BHA is the maximum amount the Owner may accept as payment from the Family. The Contract Rent is payment for all housing services, maintenance, equipment, and utilities to be provided by the Owner without additional charge to the tenant, in accordance with the HAP Contract and lease.

(c) The Owner may not demand or accept any rent payment from the tenant in excess of the Tenant Share of Rent as determined by the BHA. The Owner must immediately return any excess payment to the tenant.

(d) The Family is not responsible for payment of the portion of the Rent to Owner covered by the housing assistance payment under the HAP Contract. The Owner may not terminate the tenancy of an assisted Family for non-payment of the BHA housing assistance payment.

8.8.5 Limit of BHA responsibility.

(a) The BHA is responsible only for making housing assistance payments to the Owner on behalf of a Family in accordance with the HAP Contract. The BHA is not responsible for paying the Tenant Share of Rent, or for paying any other claim by the Owner.

(b) The BHA may not use housing assistance payments or other program funds (including any administrative fee reserve) to pay any part of the Tenant Share of Rent or to pay any other claim by the Owner. The BHA may not make any payment to the Owner for any damage to the Unit, or for any other amount owed by a Family under the Family's Lease or otherwise.

8.8.6 Utility reimbursement

(a) If the amount of the Utility Allowance exceeds the Total Tenant Payment, the BHA shall pay the amount of such excess as a reimbursement for tenant-paid utilities (Utility Reimbursement) and the Tenant Share of Rent shall be zero.

(b) The BHA either may pay the Utility Reimbursement to the Family or may pay the utility bill directly to the utility supplier on behalf of the Family.

(c) If the BHA chooses to pay the utility supplier directly, the BHA must notify the Family of the amount paid to the utility supplier.

8.9 Error Correction

8.9.1 Mistake discovered after Lease signed.

If the BHA or the Participant discovers a mistake in the rent calculation after the Lease is effective and a correction will cause the Family an increase in rent, the Leasing Officer will notify the Family in writing thirty (30) days before making the adjustment. If the BHA or the Participant discovers the mistake after the Lease is effective and the correction reduces the Tenant Share of the Rent, the Leasing Officer will make the necessary correction effective retroactively. The Leasing Officer will notify the Family and Owner in writing of the error and the correction.

8.9.2 Retroactive only when BHA is at fault.

The BHA will only make a retroactive payment when the BHA is responsible for making a mistake. The BHA will not make retroactive payments when the Owner or the Family is responsible for intentionally or unintentionally withholding information.

Chapter 9: INSPECTIONS (Initial, Interim, and Annual)

The BHA must inspect an Apartment leased to a Family prior to the initial term of the Lease, and at least annually during assisted occupancy, and at other times as needed, to determine if the Apartment meets the Housing Quality Standards (HQS)[15] and Chapter II of the Massachusetts State Sanitary Code[16].

A thorough Unit inspection is required for the BHA to determine compliance with HQS and determine the Rent Reasonableness. See also Chapter 8.

HQS regulations include requirements for all housing types including single and multi-Family dwelling units, as well as specific requirements for Special Housing Types such as Single Room Occupancy ("SRO") and Shared Housing.

9.1 Inspection Performance Requirements

9.1.1 Generally

The BHA will perform inspections in accordance with Chapter II of the Massachusetts State Sanitary Code and the Housing Quality Standards ("HQS") prescribed by HUD. The inspector will also check for compliance regarding things including but not limited to: compliance with the Boston City Ordinance requiring smoke detectors, verify that the type of structure and utilities are accurately described on the RTA (if applicable), rate the quality of the Unit, measure the square footage of each room where necessary, and list all amenities and services as noted on the Housing Quality Addendum. HQS consists of the following thirteen performance requirements:

(a) Sanitary facilities;

(b) Food preparation and disposal;

(c) Space and security;

(d) Thermal environment;

(e) Illumination and electricity;

(f) Structure and Materials;

(g) Interior air quality;

(h) Water supply;

(i) Lead-based paint;

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[15] See 24 C.F.R. section 982.404
[16] See 105 CMR 410.000

(j) Access;

(k) Site and neighborhood;

(l) Sanitary conditions; and

(m) Smoke detectors.

9.1.2 Quality Control

The BHA will re-inspect a sample number of units to verify accuracy and consistency. The re-inspected sample will be selected from inspections that were completed in the previous three months and represent a cross section of neighborhoods and BHA inspectors. The BHA re-inspects 30 units plus 1 Unit for every 200 inspections (or part of 200) over 2000 inspections. See also 24 C.F.R. § 985.2-3.

9.2 Initial Inspections

When a Family submits a RTA to the BHA an initial inspection is triggered.

In cases of initial inspections, the Owner has an obligation to schedule the inspection once a RTA is submitted to the BHA. The RTA will expire within sixty (60) days of submission if no action is taken by the Owner to schedule the inspection for the Apartment.

The Unit must pass the HQS inspection before the execution of the Assisted Lease and Housing Assistance Payments (HAP) contract and the initiation of payments.

The BHA must conduct the inspection within a reasonable time after the Family submits a RTA. If possible, the inspection should be completed within fifteen (15) days.

9.2.1 Apartment cannot be inspected.

If for any reason the Apartment cannot be inspected (the Apartment is occupied or inaccessible), the Inspections Department will immediately notify the Leasing Officer, who will in turn send the Family an Agency Determination Form. The BHA will not inspect occupied Apartments

9.2.2 Deny Request for Tenancy Approval

The BHA may deny a request to inspect an Apartment of behalf of a Family because an Owner has a repeated history of violations of program rules and regulations including repeated violations of HQS or records indicate that the Owner did not make corrections after he was notified of deficiencies related to lead based paint.

9.2.3 Length of Validity (Initial Inspection)

If an Apartment passes initial inspection, the results are valid for a maximum of ninety (90) calendar days. The start date of the Assisted Lease must fall within this period. If the Lease term will start later than ninety (90) days after the Unit passed inspection, the Unit must be re-inspected and must pass inspection prior to the start of the HAP Contract.

9.2.4 Time Provided for Repairs

If the Unit does not comply with HQS requirements within the BHA specified time frame, the BHA may cancel the tenancy approval process and instruct the Family to search for another Apartment.

In cases of ***initial inspections***, the BHA Inspection Department will re-inspect the Unit prior to the thirty (30) day period granted to make the repairs if request is made by Owner and provided that adequate staffing exists to perform such an inspection.

9.2.5 Inspection Notice Requirements

The BHA will notify the Family and Owner of the inspection results in writing.

The Owner must receive detailed information for all failed and inconclusive inspection items so that he or she is fully aware of the work necessary to pass the HQS inspection.

9.2.6 Initial Inspection Failure

If the Apartment fails inspection for any reason, the Leasing Officer will notify the Family and Owner by sending them an Agency Determination Form. If the Owner is unwilling to perform the requested repairs, computation of the term of the Voucher will resume (see section 6.2.2 for more information on tolling). The Voucher holder must then submit another "Request for Tenancy Approval" before his/her Voucher or any Voucher expires.

If the Owner indicates that (s)he is willing to make the requisite repairs, the BHA shall exercise discretion with respect to the period within which the Owner must make repairs in order for the Voucher holder to execute a Lease for the Apartment.

9.3 Annual Inspections

9.3.1 Scheduling Inspections (Annual)

The BHA Inspections Department schedules all inspections. The Inspections Department will inform the Owner and the Participant of the date of the inspection in writing.

The Inspections Department will ask the Participant to contact the Inspections Department to make other arrangements if the Apartment cannot be inspected at the assigned time.

The Inspections Department will notify the Family of the appointment in writing and mail a copy of the inspection report to the Owner on the first business day after the inspection. A copy of the inspection report will be provided to the Family.

9.3.2 Denial of Inspector's Access to Unit

Unexcused failure by a Participant to grant access to BHA inspectors is grounds for termination of HCVP assistance. Notices of inspections or notices sent because of failure to provide access will include the following information.

(a) *Excuse for denied access.* If the Family denies the inspector access to the Unit after reasonable notice, the inspection Department will reschedule the inspection appointment if the tenant has a reasonable excuse for denying access to the Unit.

(b) *No Excuse for denied access.* If the Family denies the inspector access to the Unit after reasonable notice and the tenant does not give a reasonable excuse, the BHA will propose termination of the tenant's subsidy.

(c) *Denied access for a rescheduled appointment*. If the Family denies the inspector access to the Unit after reasonable notice for a second/rescheduled appointment the BHA will propose termination of the Family's subsidy.

9.3.3 Length of Validity

Once the Apartment has been inspected and approved, the approval shall be valid for a twelve (12) month period from the date of the annual inspection unless the inspection department conducts an interim re-inspection during the twelve (12) month period.

9.4 Interim Inspections

The BHA may order an interim inspection of any Apartment upon the request of the Family or Owner to determine that:

- The Apartment is still in acceptable condition; or
- The Owner or Family is meeting contractual and regulatory obligations to provide utilities and other services; or
- If an Owner or Family is violating other program rules.

9.5 Inspection Failure (Annual and Interim)

9.5.1 Time Parameters for Corrections of Inspections Violations

(a) The BHA requires that a landlord correct any conditions deemed to endanger or impair health or safety within 24 hours. Serious violations of this nature include but are not limited to: lack of heat, lack of water, lack of bathing facilities, lack of electricity, lack of gas (where applicable), exposed wiring or other hazardous defects in the electrical system, and dangerous structural defects.

(b) All other violations must be corrected within thirty (30) days, unless the BHA approves an extension.

(c) The BHA will also comply with the time parameters set forth in the Massachusetts State Sanitary Code. (See 105 CMR § 410.830).

9.5.2 Stopping and Resuming Payments after Interim or Annual Inspection

If an Apartment fails inspection, the Inspection Department will notify the Owner of the violations in writing. The Inspection Department will schedule the re-inspection within thirty (30) days from the date the Inspections Department sent the notice of violations to the Owner.

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

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

9.5.3 Re-inspection (Follow-up inspection)

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

(a) *Incomplete Repairs*. When the Owner is in the process of correcting cited violations resulting from the initial inspection; the inspector will reject the Unit and may grant the Owner additional

time to complete the repairs. The BHA will then reschedule a second re-inspection date and notify the Owner in writing. The Inspection Department will send a copy of the second re-inspection notice to the Family.

If upon the second re-inspection the Owner has not completed and repaired all cited items set forth in the initial inspection the inspector will note the remaining cited items on the inspection report and recommend to the Director of the Inspection Department that the BHA suspend subsidy payments. If the Director approves the recommendation, the Owner will be informed in writing that the BHA has stopped subsidy payments on the Unit.

(b) *No Effort to Make Repairs*. If the inspector determines that the Owner made no effort to repair the previously cited item(s), the inspector will note this on his report and recommend to the Director of the Inspection Department that the BHA suspend subsidy payments to the Owner. If the Director approves the recommendation to suspend the subsidy, the Inspection Department will notify the Owner of the "Stop Payment" by mailing a letter.

(c) *Cited Items Repaired, New Violations Discovered*. If the Inspector determines that the Owner has repaired all cited items but discovers new violations during the re inspection, the inspector will reject the Unit. The inspector will note on the inspection report that the Owner repaired the previously cited items. The Inspector will also specify and separately list the new violations in a new inspection report.

The Inspection Department will then schedule a re-inspection date and notify the Owner in writing. The re-inspection will be within thirty (30) days of the notice to the Owner date. The BHA will send a copy of this letter to the tenant.

New violations in such a Unit, for purposes of scheduling re-inspection and imposing suspensions of subsidy payments, will be considered first time violations, unless the violations are deemed "serious" as examples in section 9.5.2(a)

9.5.4 HAP Contract Termination Criteria

The BHA may terminate the HAP Contract for the following causes:

(a) The BHA has suspended the subsidy and found the Unit to be uninhabitable due to fire or other natural disaster;

(b) The Unit has been without one or more of the following for a period of thirty (30) days: heat, hot water, electricity, or bathing

facilities (this does not apply to conditions resulting from Tenant neglect);

(c) If the Owner does not complete the necessary repairs within the specified time granted by the BHA, and offers no acceptable explanation for the delay, the BHA may terminate the HAP Contract for the Apartment. If the BHA terminates the HAP Contract due to Owner non-compliance, the BHA will issue the Family a new Voucher.

(d) If after six (6) consecutive months of Stop Payment, the BHA determines that the Owner will not make repairs, or the Owner notifies the BHA that they will not make the necessary repairs to bring the Unit into compliance with the State Sanitary Code, the BHA will terminate the HAP Contract for the Unit and offer the Family a new Voucher.

(e) The BHA shall terminate the HAP Contract with an Owner who, after notification that a child under the age of six (6) residing in the Unit has an elevated intervention blood level of lead (EIBL) in his/her blood, fails to have the Unit (including the exterior and common areas) tested within fourteen (14) days by a licensed lead-based paint inspection company using an X-ray fluorescence analyzer (XRF machine). The BHA will also terminate the HAP Contract with an Owner of a Unit where a child under six (6) lives, after notification that the Unit common areas, or exterior of the building contains lead based paint, fails to have the Unit, common areas and/or exterior de-leaded within thirty (30) days.

(f) The BHA shall terminate the HAP Contract with an owner who, after notification that a child under the age of six is now residing in the unit of a building constructed prior to 1978, fails to provide a Lead Certificate of Compliance or Letter of Interim Control by the deadline date spelled out in the notification letter.

9.5.5 Notice of Subsidy Termination

The BHA will notify the Owner in writing of the HAP Contract termination. The BHA will give the Participant a new Voucher if the BHA terminated the HAP Contract due to Owner non-compliance.

9.5.6 HQS Violations

See Chapter 13 for information on HQS violations by the Participant Family.

9.6 Lead Paint Policy

The BHA Leased Housing Division has established the following policies and procedures to comply with federal regulations pertaining to the identification and

treatment of lead-based paint hazards in Section 8 Units. The following policy is in two sections: Part I - New and Relocating Tenants, and Part II- Annual and Interim Recertification.

As used in this document, the term "EIBL" shall mean Elevated Intervention Blood Lead Level, defined as a condition in which the amount of lead detected in a child's system is at or exceeds 20 micrograms per deciliter of whole blood.

9.6.1 Part I – New and Relocating Tenants

(a) *Child Under Six -- No EIBL*. If a child under the age of six without an EIBL will live in the Unit, the BHA will require the Owner to:

(1) Provide proof that the building was constructed after 1978. Gut rehabilitation does not qualify as new construction, or:

(2) Provide the BHA with a certificate indicating compliance with the Massachusetts lead-based paint law. The certificate must be issued by a registered lead paint inspection company and must indicate that the unit's interior, common areas, and exterior are in compliance with the Massachusetts lead paint law.

Certificates dated prior to 7/1/88 will be accepted unless previously intact paint in the interior, common areas, or exterior of the Unit is now cracking, scaling, chipping, peeling, or loose; or the building has undergone renovation since a certificate was issued.

(3) The BHA Inspection Department will reject any Unit that has any cracking, scaling, chipping, peeling, or loose paint on the apartment interior, common areas, or exterior of the building.

Note on HAP effective dates in buildings constructed before 1978:

The BHA will not execute a HAP Contract for a Unit in a building constructed before 1978 without first receiving a Certificate of Compliance. The HAP Contract in such a Unit may then be made effective no earlier than the later of these two dates: the inspection approval date; or the date indicated on the Certificate of Compliance.

Note on HAP effective dates in buildings constructed after 1978:

HAP Contracts in Units constructed after 1978 shall be made effective no earlier than the date of inspection approval.

(b) *Child Under Six - EIBL History*. If a child under six who has or has ever had an EIBL will live in the Unit, the BHA will require the Owner to:

(1) Provide proof that the building was constructed after 1978. Gut rehabilitation does not qualify as new construction; or

(2) Provide the BHA with a certificate indicating compliance with the Massachusetts lead-based paint law. The certificate must be issued by a registered lead paint inspection company using an X-ray Fluorescence Analyzer (XRF) and must indicate that the unit's interior, common areas, and exterior are in compliance with the Massachusetts lead paint law. HUD will accept only XRF results. Certificates dated prior to 7/1/95 will not be accepted.

Regardless of the receipt of a certificate of compliance, the BHA Inspection Department will reject any Unit for leasing that has any cracking, scaling, chipping, peeling, or loose paint on the interior, common areas, or exterior of the building. Once the offending surfaces have been brought back into compliance, the owner must provide the BHA Inspection Department an addendum to the original lead certificate of compliance. The owner may also be required to submit clearance test results (aka surface wipe test) from a Massachusetts licensed laboratory.

Note on HAP Contract effective dates in buildings constructed before 1978:

The BHA will not execute a HAP Contract for a Unit in a building constructed before 1978 without first receiving a certificate of compliance or Letter of Interim Control. The HAP Contract in such a Unit may then be made effective no earlier than the later of these two dates: the inspection approval date; or the date indicated on the certificate of compliance.

Note on HAP Contract effective dates in buildings constructed after 1978:
HAP Contracts in Units constructed after 1978 shall be made effective no earlier than the date of inspection approval.

(c) *No Child Under Six.* There are no lead paint requirements for Units where no child under six will reside.

9.6.2 Part II - Annual and Interim Recertification

(a) *Child Under Six - EIBL History*. When a Leased Housing staff member becomes aware during the annual or Interim Recertification process that a child under six living in a Unit has or has ever had an EIBL, the staff member shall ask the Head of Household for medical documentation of the lead poisoning. Once medical documentation has been received,the Leasing Ofiicer shall forward said documentation to the Director of Inspections. The Director of Inspections shall send a letter to the Apartment Owner informing him/her that (s)he must:

(1) Provide proof that the building was constructed after 1978. Gut rehabilitation does not qualify as new construction; or

(2) Have the Apartment, its common areas, and exterior, tested in accordance with Massachusetts law by a registered lead paint inspection company using an XRF analyzer. The letter from the Director of Inspections shall also inform the Owner that he must send a copy of the XRF test results to the BHA within fourteen (14) days or the BHA will terminate the unit's HAP Contract. If the XRF test results indicate unacceptable lead levels in the Unit, its common areas, or exterior, the Director of Inspections will notify the Owner in writing that he must de-lead the Unit and affected areas within 30 days and provide the BHA with a certificate from a registered lead paint testing company verifying that abatement has been completed.

(3) Failure to do so will result in the BHA's termination of the HAP.

Child Under Six – No EIBL History. When a Leased Housing staff member becomes aware during the annual or Interim Recertification process that there is a child under six living in a Unit, the staff member shall so inform the Director of Inspections. The Director of Inspections shall send a letter to the Apartment Owner informing him/her that (s)he must:

(1) Provide proof that the building was constructed after 1978. Gut rehabilitation does not qualify as new construction; or

(2) Have the Apartment, its common areas, and exterior, tested in accordance with Massachusetts law by a registered lead paint inspection company using an XRF analyzer. The letter from the Director of Inspections shall also inform the Owner that he must send a copy of the XRF test results to the BHA within fourteen (14) days or the BHA will terminate the unit's HAP Contract. If the XRF test results indicate unacceptable lead levels in the Unit, its common areas, or exterior, the Director of Inspections will notify the Owner in writing that he must de-lead the Unit and affected areas within 30 days and provide the BHA

with a certificate from a registered lead paint testing company verifying that abatement has been completed.

(3) Failure to do so will result in the BHA's termination of the HAP.

(b) *Rejection regardless of Certificate*. Regardless of the receipt of a certificate of compliance, the BHA Inspection Department will reject any Unit for leasing that has any cracking, scaling, chipping, peeling, or loose paint on the interior, common areas, or exterior of the building.

(c) *No child under six***.** There are no lead paint requirements for units where no child under six (6) resides.

CHAPTER 10: RENEWAL

10.1 Annual Recertification

The BHA must conduct a reexamination of the Family's income and composition at least annually.

10.1.1 Appointment for Recertification

The Leasing Officer will contact the Head of Household in writing three to four months before the anniversary of their last annual Recertification by sending the Family an appointment letter. The appointment letter requests that the Head of Household bring the necessary verification of Annual Income and Family Composition (see Chapter 5: Determination of Eligibility). The appointment letter also lists the required documentation and information and states that a failure to comply with the obligation to supply information may result in the termination of the Family's HCVP assistance.

(a) Failure to Keep the Appointment.

If the Family fails to keep the initial Recertification appointment, the Leasing Officer will reschedule the appointment. The BHA considers it a failure to attend an appointment if the Participant is more than one-half (1/2) an hour late for a scheduled appointment.

If the Family fails to attend a second Recertification appointment, the Leasing Officer may terminate the Family's assistance in accordance with Chapter 13. The BHA may recertify the Family and rescind the proposed termination if the Family provides the Leasing Officer with all the documentation required to recertify within twenty days (20) of the date of the proposed termination letter.

If the Participant contacts the Leasing Officer prior to the appointment to reschedule or has a reasonable excuse for missing the appointment, the BHA will excuse the missed appointment. The BHA will use its discretion to determine what excuses are reasonable. The Leasing Officer may ask the Family to supply documentation to verify their inability to attend the appointment. See also sections 1.2.4-1.2.5.

(b) *Failure to provide complete information*. If the Family attends the annual Recertification appointment but fails to provide the BHA with the documentation necessary to recertify the Family, the Leasing Officer will schedule an additional appointment and notify the Participant what documentation the BHA still requires to complete the Recertification. If the Participant does not supply the required information or does not attend the rescheduled appointment, the Leasing Officer may send the Family a notice of

proposed termination of assistance that also contains a list of the documentation required to complete Recertification. The BHA may recertify the Family and rescind the proposed termination if the Family provides the Leasing Officer with all of the required documentation no later than twenty days (20) of the date of the proposed termination letter. Submission of incomplete information within the twenty (20) days will be treated as a request for a hearing even if no official request was submitted.

10.1.2 Determining Family's Appropriate Unit Size and Subsidy.

At the appointment, the Leasing Officer will verify the Family's anticipated income, verify Family Composition determine the appropriate Apartment size, and establish the Family's subsidy in accordance with Chapter 5 of this Administrative Plan. The Leasing Officer will also ask for verification of any changes in Family Composition.

(a) *Change of Voucher Size*.

The appropriate Unit size will be determined and exceptions made as previously described. See section 5.1.2. If the Family requires a smaller or larger Apartment, the Leasing Officer will notify them in writing of the change in bedroom size, the conditions under which the BHA might allow an exception to the Subsidy Standards, and the right to an informal hearing to dispute the determination.

(b) *Unit too small.* If the Apartment is too small for the Family according to BHA Subsidy Standards and the Family has not obtained an exception to the Subsidy Standards or requested a hearing, the Leasing Officer will issue the Family a Voucher and the Family must find an acceptable Apartment before the Voucher expires. The BHA will provide the Family with information on any available units.

(c) *Unit too large.* If a Unit is too large for the Family according to BHA Subsidy Standards and the Family has not obtained an exception to the Subsidy Standards or requested a hearing, the Payment Standard will be reduced accordingly at the effective date of the Family's annual Recertification. The Family may either remain in the Unit and pay the difference, or move to a smaller Unit.

10.1.3 Additions to Family Composition

(a) Owner and BHA Approval. At the initial briefing session and at each Recertification, the BHA will advise the Family that additions cannot be made to the Family Composition without prior written approval from Owner and BHA approval, except in the instances of birth, adoption, or the court-awarded custody of a child. However, a family must notify the BHA in writing within thirty (30)

days when a new Family member begins living in the Unit due to a birth adoption or court-awarded custody of a Minor. The BHA will begin the eligibility determination of the additional Family member regardless of the Owner's approval or disapproval.

(i) *Owner Denial*. If the Owner does not give written approval to add the Family member to the Lease, the Family may move if the Lease is no longer in its initial term. If the Lease is in its initial term, the Family must request permission from the Owner to break the Lease. If the Family moves in order to add the additional member to their Family Composition, the BHA will begin to determine eligibility for the additional member when the Family submits a RTA. If the Family vacates the Apartment in violation of the Lease, their Section 8 assistance may be terminated in accordance with Chapter 13 of this Administrative Plan.

(b) *No severe overcrowding*. Regardless of landlord approval or eligibility for the program, the BHA will not allow additions to the Family Composition that result in severe overcrowding in the existing Apartment. If the approved additional Family member(s) will cause severe overcrowding, the BHA will issue the Family a new Voucher so the Family can relocate to an appropriately sized Unit.

(c) *Addition to Family Composition is subject to BHA and HUD eligibility*. Any person(s) must be determined eligible for the BHA HCVP before the BHA will permit the addition of the person to the Family Composition. Additional person(s) must first be determined to be eligible by BHA and HUD standards before being added to the Family Composition. The new Family member must: complete all BHA and/or HUD required eligibility forms, provide authorization to conduct a CORI check (if the person is fourteen (14) years or older), provide evidence of citizenship or Eligible Non-Citizen Status or sign a non-contending status form, and provide information required to verify income and program eligibility in accordance with program requirements.

Additions to the Family in instances of birth, adoption, or court awarded custody of a Minor, do not require advance approval to live in the Unit. However, any addition to the Family may be denied eligibility for the HCVP. If they are denied eligibility and a hearing is requested, the Minor may remain in the Unit until the review is final.

(d) BHA *Approval.* If the BHA approves the addition of such person to the Family Composition and Lease, the BHA will re-calculate the Family's Rent to Owner and the BHA's Housing Assistance Payment paid on the Family's behalf to the Owner including the provided information. The BHA reserves the right to deny addition

of any person to a Family Composition and/or Lease for good cause.

(e) *Denial.* If a proposed addition to the Family is denied, a hearing may be requested to dispute the BHA decision.

10.1.4 Removal of Members from Family Composition

The Family must notify the BHA within thirty (30) days that a Family member no longer resides in the Unit and will no longer be a member of the Family Composition.

(a) A child, under the age of eighteen, who is temporarily away from the home because of placement in Foster care, will be considered a member of the Family Composition.

(b) A student who is away from the Unit during the school year will be considered a member of the Family Composition.

(c) The BHA requires documentation to show that a Family member no longer resides with the Household in the subsidized Apartment.

10.1.5 Change the Head of Household / Co-Head of Household

A Family may request to change which Family member is designated the Head of Household. The Family may also decide to designate or change a Co-Head of Household. The BHA will approve the change if the Family member is able to take on the responsibilities of being the Head of Household/Co-Head of Household, including, but not limited to, communicating with the BHA and the Owner.

Chapter 11: Continued Participation

11.1 Interim Recertification

11.1.1 Circumstances Requiring an Interim Recertification

(a) Change in Family Composition

(1) A Family is required to inform and supply any necessary verification to the BHA within thirty (30) days of a birth, adoption, or court awarded custody.

(i) The BHA must approve the eligibility for any addition to the Family that does not result from a birth, court-awarded custody, or adoption in accordance with section 10.1.3.

(2) A Family must notify the BHA in ***writing*** within 30 days of any departure of a Family member due to death, permanent institutionalization, or other reason, and provide the BHA with reasonable verification of this fact (including, where applicable, the verification of the new address of the departed Family member – see also section10.1.4).

(b) If a Family has a decrease in income.

(c) If a Family's income is too unstable to project for 12 months or if a Family temporarily has no income (a "zero-income Family") or if a Family has a temporary decrease in income, the BHA may schedule special Recertification with the Family's Leasing Officer every month, or at least quarterly, until the income stabilizes and/or an Annual Income can be determined.

(d) The BHA will recertify as an incoming portable Family. The relocation Recertification will become the Family's annual Recertification date.

11.1.2 Family Request for Interim Recertification

A Family may request in writing an interim determination of Family Share at any time because of a change in the Family's income, Adjusted Income, size, or composition. However, the BHA will continue to use the existing Payment Standard and Voucher size for the Family and will not alter these based on changes in Family Composition until the annual Recertification or when the Family relocates to a new Unit, unless otherwise permitted by regulation or HUD, or this policy.

11.1.3 Full Verification Required for Interim Certification

BHA must verify complete Family Composition and Income information upon a Family request for an interim recertification due to a change in Family Composition or Income information.

11.2 Termination of HAP Contract

11.2.1 Grounds for Termination

If the BHA finds that the Owner or Family has failed to meet the program or contractual obligations, the BHA may suspend the subsidy payments, terminate the HAP Contract, or terminate the subsidy accordingly.

11.2.2 Owner breach of obligations

If the BHA terminates the HAP Contract because the Owner has breached the terms of the HAP contract or Owner responsibilities as provided in 24 C.F.R. § 982.404, the Leasing Officer will issue the Family a new Voucher. However, the Family does not have to wait for the BHA to terminate the HAP Contract if a serious breach or serious violations occur. If there is a serious breach and the Inspection Services Department of the City of Boston has determined that the Unit is uninhabitable, the BHA may direct the Family to relocate at an earlier point or the Family may vacate the Unit within a reasonable time consistent with State law.

11.2.3 . Owner Debts to the BHA

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An owner may become indebted to the BHA when he/she receives HAP payments to which he/she is not entitled due to termination of the HAP contract for reasons, including but not limited to the following: the owner has violated any obligation under the HAP contract including keeping the unit in compliance with HQS; the owner has violated any other obligation under any other HAP contract under Section 8; the owner has committed fraud, bribery or any other corrupt criminal act in connection with any Federal Housing Assistance Program; the owner has engaged in drug related or violent criminal activity; the BHA learns that the participant no longer resides in the unit or is deceased.

(a) Any amount due to the BHA by an owner must be repaid within thirty (30) days of the BHA determination of the debt.

(b) If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, the BHA will reduce any future HAP payments until the debt is satisfied in full.

(c) If the owner is not entitled to future HAP payments the BHA may enter into a repayment agreement with the owner for the debt owed, or seek to collect the monies via third party debt collector or legal action.

(d) If the owner refuses to repay the debt, enter into a repayment agreement or breaches a repayment agreement, the owner maybe banned from future participation in the program, and the BHA may seek to collect the monies via third party debt collector or legal action.

(e) The BHA will not enter into a repayment agreement if there is already a repayment agreement in place with the owner, or if the amount of debt owed exceeds the Federal or State threshold for criminal prosecution.

11.3 Restriction on Number of Relocates

For the tenant-based programs, whether the Participant is residing in the Jurisdiction of the BHA or has exercised Portability, the following limitation applies:

11.3.1 Initial Lease Term

The BHA prohibits a Family from moving during the initial Lease term. If the Family vacates the Apartment in violation of the Lease, their Section 8 assistance may be terminated in accordance with Chapter 13 of this Administrative Plan.

11.3.2 Pending Adverse Action

The BHA may deny relocation with continued assistance where there are grounds for denial or termination of assistance. See also Chapter 6: Denial of Voucher and Applicant Appeals and Chapter 13: Termination of Assistance.

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11.3.3 Exceptions to the Restriction

(a) The Unit has been on Stop Payment for more than 30 days.

(b) An HQS breach not caused by the Family is determined to be life-threatening.

(c) The move is required as a Reasonable Accommodation for a Disabled Person.

(d) There is mutual consent between the Owner and the Participant.

(e) The Family will not be prohibited from moving during the initial lease term 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 the 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.

(f) Other exceptions which the BHA deems it necessary for the Family to relocate, including but not limited to, Domestic Violence, Dating Violence, or Stalking.

11.3.4 Issuance of a Voucher

The BHA will issue a Voucher anytime that a Participant requests one, regardless of whether or not they gave proper notice to their current landlord.

11.4 Change of Ownership

Upon notification in writing that Ownership of an assisted Unit has changed, the BHA will Stop Payment to the former Owner. In order for the BHA to begin payment to the new Owner, the former Owner must assign the HAP Contract and Lease to the new Owner, the new Owner must complete and sign an Owner/Agent Data Form and a W-9 form to verify tax reporting. The new Owner must also provide the BHA with a certified copy of the deed or attorney's letter documenting Ownership.

11.5 Eviction

The Owner must notify the Family's Leasing Officer in writing when commencing eviction procedures against the Family. A copy of the eviction notice served on the Family to the Leasing Officer is sufficient notice. If the Family contests the Owner's decision to evict and refuses to leave the Apartment, the Owner must commence an eviction proceeding in a court of law.

11.6 Family Absence from a Unit

Absence means that no member of the Family is residing in the Unit.

11.6.1 Absence of up to Thirty (30) Days

A Family may be absent from the Unit for any reason for up to 30 consecutive days.

11.6.2 Absence Greater Than Thirty (30) Days

The Family may not be absent from the dwelling Unit for more than thirty (30) days without BHA written approval. If the Family plans to be absent from the Unit for more than thirty (30) days, the Family must request approval from the BHA in writing and provide documentation indicating the reason for the extended absence from the Unit. An absence for greater than thirty (30) days may be approved by the BHA for reasons of

health, rehabilitation, convalescence, incarceration or the personal needs of the Family. Each case will be evaluated based on the individual circumstances. Failure to request and receive approval to be absent from the Unit for more than thirty (30) days may result in termination of assistance.

11.6.3 Absence may not Exceed 180 Days

A Family's absence from a Unit assisted by the Section 8 program may not exceed 180 consecutive calendar days without exception. If a Family is absent from the Unit for more than 180 consecutive calendar days the BHA shall terminate the HAP Contract for the Unit.

11.7 Family Break-Up Policy

Field Code Changed

A Family Break-Up occurs when one or more adult Household Members will no longer reside together and there is a dispute as to who will retain the HCVP assistance. A Family Break-Up may occur in instances including but not limited to: divorce, separation, or protective order. When a Family Break-Up occurs, the HCVP assistance does not always remain with the Head of Household. Any recorded adult Household Member, Emancipated Minor, or adult assuming responsibility for one or more minor Family members could potentially retain the HCVP Assistance.

When the BHA receives notice that there has been a Family Break-up or that a Family Break-up will imminently occur, the BHA will determine which Family member shall retain the HCVP assistance using the criteria and procedure provided below.

11.7.1 Court Determination

If a court determines which Family member shall retain the HCVP Assistance, the BHA is bound by the court's decision[17]. A court determination cannot be appealed through any BHA review process.

11.7.2 BHA Determination

When there is no court determination**,** the BHA determines which Household Members will continue to receive HCVP assistance upon a Family Break-up. In making this determination, the BHA shall consider the interests of all assisted Family members. The BHA will use its discretion to decide which Household Members will continue to receive HCVP assistance by taking into account the following:

(a) The interests of any minor children, with consideration to custody rights;

[17] The BHA may challenge the court's order on the grounds that any portion of the decision is contrary to State or Federal housing law.

(b) The interests of any Elderly, or Disabled Household Member;

(c) Whether a Household Member *fled* the Unit because of actual or threatened violence by a spouse or other Household Member. The BHA will take into consideration incidents of actual or threatened violence regardless of whether the Household Member leaving the Unit is the victim or the Perpetrator;

(d) Whether the assistance should remain with a Household Member remaining in the original assisted Unit or a Household Member who has fled or left the Unit; AND

(e) The amount of time since the Household Member was added to the Family Composition. The BHA will take this factor into consideration based on the individual circumstances surrounding the addition of the Household Member.

11.7.3 Notice of Proposed Subsidy Allocation

When the BHA receives notice that there has been a Family Break-up or that a Family Break-up will imminently occur, the BHA will make an initial determination in accordance with section 11.7.2 regarding which person shall retain the HCVP assistance. The BHA will also determine which Household Member will become new Head of Household or Co-Head of Household. All adult Household Members and other adults as, identified in section 11.7.8, shall be notified of these determinations. Notice shall be sent to any and all addresses identified by such adults and not solely to the last address for the Head of Household. The notice shall describe what factors BHA utilized in making its determinations. The notice shall also state that any adult Household Member or other adult, as identified in section 11.7.8, has twenty (20) days to request a review of the decision.

11.7.4 Right to Appeal BHA's Proposed Subsidy Allocation

If a Household Member or another adult, as identified in section 11.7.8, disagrees with the BHA's determination regarding which person shall retain the HCVP assistance, that person may appeal the decision. The request for a hearing must be in writing and received by the BHA Leased Housing Division within twenty (20) days of the date of the BHA's notice of Proposed Allocation.

11.7.5 Procedure for Informal Hearings Regarding Family Break–Up

If any Household Member or other adult, as identified in section 11.7.8, requests a hearing to dispute the BHA's proposed subsidy allocation, the BHA Leased Housing Division shall conduct a hearing to review that decision. All Household Members and other adults, as identified by section 11.7.8, shall be given notice of the hearing date. The hearing will be conducted by a person who did not make or is not the subordinate of the person who made the initial determination. The person requesting the

hearing shall have the right to review those portions of the file relied upon in the BHA's determination except that the BHA will redact any information, including addresses where applicable, which could compromise the safety of any person. The BHA may alter its usual hearing procedure and rules, consistent with applicable law, to assure the safety of all individuals who may be participating in the proceeding.

The person conducting the hearing shall issue a written decision within thirty (30) days from the close of the hearing record. The decision shall be sent to each adult Household Member who is claiming a right to the subsidy or any other adult as identified by section 11.7.8.

11.7.6 Assistance Pending the Exhaustion of Right of Review

The BHA will continue to pay assistance under the existing HAP Contract and will not issue a voucher for relocation based on a determination under section 11.7.2 until either the time period to appeal the determination has lapsed or a hearing decision has been issued. Any housing assistance thereafter shall be in accordance with the BHA's Family Break-Up determination or hearing decision.

11.7.7 Recertification of Family's Income and Change in Rent Share

Where there has been a Family Break-Up and the right of appeal has been exhausted the BHA will recalculate the Family's rent share to reflect the current Family Composition in accordance with the provisions of section 7.1.3 of this Administrative Plan. Any change in the Family's Share of rent will be effective retroactive to the first of the month following the date the Family Break-Up occurred.

11.7.8 Non-Household Members Who Advance a Claim on Behalf of Minor or Incapacitated Household Members

(a) Where there has been a Family Break-Up with one or more remaining Minor Household Members; AND one or more adults who are not currently Household Members advance a claim that they wish to become the Head of Household on behalf of one or more remaining Minor or incapacitated Household Members; AND there is a dispute about who should become the Head of Household or Co-Head of Household, the BHA shall determine which such claimant shall take over the Voucher as Head of Household using the criteria under section 11.7.2 above.

(b) In the event a remaining Household Member is an incapacitated Adult who is unable to fulfill the Family obligations, the person asserting a right to the subsidy on behalf of the incapacitated Household Member must be an adult who has been appointed either a temporary or permanent guardian and is willing to assume the obligations of the HCVP as Head of Household.

(c) Any adult who the BHA determines is appropriate to become the Head of Household is subject to fulfilling all preliminary and final eligibility requirements in accordance with this Administrative Plan or its successor.

11.8 Residual Family Policy

A remaining Household Member may apply to become the Head of Household, in the event of the death, departure or incapacity of the Head of Household. This person is referred to as a Residual Family Applicant for the purposes of this Administrative Plan. Application approval is contingent on the Residual Family Applicant and all Household Members meeting the criteria set forth below.

11.8.1 Qualifications for Residual Family

In order to assume the status of Head of Household and continue as a Participant under this policy, the Residual Family Applicant must be:

(a) An Adult who was a Household Member at the last annual Recertification and whose income was recorded and considered in the rent computations during the period of his/her participation, unless he/she was without income or was a Full-Time Student; OR

(b) In the event the remaining Household Member(s) consists only of Minor children, the Residual Family Applicant must be an adult, or a court granted Emancipated Minor or an adult, who has been appointed either a temporary or permanent guardian, or is the natural parent of one or more Household Members, and is willing to assume responsibility for the Apartment and the remaining Family members, and is willing to become a Participant and Head of Household in the Section 8 program; OR

(c) In the event the remaining Household Member(s) is an incapacitated adult who is unable to fulfill the Family obligations, the Residual Family Applicant must be an adult who has been appointed either a temporary or permanent guardian, and is willing to assume the obligations and become a Participant in the Section 8 Program and assume the responsibilities as Head of Household; AND

(d) The Residual Family Applicant and Family, if any, for Residual Family status must meet the eligibility requirements for Applicants as set forth in this Administrative Plan.

11.8.2 Calculation of Rent Once Residual Applicant Approved

The BHA will calculate the Family Share and adjust the Voucher Size appropriately once the Residual Family Applicant has been approved. The rent will be retroactive to the date that the original Head of Household/Co-Head of Household left the Unit.

11.8.3 Limitations of Policy

The remaining Household Members will not become Residual Family, if the departing or incapacitated Head or Co-Head of Household: is relocating to another subsidized or non-subsidized Apartment, is purchasing a home, has an outstanding balance due to the BHA, or termination of the subsidy by the BHA is pending.

Remaining Household Members will not become a Residual Family, if the deceased Participant has an outstanding balance due to the BHA.

11.8.4 Residual Family – Right of Appeal

A Residual Family Applicant who disagrees with a decision made by the BHA may request an informal hearing pursuant to 24 C.F.R. § 982.555 and Chapter 13 of this Administrative Plan.

11.9 Ineligible for Continued Assistance

11.9.1 Income Ineligible

If thirty percent (30%) of the Family's Monthly Adjusted Income equals or exceeds the lower of the Gross Rent or the Payment Standard, the BHA will suspend subsidy for six (6) months. The BHA will inform the Family in writing of the suspension and its right to appeal the suspension through an informal hearing.

11.9.2 Resumption of the Subsidy

If within six (6) months after notifying the Family of the suspension: (i) the Family's income share falls below the lower of the Gross Rent or the Payment Standard, (ii) the Contract Rent increases, or (iii) the Family moves to a new Apartment, the BHA will reexamine the Family's eligibility for participation in the HCVP upon the Family's request. If thirty percent (30%) of the Family's Monthly Adjusted Income is then less than the lower of the Gross Rent or the applicable Payment Standard, then the BHA will resume making assistance payments on behalf of the Family.

11.9.3 Termination of subsidy

If the Family's income share does not fall below the lower of the Gross Rent or the applicable Payment Standard in six (6) months, the BHA will terminate the Family's assistance.

11.10 Family Moves within BHA Jurisdiction

HUD permits participants to move to another unit while maintaining housing assistance. This section discusses the conditions that permit the family to move with continued assistance

11.10.1 Voucher Issuance Upon Request for Relocation

Families who intend to move with continued assistance are issued a Relocation Voucher with a term of 120 days. See *24 CFR § 982.302(a).* If a Family does not locate a new unit within the term of the voucher and any extensions, the Family may remain in its current unit with continued assistance if both the owner and the BHA approves. Otherwise, the Family will lose its assistance

11.10.2 Denial of Relocation and / or Voucher Issuance

The BHA may deny a move with continued assistance if there are grounds for denial or termination of assistance in accordance with Chapters 6 and 13 of this Administrative Plan.

The Family will be required to complete any annual reexamination process due within 120 days before the request to move is approved.

11.10.3 Notice Requirements to Relocate

In order to move with continued assistance one or more of the following scenarios must occur with respect to the Family's tenancy:

(a) The assisted lease for the current unit has terminated, including termination because the BHA has terminated the HAP contract due to owner's breach, or the lease has terminated by mutual agreement of the owner and tenant. A copy of any notice of termination must be provided to the BHA.

(b) The owner has given the Family a notice to vacate, commenced an action to evict the tenant, or obtained a court judgment or other process allowing owner to evict the tenant. The Owner and the Tenant must provide copies of all notices to BHA. In this scenario BHA may deny a move with continued assistance if the Family's violation of the tenancy is also grounds for termination of assistance.

(c) The Family has given proper notice of lease termination (if tenant has the right to terminate lease on notice to owner).

(d) The BHA determines that the Family's unit does not meet the HQS space standards (due to increase in family size or change in family composition).

(e) None of the scenarios above are true, however, the Family or member of the Family is or has been a victim of domestic

violence, dating violence, or stalking, and the move is needed to protect the health or safety of the family or family member.

11.10.4 Owner HAP When the Family Moves

If the family moves out of the unit, the PHA may not make any HAP to the owner for any month after the month the family moves out. The owner may keep, however, any housing assistance payment for the month during which the family moves out.

Chapter 12: Portability

A Housing Choice Voucher Holder or a Participant has the right to receive tenant-based assistance outside the BHA Jurisdiction. The Voucher Holder or Participant may lease a Unit anywhere in the United States, in the jurisdiction of a Public Housing Authority. The BHA will brief Participant Families on Portability in an oral presentation when they receive their Voucher. The briefing packet provided to Families will also contain information about Portability.

12.1 Portability Requirements for Applicant Families

12.1.1 Applicant Families Residing Outside of Massachusetts

The BHA Jurisdiction is anywhere within the Commonwealth of Massachusetts.

Families on the BHA waiting list in which neither the Head of Household nor the spouse has a Domicile within the BHA Jurisdiction at the time of initial application have no right to Portability within the first twelve (12) months of HCVP participation.

When such Families reach the top of the waiting list they will be offered the opportunity to use a Voucher to locate an assisted Unit within the BHA Jurisdiction. The Family will be withdrawn from the wait list if, after appropriate counseling, the Family decides not to exercise this option and is unwilling to reside in the BHA Jurisdiction for the initial twelve (12) months of assistance. See also section 3.2.3 – Withdrawal from the Waiting List.

The BHA requires that such Families, who initially reside outside of BHA Jurisdiction, complete twelve (12) months residency in an assisted Unit within BHA Jurisdiction in order to exercise their option for Portability. However, BHA may allow 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 the 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.

12.1.2 Applicant Families within BHA Jurisdiction

A Family that has not yet leased a Unit under the HCVP is eligible for Portability if the Head of Household or spouse has a Domicile within BHA Jurisdiction at the time the application was submitted.

Verification of Domicile. A Lease, school records, or voter registration are acceptable forms of documentation to verify Domicile.

12.2 When an Assisted Family Moves Into the BHA Jurisdiction

12.2.1 BHA Procedure for Receiving Families

When a Family with HCVP assistance from another Jurisdiction arrives at the BHA, the BHA will issue the Family a Housing Choice Voucher to enable the Family to conduct a housing search within the BHA Jurisdiction. The Voucher issued by the BHA may not expire before the expiration date established by the Initial Housing Authority. If the Voucher has already expired when the BHA receives the paperwork from the Initial Housing Authority, the BHA will refer the incoming portable Family back to the Initial Housing Authority, who may decide to extend the Voucher term and the billing deadline. BHA (the Receiving Housing Authority) policies and procedures as the regarding extensions and Voucher term shall apply. In addition, the BHA will use its own Subsidy Standards to determine the appropriate Voucher Size for a Family that will be administered by the BHA.

The BHA will inform the Initial Housing Authority immediately whether it will absorb or administer the Family's Housing Choice Voucher assistance, and if it approves an extension to the Voucher term or changes the Family's Voucher Size.

The BHA's Payment Standards are used when the portable Family Leases a Unit. The BHA will inform the incoming Family of the BHA's policies and Payment Standards before the Family begins its housing search.

The BHA may delay approval of the Unit or issuance of the Voucher if the Family refuses to comply with BHA procedures (such as completing disclosure forms or certifications)**.** The BHA may not delay issuing a voucher unless recertification is necessary to determine income eligibility. If the BHA is refusing to process or provide assistance under the Portability procedures, the Family will be given the opportunity for an informal review or hearing in accordance with Chapters 5 and 13 of this Administrative Plan.

12.2.2 Absorb or Administer

The BHA has the option to *administer* the subsidy on behalf of the Initial Housing Authority or to *absorb* the portable Family into its own Housing Choice Voucher Program. The Receiving Housing Authority must promptly inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable Family or will absorb the portable Family into its own program.

(a) *Administer the Voucher*

If the BHA decides to administer the Initial Housing Authority's Housing Choice Voucher assistance, the housing assistance for

the portable Family comes from the Initial Housing Authority's Housing Choice Voucher allocation.

When the BHA administers the subsidy, the Initial Housing Authority will retain twenty percent (20%) of the ongoing Administrative Fee for that Housing Choice Voucher unless both the Initial Housing Authority and the BHA (Receiving Housing Authority) reach a different agreement. The Initial Housing Authority may also be eligible for a preliminary fee if the portable Voucher is part of a funding increment awarded during the first twelve (12) months of the PHA's Housing Choice Voucher Program.

The BHA will bill the Initial Housing Authority for the full amount of the Housing Assistance Payment and eighty percent (or other amount agreed to by both PHAs) of the ongoing Administrative Fee earned by the Initial Housing Authority.

The BHA may change its decision to administer a Voucher and decide to absorb at any time in the future.

(b) *Absorb the Voucher*

The BHA may absorb the portable Family into its own program once the HAP Contract is executed on behalf of the incoming Participant Family by the BHA. The HAP Contract must be executed within the BHA Jurisdiction for the Absorption to take place. If the BHA decides to absorb the portable Family, funds from the BHA's consolidated ACC will pay for the Family's housing assistance. The BHA will specify the effective date of the Absorption to the Initial Housing Authority.

12.2.3 Extensions and Suspensions of a Portable Voucher

The BHA will grant extensions and suspensions to a holder of a portable Voucher in accordance with the same standards it uses to grant extensions for Participants or Applicants within the BHA Jurisdiction who are not exercising Portability. See section 7.2.

(a) *Extension that Extends After Initial Housing Authority Expiration Date*

If the BHA is the Receiving Housing Authority and provides an incoming portable Family with search time beyond the expiration date of the Initial Housing Authority's Voucher, it must inform the Initial Housing Authority of the extension and should bear in mind the billing deadline provided by the Initial Housing Authority.[18]

[18] The initial billing submission must be received no later than 60 days following the expiration of the voucher issued by the initial PHA.

Unless willing and able to absorb the Family, BHA will ensure that any Voucher expiration date will leave sufficient time to process a RTA, execute a HAP Contract, and cover the anticipated delivery time (if the PHA is not submitting the billing information by fax or email) so that it will be received by the Initial Housing Authority by the deadline date (See section 12.6 on billing).

12.2.4 On-going Responsibilities of the Receiving PHA

After a portable Family Leases up in the BHA Jurisdiction, the BHA is responsible for conducting all interim and annual reexaminations for the Family and all HQS inspections of the Family's Unit. The BHA will send the Initial Housing Authority a copy of the updated Form HUD-50058 at each annual Recertification for the duration of the time the BHA is billing the Initial Housing Authority, regardless of whether there is a change in the billing amount.

Under a billing arrangement, the Initial Housing Authority must be informed of all changes affecting the Family's subsidy. After each interim and annual reexamination, the Receiving Housing Authority must send the Initial Housing Authority a completed form HUD-52665 showing the new HAP amount with a copy of the form HUD-50058 if the billing amount changes.

If the receiving PHA has absorbed the Family, the Family is no longer considered a portable Family. The Initial Housing Authority is no longer involved with the Family's subsidy. There is no billing and no communication on other details of the Family's occupancy.

12.3 When an Assisted Family Moves out of the BHA Jurisdiction

12.3.1 Family Interest in Portability

After a Family announces its interest in Portability, the BHA will provide the Family with information to help it contact the PHA in the Jurisdiction where the Family wishes to live. If this will be the Family's first Lease under the Housing Choice Voucher Program, the BHA will compare the Family's income to the applicable-income limit (typically the very low-income limit) for the community where the Family wants to move and determine if the Family will be able to Lease an Apartment with continued assistance in the Jurisdiction of their choice.

Addresses and telephone numbers for PHAs around the country are available on HUD's web site: www.hud.gov. Income limits are available at www.huduser.org.

12.3.2 Decision to Move Outside BHA Jurisdiction

When the Family decides to move outside the BHA Jurisdiction the BHA will:

(a) Contact the Receiving Housing Authority by phone, fax, or email to alert that agency to expect the Family; and

(b) Send the Receiving Housing Authority, by mail or facsimile, a completed form HUD-52665, Family Portability Information form.

12.3.3 Selecting the Receiving PHA

When there is more than one PHA administering a Housing Choice Voucher Program within the Jurisdiction where the portable families wants to move, the Initial Housing Authority has the authority to select the receiving PHA.

12.3.4 Limitations on Moving

(a) Participants who have utilized Portability to move outside the BHA jurisdiction are bound by the same limitations on moving as Participants not exercising Portability. See section 11.3.1 and 11.3.2. Thereafter, a move at the Family's request may not occur more than once in any twelve (12) month period. See section 11.3.3 for exceptions to this limitation.

Exception: A Receiving Housing Authority must absorb the Family to alleviate this limitation.

(b) The BHA will not provide portable assistance for a Participant Family if the Family has moved out of its assisted Unit in violation of the Lease. See 24 C.F.R. § 982.355 (b).

12.4 Portability Terminations

The BHA may terminate a Family's assistance when it is acting as the Initial Housing Authority or the Receiving Housing Authority.

In cases where the BHA is the Initial Housing Authority and is terminating assistance, the Participant shall be advised of the reason for the termination as provided by the BHA and of the Participant's right to request a hearing of the terminating BHA. The result of decision rendered by the BHA (the Initial Housing Authority) is binding upon the Receiving Housing Authority. The Family's participation shall be terminated on the date specified in the hearing notice or at the end of the month following the month in which the BHA has notified the tenant and the Owner of the termination, whichever is later.

12.5 Claims by Another PHA

Any amounts owed by a Participant to an Initial Housing Authority, to any prior PHA, or to a Receiving Housing Authority which are the result of the Family's participation in a housing program while in the Jurisdiction of that PHA must be

collected by that PHA. The BHA will not collect amounts owed to another PHA on behalf of that PHA.

Either PHA may contact the HUD state or area office for assistance in resolving Portability disputes between PHAs, although efforts to reach mutual agreements without HUD's involvement are encouraged. Frequently, involvement of management or executive staff at both agencies and agreement to use logs and other monitoring tools internally is all that is required.

12.6 Portability Billing Requirements

12.6.1 Summary of Portability Billing Deadlines.

Failure to meet the following deadlines may result in a reduction of administrative fees or a transfer of the amount of baseline units from one Housing Authority to another in accordance with HUD regulations and guidelines.

(a) *Submission of Initial Billing Amount* (Part II of the Form HUD-52665) -- Receiving PHA must submit initial billing notice (1) no later than ten (10) working days following the date the HAP Contract was executed and (2) in time that it will be received no later than sixty (60) days following the expiration date of the Family's Voucher issued by the Initial Housing Authority.

(b) *Payment of First Billing Amount* - Initial Housing Authority makes payment within thirty (30) days of receipt of Part II of the Form HUD 52665 indicating billing amount.

(c) *Payment of Subsequent Billing Amounts* – The Initial Housing Authority is responsible for ensuring that subsequent billing amounts are received no later than the fifth working day of each month for which the monthly billing amount is due.

(d) *Notification of Change in Billing Amount or Other Action* – The receiving PHA notifies the Initial Housing Authority of any change in the billing amount as soon as possible (preferably before the effective date to avoid retroactive adjustments) but in no circumstance any later than ten (10) working days following the effective date of the change.

CHAPTER 13: Termination of Assistance

13.1 Definitions

13.1.1 Drug Related Criminal Activity

(a) The manufacture, sale, distribution, or use, or the possession with intent to manufacture, sell or distribute a controlled substance, as defined in section 102 of the Controlled Substances Act (21 U.S.C. § 802);

(b) The use or possession (other than with intent to manufacture, sell or distribute) of a controlled substance, except that such use or possession must have occurred within one year before the date that the PHA provides notice to an Applicant to deny Admission pursuant to 24 C.F.R. § 982.553.

13.1.2 Violent Criminal Activity

Violent Criminal Activity includes any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

13.1.3 Termination Due to Domestic Violence

See section 1.2.5 for restrictions regarding the termination of a participant who may be a victim of Domestic Violence, Dating Violence, or Stalking.

13.2 Mandatory Termination

The following chapter outlines the program violations for which the BHA can terminate a Family's assistance. Certain program violations allow the BHA to use its discretion in deciding whether or not terminate the Family's assistance. See section 13.3. The following are list of program violations which require the BHA to terminate the Family's assistance:

13.2.1 Eviction for Lease Violations

The BHA must terminate program assistance for a Family evicted from federally assisted housing for serious violations of the Lease. The BHA will use its discretion to determine which Lease violations are serious.

13.2.2 Consent Forms

The BHA must terminate the assistance of a Participant if any Family member fails to sign the Consent forms as required in 24 C.F.R. part 5, Subparts B and F.

13.2.3 Evidence of Citizenship

The BHA must terminate assistance if the Participant has failed to submit evidence of eligible immigration status or a form certifying that a Family member does not wish to claim eligible Citizen or non-Citizen status for each Family member, or because the Applicant or Participant cannot provide evidence of Citizen, National, or Eligible Non-Citizen Status for at least one Family Member pursuant to 24 C.F.R. part 5 (See Chapter 5 section 5.6 for requirements for evidence of Citizenship and immigration status).

13.2.4 Manufacture of Methamphetamine

The BHA must terminate assistance if a Participant has ever been convicted of Drug Related Criminal Activity as a result of manufacture or production of methamphetamine on the Premises of federally assisted housing. The Premises includes the dwelling, common areas, and grounds.

13.3 Discretionary Termination

The Administrator or his or her designee may use discretion at any time (before or after an informal hearing) to decide whether or not to terminate a Family's assistance for any of the program violations listed in this section.

13.3.1 Consideration of Circumstances

The BHA will use the following non-exhaustive list when using its discretion to decide whether or not to terminate the subsidy:

(a) *Consideration of circumstances generally*. The BHA has the discretion to consider all of the circumstances in each case including, but not limited to, the seriousness of the offense, the extent of the criminal history, the extent of participation by Family members, and the effects that termination will have on Family members not involved in the alleged activity.

(b) *Reasonable Accommodation*. The BHA shall consider a request for Reasonable Accommodation by a Participant who has a disability or handicap, has a record of a disability or handicap, or is perceived as having a disability or handicap. The BHA will follow its Reasonable Accommodation Policy to determine whether or not an Accommodation should be made for a Participant who is a Disabled Person.

(c) *Mitigating Circumstances*. The BHA shall consider mitigating circumstances such as active participation in, or completion of, a supervised drug treatment program.

(d) *Termination of a portion of the Family*. The BHA may, in its discretion, terminate only certain members of the Family, if there is sufficient evidence that the Family member who engaged in the alleged activity will not reside in the unit or if the Head of

Household certifies that the Family Member who engaged in the alleged activity will not reside in the Unit.

(e) *Domestic Violence.* The BHA may consider an incident or incidents directly related to Domestic Violence, Dating Violence, or Stalking as mitigating circumstances is directly related to the reason for termination.

13.3.2 Eviction from Federally Assisted Housing

If any member of the Family has been evicted from federally assisted housing for serious or repeated lease violations in the past five years.

13.3.3 Termination of Assistance

If a Public Housing Authority has ever terminated assistance under the program for any member of the Family.

13.3.4 Debt to Housing Authority

(a) If the Family currently owes rent or other amounts to the BHA or another Public Housing Authority in connection with Section 8 Program, public housing assistance under the U.S. Housing Act of 1937, or any other Publicly Assisted Housing Program.[19]

(b) The Participant as a previous or current Participant in the Section 8 program has not reimbursed the BHA or another Public Housing Authority for amounts paid to an Owner under a Contract for rent or other amounts owed by the Family under the Lease.

(c) If the Family breaches an agreement with the BHA to pay amounts owed to the BHA, or amounts paid to an Owner by the BHA.

13.3.5 Fraud

If any member of the Family has committed fraud, bribery, or any other corrupt criminal act in connection with any Federal housing program.

(a) When a participant has failed to accurately report his/her family composition and income information or falsely verifies said information resulting in the BHA overpaying a subsidy on his or

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[19] Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. Chapter 121B (such as state-assisted public housing for families, Elderly or disabled persons), or Massachusetts Rental Voucher Program or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. § 1401 *et seq.)* (such as federally-assisted public housing for families, Elderly or disabled persons, Section 8 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

her behalf the participant must repay these monies to the BHA. A Section 8 participant is obligated to pay money owed to the BHA as a condition of continued participation in the program.

(i) The family must either pay the amount owed in full within thirty (30) days of the BHA determination of debt; or
(ii) Enter into a repayment agreement and abide by its terms

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(c) Terms of the Agreement

(i) The maximum term of a repayment agreement should not exceed thirty-six (36) months. A waiver of up to twenty-four (24) additional months may be granted by a BHA Leased Housing director or his/her designee for verifiable mitigating circumstances

(ii) Monthly Payments – the monthly payment is set at tthe discretion of the BHA, so that the debt in full will be satisfied within the thirty-six (36) month period, however the monthly payment combined with the participant's monthly share of his/her rent may not exceed 40% of his/her monthly adjusted income. The participant may make a lump sum payment up front to reduce his/her monthly obligation

(d) Missed Payments

(i) If a participant misses a total of three payments at any time during the term of the repayment agreement, he/she is in default of the agreement and the BHA will proceed with termination upon notice to the participant.
(ii) If the participant pays the entire debt in full or the participant becomes current with the repayment agreement, prior to the date of the termination hearing, Leased Housing may decide to withdraw its proposed termination.

(e) The BHA is not obligated to enter into a repayment agreement with a participant. The BHA may terminate assistance to a family for reasons including, but not limited to: 1) fraud; 2) refusing to

enter into a repayment agreement; and or 3) any violation of family obligations, including fraud.

(f) If a participant's assistance is terminated and or a participant has failed to abide by any repayment agreement, the BHA may take all necessary steps to collect monies owed including referring the matter to a third party debt collector, reporting monies owed to EIV and or legal action.

(g) The BHA will not enter into a repayment agreement if there is already a repayment agreement in place with the family or if the amount of debt owed by the family exceeds the Federal or State threshold for criminal prosecution.

13.3.6 Drug Related Criminal Activity

The BHA may terminate assistance for a Participant Family if the BHA determines that any Family Member is currently engaged in:

(a) Any illegal use of a drug; or

(b) A pattern of illegal use of a drug which interferes with the health, safety or right to peaceful enjoyment of the Premises by other residents.

Note: The BHA may not deny or terminate assistance for past use or possession of a controlled substance by a Family member if the Family member can demonstrate that (s)he has an addiction, has a record of an addiction, or is regarded as having an addiction to a controlled substance, and can demonstrate that (s)he is in recovery from any such addiction, and does not currently use or possess controlled substance. The BHA may require a Family Member who has engaged in the illegal use of a controlled substance to submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the Unit.

13.3.7 Alcohol Abuse

The Participant's or a Family member's abuse or pattern of abuse of alcohol may threaten the health or safety of, or the right to peaceful enjoyment of the Premises by other residents.

(a) A Participant's dependency on alcohol will not help to mitigate violations of the Participant's requirement to meet the obligations of the program.

(b) The BHA may require a Family member whose abuse or pattern of abuse of alcohol has threatened the health or safety of, or the right to peaceful enjoyment of the Premises by other residents to submit evidence of participation in, or successful completion of, a treatment program as a condition preceding being allowed to reside in the Unit.

13.3.8 Behavior towards BHA staff

If the Family member has engaged in or threatened abusive or violent behavior towards BHA personnel.

13.3.9 Violation of Family Obligations

The Participant has violated any Family obligation under the program by action or failure to act as listed in section 13.5.2 or as set forth in 24 C.F.R. § 982.551.

13.4 Termination of Assistance Due to Lack of Adequate Funding

13.4.1 Background

The BHA is prohibited from assisting Families over either its annual baseline number of Vouchers per its approved Annual Contributions Contract (ACC) with HUD or its Annual Housing Assistance Payments (HAP) Budget Authority from HUD. In the event that the BHA's Annual HAP Budget Authority is reduced to an amount that will no longer support the number of Families currently participating in the program, the BHA shall determine the number of families that must be terminated from assistance due to the lack of adequate funding from HUD. The BHA shall follow the steps outlined in this section in terminating assistance to families.

13.4.2 Excluded Families

A Family in any of the following categories shall be excluded from any termination of assistance due to lack of funding from HUD:

(a) Elderly Family,

(b) Disabled Family, or

(c) Any Family that is under an agreement in the Homeownership program or subject to a BHA relocation agreement.

13.4.3 Determining Families to be Terminated

The BHA shall terminate a Family based upon their date of admittance to the program. For this purpose, the BHA shall consider the Family's original Lease date under the BHA's Section 8 Program to be their date of admittance to the HCVP. The Family that was first admitted to the program, according to their Lease date, shall be the first to have assistance terminated due to the lack of adequate funding from HUD. The BHA will refer terminated Families to appropriate agencies to find available housing.

13.4.4 Resumption of Terminated Subsidies

The BHA will allow terminated Families to resume their subsidy by re-applying to the waiting list when the waiting list is open. If and when subsidy is restored, the BHA will undertake a special analysis to determine whether or not those Families previously terminated for lack of funding should receive housing Priority.

13.5 Family Obligations

13.5.1 Tenants Informed of Family Obligations

(a) The BHA will supply the Family with a written description of the Family obligations

(b) The Head of Household will sign the Family obligations at each annual Recertification to certify that he/she understands and will comply with the obligations of the program.

13.5.2 HCVP Family Obligations

Participants in the HCVP must follow the Family obligations. Violation of the Family obligations by an act or a failure to act may result in termination of assistance.

This section states the obligations of a Participant Family under the program.

(a) *Supplying required information*.

(1) The Family must supply any information that the BHA or the Department of Housing and Urban Development (HUD) determines necessary in the administration of the program, including submission of required evidence of Citizenship or eligible immigration status (as provided in section 4.6) as required by federal regulations. "Information" includes any requested certification, release or other documentation.

(2) The Family must supply any information requested by the BHA or HUD for use in a regularly scheduled reexamination of Family income and composition in accordance with HUD requirements. See section 10.1.1 for specific requirements.

(3) The Family must disclose and verify social security numbers (as provided by part 5, subpart B of 24 C.F.R.) and must sign and submit Consent forms for obtaining information in accordance with part 5, subpart B of 24 C.F.R.

(b) *HQS Breach Caused by Family.* The BHA may terminate a Participant from the Section 8 program for life threatening HQS violations that the Participant does not correct within 24 hours. The BHA may terminate assistance for non life-threatening HQS violations that the Family does not correct the violation within thirty (30) days. The BHA may also terminate a Participant under this provision for one or more of the following reasons.

(1) The Family fails to pay for any utilities that the Owner is not required to provide, but which are to be paid by the tenant.

(2) The Family fails to provide and maintain any appliances that the Owner is not required to provide, but which are to be provided by the Family.

(3) If any Family member or any guest damages the dwelling Unit or common areas beyond ordinary wear and tear. An action for termination under this provision may be commenced for one or more of the following reasons:

i. A BHA Inspector determines that the damage was a result of intentional or reckless conduct. For the purpose of this section "reckless conduct" shall be defined as rash, heedless, wanton conduct; acting with indifference and/or disregard to the possibility or probability of causing damage to property of the Section 8 Family or the property of any other residents;

ii. The damage was of such an extreme nature. The following factors may serve as a guideline to determine whether damage is considered to be extreme:

1. Number of identified areas damaged within the unit;

2. The degree of damage beyond normal wear and tear.

Note: The examples above are not exclusive and a variety of authentic data relating to the damage/incident may be used either together or individually to determine if damage is extreme.

(c) *Allowing BHA inspection.* The Family must allow the BHA to inspect the Unit at reasonable times and after reasonable notice.

(d) *Violation of Lease.* The Family may not commit any serious or repeated violation of the Lease

(e) *Family notice of move or Lease termination.* The Family must notify the BHA and the Owner before the Family moves out of the Unit, or terminates the Lease on notice to the Owner.

The Family must give the BHA a copy of the thirty-day notice of termination that the Family gave to the Owner before the Family can move to a new Apartment with assistance.

(f) *Owner eviction notice.* The Family must promptly give the BHA a copy of any Owner eviction notice. Promptly means within two weeks of receiving the eviction notice for the purposes of this section.

(g) *Use and occupancy of the Unit.*

(1) The Family must use the assisted Unit for residence by the Family. The assisted Unit must be the Family's only residence.

(2) All Family members residing in the Unit must be approved by the BHA. The Family must promptly notify (within thirty (30) days) the Housing Authority of the birth, adoption, or court-awarded custody of a child. The Family must request and receive BHA approval before adding any other Family member as an occupant of the Unit. No person other than members of the assisted Family may reside in the Unit, except a foster child[20] or a Personal Care Attendant.

(3) The Family must promptly notify BHA (within thirty (30) days) that a Family member no longer resides in the Unit.

(4) If the BHA has given approval, a foster child or a Personal Care Attendant may reside in the Unit. See also the definition of Family in Chapter 18: Glossary.

[20] See definition of Family in the Glossary for BHA's policy on foster children.

(5) A Family Member may engage in legal profit making activities in the Unit, but only if such activities are incidental to the primary use of the Unit for residence by members of the Family.

(6) The Family must not sublease or let the Unit.

(7) The Family must not assign the Lease or transfer the Unit.

(h) *Absence from the Unit.* The Family must supply any information or certification requested by the BHA to verify that the Family is living in the Unit, or relating to a Family absence of the Unit, including any BHA requested information or certification regarding Family absences. The Family must cooperate with the BHA for this purpose. The Family must promptly notify (within thirty (30) days) the BHA of an absence from the Unit. Absence means that no member of the Family resides in the Unit. See also section 11.6.

(i) *Interest in the Unit.* The Family must not own or have an interest in the Unit.

(j) *Fraud and other program violation.* The members of the Family must not commit fraud, bribery, or any other corrupt criminal act in connection with the programs.

(k) *Crime by Family Members.* The members of the Family may not engage in Drug-Related Criminal Activity or Violent Criminal Activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the Premises.

(l) *Alcohol abuse by Family Members.* The members of the Family must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other Participants and persons residing in the immediate vicinity of the Premises.

(m) *Other housing assistance.* An assisted Family, or any member of the Family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same Unit or for a different Unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.

13.6 Procedure for Terminating Assistance

13.6.1 Consideration of Circumstances

In determining whether to terminate assistance because of action or failure to act by members of the Family:

(a) The BHA may consider all relevant circumstances, such as the seriousness of the violation, the extent of participation or culpability of individual Family members, mitigating circumstances related to the Disability of a Family member, the role of Domestic Violence, Dating Violence, or Stalking, and the effects of the termination of assistance on other Family members who were not involved in the violation(s).

(b) The BHA may impose, as a condition of continued assistance for other Family members, a requirement that Family members who participated in or were culpable for the action or failure to act will not continue to reside in the Unit. The BHA will impose this requirement by removing the Family member from the Family Composition and having the Head of Household sign an agreement stating that the person who violated the program rules will not visit or reside in the assisted Unit or visit in the assisted Unit. A failure to keep this agreement may result in termination.

(c) If the Family includes a Disabled Person, the BHA decision to terminate may be subject to consideration of a request for Reasonable Accommodation. The BHA will inform every Family subject to termination of their right to request a Reasonable Accommodation under the BHA's Reasonable Accommodation policy.

13.6.2 Proposed Termination Notice

The Leasing Officer will send the Family a notice of proposed termination (by first class and certified mail). The notice will contain a brief statement with the reason for the proposed termination. The notice will also explain the Family's right to request an informal hearing if they disagree with the BHA basis for termination.

If the Certified Mail is returned to the BHA with a return receipt indicating that delivery was attempted by the USPS but that the addressee failed to pick up the certified mail, AND the first class mail is NOT returned, the notice will be considered received.

13.6.3 Failure to Respond to Termination Notice

If the Family fails to respond within twenty (20) days (thirty (30) days under HUD's non-citizen rule), the BHA will send the Participant a thirty (30) day notice of termination (by first class and certified mail). The BHA will also send a copy of the letter to the Owner. The BHA will grant a request for a hearing when a Participant submits a late request, together with evidence of *compelling circumstances* that prevented the Participant from requesting a hearing within twenty (20) days.

Compelling Circumstances – when analyzing whether or not a participant's reasons for requesting a late hearing are compelling, the hearing officer will consider the following when determining whether or

not the participant has good cause for requesting a late hearing: (1) the written facts or circumstances submitted by the participant which show that the participant is not willful (a willful act is a deliberate, intentional or voluntary act) or culpable (culpable is to be responsible or liable) in making the late request, which would require more than mere action or inaction (for example the participant's reason for not requesting a hearing timely should not due be to something the participant did or failed to do); (2) the swiftness with which the participant has attempted to remedy the default; (3) the existence of any meritorious defense to the underlying allegations; as well as, other equitable criteria such as: (a) whether the default resulted from a good faith mistake in following a rule or procedure; (b) the nature of the participant's explanation for not requesting a timely hearing; (c) the availability of other alternative sanctions; (d) whether not granting a late hearing would produce a harsh or unfair result.

13.6.4 Reinstatement after Failure to Request a Hearing

If the failure to request a hearing within twenty (20) days is due to a documented disability, the BHA will reinstate the subsidy. See also BHA Reasonable Accommodation in Rental Assistance Policies and Procedures).

13.6.5 Private Conference

The BHA will use its discretion to schedule a private conference with a Family in an attempt to the alleged violation(s). The BHA has no obligation to schedule a private conference before the informal hearing.

13.7 Informal Hearings for Participant Families

13.7.1 When an Informal Hearing must be offered to a Family

The BHA will offer a Family participating in the program an informal hearing for the following reasons:

(a) A determination of the Family's annual or adjusted income, and the use of such income to compute the Housing Assistance Payment;

(b) A determination of the appropriate Utility Allowance (if any) for tenant-paid utilities from BHA allowance schedule;

(c) A determination of the Family Unit Size under the BHA Subsidy Standards;

(d) A determination to terminate assistance for a Participant Family because of the Family's action or failure to act;

(e) A determination to terminate assistance because the Family has been absent from the assisted Unit for longer than maximum period permitted under BHA policy and HUD rules. See section 13.5.2(h);

(f) A determination to deny a Reasonable Accommodation;

(g) A determination to deny assistance under the BHA's Residual Family policy.

13.7.2 When an informal hearing is not required

The BHA is not required to provide a Participant Family an opportunity for an informal hearing for any of the following:

(a) Discretionary administrative determinations by the BHA;

(b) General policy issues or class grievances;

(c) Establishment of the BHA schedule of Utility Allowances for families in the program;

(d) A BHA decision not to approve an extension or suspension of a Voucher term;

(e) A BHA determination not to approve a Unit or tenancy;

(f) A BHA determination that an assisted Unit is not in compliance with HQS;

(g) A BHA determination that the Unit is not in accordance with HQS because of the Family size;

(h) A BHA determination to exercise or not to exercise any right or remedy against the Owner under a HAP Contract;

13.7.3 Notice to the Family to Request an Informal Hearing

(a) In the cases described in sections 13.7.1(a), (b), and (c), the BHA will notify the Family of the basis for the BHA determination. The BHA will attempt to schedule a private conference in accordance with section 13.6.5 and section 8.6 in these situations. If a resolution cannot be reached at the Private Conference, the BHA will notify the Family in writing that the Family may request an informal hearing within twenty (20) days.

(b) In the cases described in sections 13.7.1(d), (e), (f), and (g), the BHA will notify the Participant as explained in section 13.6.2.

13.7.4 Expeditious Hearing Process

The BHA will hold a hearing and issue a decision promptly. The Family will continue receive assistance while a decision is pending.

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Pursuant to Sections 11.3, 11.3.1 and/or 11.3.2., the BHA may deny relocation with continued assistance where there are grounds for denial or termination of assistance.

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13.7.5 Hearing Procedures

(a) *Time to request a hearing.* The Participant has twenty (20) days from the date of the proposed termination letter, except in Non-Citizen Rule cases where the time period shall be 30 days from the date of the notice of termination of assistance for any Family member.

(b) *Scheduling.* The BHA Department of Grievances and Appeals will schedule an informal hearing upon the receipt of a Participant's written request. The Participant will be given at least fourteen (14) days notice prior to the hearing date.

(c) *Discovery.*

(1) The BHA will give the Family the opportunity to examine before the hearing, any documents in BHA's possession that are directly relevant to the hearing. The BHA will allow the Family to make copies of the relevant documents before the hearing at the Family's expense. The BHA will also allow a representative of the Family with an authorized release may have access to the file. If the BHA does not make the document available to the Family for examination upon request, then the BHA may not rely on the document at the hearing.

(2) The Family must allow the BHA to examine any Family documents that are directly relevant to the hearing before the hearing upon request. The Family must allow the BHA to examine the relevant documents at the BHA and the Family will allow the BHA to copy the relevant documents at the BHA's expense. If the Family does not make the document available to the BHA for examination upon request, then the Family may not rely on the document at the hearing.

(3) Either party may request an extension if required to rebut documents that were not provided to the opposing party prior to the hearing. Extensions will be granted at the discretion of the hearing officer.

(d) *Amendments to Proposed Terminations.* If the BHA wishes to amend the grounds for the proposed termination, the BHA must notify the Participant of the amendment in writing, not less than fourteen (14) days prior to the hearing date. The amendment will be sent by regular and certified mail to the Participant's address of record. When sending out an amended proposed termination notice, the amended notice shall contain all violations. If the Participant has already requested a hearing due to the original proposed termination, a request for a hearing due to the amended notice is not required.

(e) *Representation of Family*. At its own expense, the Family may be represented by a lawyer or other representative of the Family's choice.

(f) *Evidence*. The BHA and the Family will each be given the opportunity to present evidence and question any witnesses. The Hearing Officer may consider evidence without regard to admissibility under the rules of evidence applicable to judicial proceedings.

(g) *Hearing File*. The hearing file shall consist of all documents submitted by either party in relation to the subject of termination. The BHA shall maintain audio recordings of all termination hearings.

(h) *Hearing Officer*. Any designated BHA employee may conduct the informal hearing, other than a person who made the decision under review or his or her subordinate. The person who conducts the hearing may regulate the conduct of the hearing in accordance with the BHA's hearing procedures.

(i) *Extensions.* The hearing officer may use discretion to grant an extension or continue the hearing to hear additional evidence or testimony.

(j) *Issuance of Decision.* The hearing officer shall make a factual determination relating to the individual circumstances of the Participant based on a preponderance of the evidence presented at the hearing. The hearing officer shall take into consideration all relevant circumstances and any mitigating circumstances presented by the Participant. The hearing officer shall promptly render a written decision stating briefly the reasons for the decision. The hearing officer will send a copy of the decision to the Family by certified and first class regular mail. The hearing officer will also forward a copy of the decision to the Leased Housing Division and the Leasing Officer.

(k) *Failure to attend the hearing*. The BHA may terminate the subsidy, if the Participant does not attend the hearing and does not attempt to reschedule within twenty-four (24) hours prior to

hearing., or appears for the hearing thirty (30) or more minutes late. The BHA will reschedule hearing when a Participant submits evidence of compelling circumstances that prevented the Participant attending the hearing on the scheduled date. If the Participant does not attend the hearing because the scheduling notice was not received due to the Participant's failure to give the BHA the correct and most current address the BHA may terminate the subsidy. If the scheduling notice was sent via certified mail and first class mail and is returned to the BHA with a return receipt indicating that delivery was attempted by USPS but that the addressee failed to pick up the certified mail AND the first class mail is NOT returned as undeliverable, the hearing notice will be considered received.

(l) Effect of Decision.

(1) If the decision to terminate the Family's assistance is ***upheld***, the Family will no longer receive assistance under the section 8 program. The Leased Housing Division will promptly send the Owner and the Participant a 30-day notice of termination. There is no additional opportunity within the BHA to appeal the hearing officer's decision.

(2) If the decision to terminate the Family's subsidy is ***reversed***, the Family will continue to receive assistance under the Section 8 program and will be considered a tenant in good standing.

(3) The Administrator or his or her designee may find that the BHA is not bound by an informal hearing decision:

(i) Concerning a matter for which the BHA is not required to provide an opportunity for an informal hearing, or that exceeds the authority of the person conducting the hearing, or

(ii) Is contrary to HUD regulations or requirements, or otherwise contrary to federal, State or local law.

Under such circumstances, the Administrator or his or her designee will make the determination to continue or terminate Participant's assistance. The BHA will promptly notify the Participant of the determination, and of the reasons for the determination. There will be no further opportunity within the BHA to appeal the decision.

(4) The BHA may use its discretion to overturn a hearing that was "upheld" if the reason for termination was discretionary. If the BHA overturns an "upheld" hearing, it does not have to meet the requirements listed in section l(3) above.

CHAPTER 14: Programs Administered by the Leased Housing Division and Special Housing Types

14.1 Family Unification Program

14.1.1 General Description

The Family Unification Program (FUP) is a program for Families referred to the BHA by the Department of Social Services (DSS). Once the Family is determined to qualify by DSS, the referral form for the Applicant is forwarded to the BHA. DSS provides the BHA with a completed Family certification form which will certify whether the lack of adequate housing is a primary factor in the imminent placement of a Family's child or children in out-of-home care or in the delay of reuniting a child or children who are in out of home care with the Family. The BHA will notify DSS when the waiting lists opens and DSS may refer Applicants to the waiting list at that time. See also section14.1.5.

14.1.2 Goals of the FUP

The goal of the FUP is to help Families within the child welfare system to find affordable and decent housing in a safe and supportive environment.

14.1.3 DSS Role in the FUP

The mission of the DSS is to protect children and provide preventative services which aid and support a Family environment. DSS experience indicates that housing is unequivocally a critical element to the stability of any Family. As part of the DSS role in protecting children who have been abused, DSS provides services which enable children to occupy a safe, caring home. Therefore, the DSS is pleased to commit the necessary resources to the FUP.

14.1.4 Placement Definitions that Qualify Families for FUP

The following definitions have been established to identify the Applicants who may be eligible to participate in the Family Unification Program.

(a) For families with children in placement:

(1) Children are in placement as documented by an “Authorization for Placement Services” provided by the Department of Social Services, or a private agency acting on behalf of the Department; and

(2) Children are remaining in placement due to lack of adequate housing as documented by the child's Family Assessment, the Service Plan, the Progress Supervisory Review Form, or other written documentation authorized by the area director; or

(3) Children are to be returned to the Family as documented by the Service Plan, where the return date is past or pending within 90 days, and lack of adequate housing is a documented barrier to the plan with respect to the reunification of Family in a residence/home.

(b) For families with children not in placement:

(1) Lack of adequate housing has been identified; and the Family is unable to find safe, decent and affordable permanent housing; the Family is at risk of out-of-home care for their children due to homelessness.

(2) Lack of adequate housing exists if the Family lives in substandard housing, the Family is homeless, the Family is displaced by Domestic Violence, or the Family is living in an Overcrowded Unit.

(3) A person who is imprisoned or otherwise detained pursuant to an Act of the United States Congress or a Federal or State Law will not be eligible to become a member of the Family Composition under the Family Unification Program.

14.1.5 Identifying Eligible Family Unification Program Families

DSS will identify Families who appear to meet the eligibility for the FUP. DSS will certify whether the lack of adequate housing is a primary factor in the imminent placement of a Family's child or children in out-of-home care or in the delay of reuniting children who are in out-of-home care with the Family. This certification form is completed by DSS. The certification is approved by a DSS supervisor and then forwarded to the Regional Office FUP Coordinator who will make the final determination of eligibility for the FUP. Once the Family is determined to qualify by DSS, the referral form for the Applicant is forwarded to the BHA. The BHA shall maintain a FUP waiting list. If all slots in the FUP are full, the Applicant/Participant is placed on the FUP waiting list according to the date and time of application. Such waiting list shall be closed if the BHA receives a sufficient number of Applicants to maintain an adequate waiting list and the BHA notifies Applicants that the waiting period has become excessive. The BHA will notify DSS when the waiting lists opens and DSS may continue to refer Applicants to the waiting list at that time. The BHA will make a determination of final eligibility for the Housing Choice Voucher Program for a FUP Applicant.

14.2 Non-Elderly Disabled Housing Program (Mainstream Program)

The Non-Elderly Disabled Housing Program (Mainstream Program) is designed to provide housing assistance in the form of a one-bedroom voucher to a Disabled Person who is under the age of sixty-two (62). In addition to Section 8

assistance, the BHA has created a network of services to aid Mainstream Program Applicants and Participants in their search for housing. These services include referrals to agencies within the Boston area who offer support such as housing search assistance, information on disability issues, and advocacy services for a Disabled Person.

A Mainstream Program Applicant will be required to verify their disability by presenting the Disabled Certification Form signed by a medical or rehabilitation professional or qualified non-medical service agency whose function is to provide services to the Disabled. The Applicant will also have to meet income guidelines set by the Section 8 program and must also be eligible for a one-bedroom Apartment under BHA Subsidy Standards. After all eligibility requirements for the Section 8 program and the Mainstream Program have been determined, an eligible individual is offered a Voucher to begin searching for housing. As a Reasonable Accommodation, Mainstream program Participants shall be offered a two-bedroom Voucher if the BHA approves the Participant's request for a Personal Care Attendant as an exception to the BHA's Subsidy Standards.

An Applicant who meets the definition of a Disabled Person and qualifies for a one-bedroom Voucher will be taken in the order of the BHA waiting list (based on date and time of application). An Applicant will be required to complete the requisite certification form regarding the existence of a Disability. An Applicant on the waiting list will also be required to provide documented proof of their Priority status. Respondents to this notification will be placed onto a separate, Non-Elderly Disabled Housing Program waiting list. Such waiting list shall be closed if the BHA receives a sufficient number of Applicants to maintain an adequate waiting list. The BHA will give public notice in a local newspaper of general circulation, neighborhood newspapers, and also by Minority media whenever the BHA is opening the waiting list to Applicants and will state where and when to apply.

14.3 Family Self-Sufficiency (FSS) Program

14.3.1 Introduction

The BHA developed its FSS Program for current HCVP Participants. The FSS Program is voluntary and offers Families an opportunity to receive supportive services as they work towards economic self-sufficiency by building savings through an escrow account. The BHA surveys all HCVP Participants to determine interest in participating in the FSS program. An interested Participant will be given an opportunity to apply for the FSS Program.

14.3.2 Eligibility and Recruitment

The FSS Program is open to current HCVP Participants. The BHA periodically surveys all HCVP Participants to determine their interest in the program. To facilitate this effort, a brochure has been developed to promote the program. Leasing Officers discuss the availability of the FSS Program to Applicants/Participants when they attend their annual Recertification appointment. Applicants/Participants who indicate an

interest in the program are placed on a waiting list and invited to a group or individual information/intake appointment and provided with the opportunity to apply for the FSS Program. People will be invited in order, i.e. "first come, first served".

14.3.3 Individual Training & Service Plan (IT&SP) and FSS Contract

The BHA employs coordinators whose primary duties are to work with FSS Families. The FSS Coordinator performs a "needs assessment" of each Applicant in order to determine what services are necessary for the Family to achieve the goal of self-sufficiency. The Coordinator uses the "needs assessment" to develop an Individual Training and Service Plan (IT&SP) for the Family. This plan breaks the large goal of self-sufficiency into smaller interim goals and outlines the activities and services necessary, along with an estimated time frame to achieve these goals. Interim goals help the FSS Coordinator and the Family to measure success and are required by HUD regulations.

Upon completion of the IT&SP, the FSS Coordinator will prepare the Family's FSS Contract of Participation. The FSS Contract includes the effective date, term, responsibilities of the Family and BHA and provisions for establishing an escrow account. Both the Contract and the IT&SP are explained by the FSS Coordinator who also obtains any release of Information forms necessary to monitor the plan and contract. The IT&SP and FSS Contract are signed by both the Head of Household and the FSS Coordinator. The term of the FSS Contract is for five years and may be extended for up to two years.

14.3.4 Monitoring/Case Management

The FSS Coordinator monitors the IT&SP during the term of the FSS Contract and provides case management services. The FSS Coordinator links the Family with services and provides support to help the Family achieve its goals. Individual appointments are scheduled as necessary and the FSS Coordinator is also available by telephone for crisis intervention to help the Family achieve the goals set forth in the FSS Contract. FSS Participants are required to keep at least 2 appointments per year, although many Participants will meet with their FSS Coordinator on a much more frequent basis. Workshops are held for FSS Participants throughout the year and include topics such as budgeting, credit repair, homeownership and stress management.

14.3.5 Escrow Account

The FSS program requires establishment of an escrow account. The FSS Coordinator explains the process for creation and maintenance of the FSS escrow account during the initial intake/information session and at the time of FSS Contract execution. The BHA uses Housing Assistance funds paid by HUD for the FSS Escrow deposits. The figures of Annual Income, Earned Income and Total Tenant Payment (TTP) on the FSS Contract of Participation become the baseline for future escrow

calculations. If the Family's TTP increases due to an increase in earned income beyond the baseline figures, the difference is escrowed. When the BHA calculates that the FSS Participant is entitled to its first FSS credit (generally at the annual or interim re-certification), an escrow account will be established. The BHA will utilize an escrow account credit worksheet to calculate the amount to be deposited into the escrow account. The BHA is required to deposit all escrowed funds into a single depository account for the entire FSS Program so that the IRS will not count the funds or interest for purposes of income tax. Funds held by the BHA will be invested in HUD-approved investments specified in HUD Handbook 7475. FSS Participants will receive an annual report on the status of their escrow funds at the end of each fiscal year.

The amount in the FSS account, in excess of any money owed to the BHA, is paid to the Head of Household upon successful completion of the FSS Contract. The BHA may disburse a portion of the FSS account before the end of the Contract if the Participant has fulfilled certain interim goal(s) and the money is necessary for completion of the FSS Contract goals.

Escrow deposits are made by the BHA on the assumption of rent paid by the tenant. If a Family does not pay their rent to the their landlord the escrow funds may be forfeited because failure to comply with the lease is a Family obligation under the FSS program. Nonpayment of rent is grounds for terminating a Family's FSS participation and subsidy and forfeiture of the escrow. See section 13.2.1.

If a program Participant is terminated from the HCVP at any point during the term of the FSS contract, or if the Family is still receiving Temporary Aid for Needy Families (TANF) benefits at the end of the term of the Contract of Participation, the Family's accumulated escrow account will be returned to the BHA. The BHA will use such funds for HUD approved expenses and will be treated as additional program receipts.

14.3.6 Portability

Participating FSS Families are required to Lease an Apartment within the Commonwealth of Massachusetts for the first twelve months of the contract. After this period, a Family may utilize Portability. An FSS Family that chooses to move outside Boston must meet with the Coordinator to determine the best course for their FSS participation. The following options may be available:

The Family continues in the BHA's FSS Program if they are able to maintain services and activities outlined in the IT&SP.

The Family may enter the FSS Program of the Receiving Housing Authority if this option is available. The Family must demonstrate that they will be able to complete the FSS Plan in the new area. The Family would enter an FSS Contract with the Receiving Housing Authority for the

term remaining on the Family's contract with the BHA. The BHA will then terminate its contract with the Family.

If the Receiving Housing Authority does not have a FSS Program, or has no opening within its FSS Program, or the Family decides not tot continue in the FSS Program, the BHA will terminate its FSS Contract with the Family and any escrow funds will revert back to the BHA. To ensure continuity of service, the BHA will provide opportunities for FSS Program participation for a Family coming into Boston.

14.3.7 FSS Contract Compliance

The IT&SP will be monitored by the FSS Coordinator. A FSS Participant is required to meet with the FSS Coordinator at least twice a year to determine if the Family is complying with their plan. A FSS Participant who has not kept an appointment with the FSS Coordinator for one (1) year will be placed on probation. A FSS Participant who does not keep appointments for two (2) years will be sent proposed termination notices from the program. An FSS Participant must comply with the terms of the Lease, including payment of their rent share to the landlord.

If the FSS Coordinator determines that the Family is not keeping appointments with the FSS Coordinator, is failing to actively participate in activities according to the time frames specified in their contract or if they are in violation of any provision of their contract of participation, a conference will be scheduled to discuss the violation(s). At the conference, the Coordinator, will attempt to resolve the matter by obtaining an understanding of why the Family is not in compliance and determine if adjustments to goals, services, and/or the timetables are necessary and/or appropriate in an effort to help the Family complete their FSS Contract. The Family will be advised that the FSS Contract can be terminated and any escrow funds will be forfeited upon further violations of the FSS Contract. In most cases, problems are resolved at this step. However, if the FSS Coordinator is unable to reach a satisfactory resolution with the Family, additional administrative action may be necessary.

If additional violations of the FSS Contract occur, or the conference does not successfully resolve the matter, the Coordinator will propose termination of the FSS Contract. A letter proposing termination will be sent to the tenant via Certified Mail. The letter will state the reason(s) for the proposed termination and inform the Participant that (s)he has the right to request a conference if there is disagreement regarding the termination. The Participant will be advised to put the request for a conference into writing within ten (10) days to the FSS Coordinator.

At the conference, the Family may state its objection to termination of its FSS Contract. The Coordinator will bring this information and recommendations to hi(s)her supervisor. After a review of this information by the supervisor, the Family will be notified in writing within ten (10) business days of the decision to terminate the FSS Contract or to

further modify the plan. If the decision is to terminate, the Family will receive a 30-day notice of this action and will forfeit all funds in its escrow account.

The BHA will not terminate HCVP assistance because of the Family's failure to meet FSS responsibilities (see PIH notice 95-5). Section 8 assistance will be terminated only as provided by HUD and the BHA in the manner applied to all Section 8 subsidy holders.

14.3.8 FSS Contract Completion

Completion of the FSS Contract occurs when:

(a) The Family has fulfilled all of its responsibilities under the contract; or

(b) 30% of the Family's monthly-adjusted income is equal to or greater than the Payment Standard amount for the Unit size for which the Family is eligible, or the Gross rent for the Unit rented.

(c) At any time during the term of the contract of Participation, the BHA may determine that the Family has met its obligations under the FSS Contract. At that time, the amount in the Family's escrow account, less any amount owed to the BHA, will be paid to the Head of the Household.

(d) The BHA reserves the right to terminate the FSS Contract of Participation before its expiration date under the following circumstances:

(1) On determination that the Head of Household or participating Family member failed to fulfill the terms of the contract or any extensions thereof;

(2) The Family withdraws from the FSS Program;

(3) By mutual consent of both parties;

(4) For an act(s) that is/are deemed inconsistent with the purposes of the FSS Program;

(5) By operation of law; or

(6) When the participating Family is no longer receiving Section 8 assistance.

(7) The BHA may declare the Contract null and void if resources and services necessary to complete the contract are not available. If resources and services aren't available, can BHA may release the escrow to the tenant that has been accrued to date.

14.3.9 FSS Program Coordinating Committee

The BHA has brought together a variety of community agencies and private businesses to serve on the FSS Program Coordinating Committee. The Coordinating Committee works with the Service Coordinators to help identify and obtain services necessary to implement the program. The Coordinating Committee meets on a regular basis and the coordinators may consult with individual committee members between meetings. New committee members may be solicited from the community. The committee provides support and information to help the FSS Program serve as many families as possible.

14.4 Designated Housing Vouchers

Designated Housing Vouchers enable a non-Elderly Family with a Disabled Person, who would be eligible for public housing if occupancy were not restricted to Elderly families to lease safe, decent and affordable housing. These Vouchers also assist a Family affected by a BHA decision to designate their buildings as "mixed Elderly and disabled buildings" but demonstrate a need for alternative resources for a Family with a Disabled Person.

14.4.1 Families Eligible for Designated Housing

A Non-Elderly Family with a member who is Disabled Person that is income eligible and lives in public housing that has been designated for occupancy or is on the public housing waiting list, does not need to be listed on the BHA's HCVP waiting list receive HCVP assistance. Instead, these types of Families may be admitted to the HCVP as a Special Admission.

14.5 Skinner Program

In 1989 US District Court Judge Walter Skinner ruled against HUD and ordered the agency to design a program to "facilitate access to suburban housing opportunities for low-income minority households." As a result the federal government made a special award of Section 8 Vouchers to the BHA. The Vouchers, called Skinner Vouchers, are to be used specifically to help minority Families explore housing opportunities in non-minority areas. The Boston Fair Housing Commission (BFHC) is responsible for providing counseling services to Families in the Skinner program.

Admission under the Skinner Program is considered a Special Admission by HUD. The BHA will issue Skinner Vouchers, when available, to Families who meet the following criteria:

- Minority Head of Household
- At least one child under the age of 18
- Willing to move to a predominantly non-minority area in metropolitan Boston.

14.6 Special Housing Types

BHA will not permit the use of any special housing types other than those listed here.

14.6.1 Shared Housing

HUD defines Shared Housing as an Apartment occupied by two or more Families. The Unit consists of both common space for shared use by the occupants of the Unit and separate private space for each Family. A Voucher may be used in Shared Housing in accordance with 24 C.F.R. §§ 982.615-618.

Shared Housing permits the assisted Family to share a Unit with one or more assisted, or unassisted families. Zero and one-bedroom units are not eligible for Shared Housing assistance.

The Owner of a Shared Housing Unit may live in the Unit with the assisted Family and enter into a HAP Contract with the BHA provided that there is no blood, marital, or domestic partnership ties between the Owner and the assisted Family. Under no circumstances may housing assistance payments be made on behalf of an Owner. The BHA may approve a Personal Care Attendant in Shared Housing and must approve one if a Disabled Person needs a Reasonable Accommodation to readily access and use the program.

(a) *Unit Requirements.* There must be a separate HAP Contract and Lease for each assisted family residing in a Shared Housing Apartment. The entire Apartment must pass HQS and additional BHA inspection standards and provide adequate space and security, for all its residents, not just for the assisted Family. There must be at least one private bedroom for each two members of the assisted Family and the number of bedrooms may not be less than the Family Unit Size. In addition to the private space for the assisted Family, the Apartment must have a living room, sanitary facilities in accordance with 24 C.F.R. § 982.401(b) and food preparation and refuse disposal facilities in accordance with 25 C.F.R. § 982.401(c). The Rent to Owner may not exceed the pro-rata portion of the Reasonable Rent for the Shared Housing dwelling Unit.

(b) *Payment Standard and Rent.* The Payment Standard for a family residing in a Shared Housing Unit is the lower of:

(1) The Payment Standard amount for the Voucher Size; or

(2) The pro-rata share of the Payment Standard amount for the size of the Apartment.

(3) Pro-rata share means the number of bedrooms for the private use of the assisted Family divided by the total

number of bedrooms in the Unit. For instance, if the family required and had private use of three bedrooms in a five-bedroom Unit, then its Payment Standard would be the lower of:

(i) The 3 bedroom Payment Standard; or

(ii) Three- fifths of the 5 bedroom Payment Standard, or

(iii) Three-fifths of the Gross Rent.

The utility allowance is the pro-rata portion of the Utility Allowance for the Shared Housing Unit. Only the assisted Family gross income is used to determine the TTP. The TTP is subtracted from the Payment Standard, as determined above, to determine the maximum HAP. If the maximum HAP exceeds the pro-rata share of Rent to Owner, the Family may receive up to the difference as a pro-rata tenant-paid Utility Allowance.

(c) *Who may reside in Shared Housing?* Two or more Families assisted by the BHA may enter into a Shared Housing arrangement provided that each family has private use of its Family Unit Size number of bedrooms.

14.6.2 Cooperative Housing

HUD defines a Cooperative as Housing owned by a corporation or association, and where a member of the corporation or association has the right to reside in a particular Apartment, and to participate in the management of the housing.

A Voucher may be used in Cooperative Housing in accordance with 24 C.F.R. § 982.619. The initial contract rent will be the monthly carrying charges under the Lease/Occupancy Agreement between the cooperative members and is subject to the BHA's Payment Standard limitations. The carrying charges consist of the member's proportionate share of the debt service, operating expenses and necessary payments to the reserve funds of the cooperative. Monthly carrying charges cannot include down payment or loan repayments to purchase membership shares.

14.6.3 Manufactured Home

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HUD defines Manufactured Home as a manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets HQS as well as the following additional requirements. The Manufactured Home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage. A tie-down device that distributes and transfers the loads imposed by the Unit to appropriate ground anchors to resist wind overturning and sliding must securely anchor the manufactured home.

A voucher may be used in a manufactured home in accordance with 24 C.F.R. §§ 982.620-624.

(a) *Payment Standard.* The Payment Standard for the space only is the lower of the space rent or 40% of the 2 bedroom FMR.

Space rent is the sum of the following as determined by the BHA:

(1) Rent to Owner for the manufactured home space;

(2) Owner maintenance and management charges for the space;

(3) The utility allowance for tenant paid utilities.

(b) *Required Forms.* The BHA shall use form HUD-52642, the Housing Assistance Payments Contract and form HUD-52642-A``, and the Tenancy Addendum for Manufactured Home Space Rentals.

14.6.4 Single Room Occupancy Housing

HUD defines Single Room Occupancy housing as a Unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. A Voucher may be used in SRO housing in accordance with 24 C.F.R. §§ 982.602-605.

A separate Lease and HAP Contract must be used for each assisted person residing in a SRO.

The Payment Standard is the lower of the Rent to Owner or 75% of the BHA zero bedroom Payment Standard.

The utility allowance is 75% of the zero-bedroom utility allowance.

14.6.5 Group Homes

HUD defines a Group Home as a dwelling Unit that is licensed by a State as a Group Home for the exclusive residential use of two to twelve persons who are Elderly or Disabled Persons (including any Personal Care Attendant). A Voucher may be used in a Group Home in accordance with 24 C.F.R. §§ 982.610-614 provided its use will make a difference to the individual; e.g., enable the Applicant to change and improve their housing situation.

An Applicant residing in a Group Home may not use a Voucher to Lease in-place if the primary change for the Applicant would be in the state or federal agency that is paying for his housing assistance.

A separate Lease and HAP Contract must be used for each assisted Family.

(a) *Rent.* The Rent to Owner may not exceed the pro-rata portion of the reasonable rent for the Group Home, i.e., dividing the number of persons in the assisted household by the total number of residents residing in the Group Home. If the Applicant will have private facilities, such as a private bedroom and sanitary facilities, the Family Unit size is one; otherwise the family Unit size is zero.

(b) *Payment Standard.* The Payment Standard is the lower of:

(1) The Payment Standard amount or

(2) The pro-rata portion of the Payment Standard amount on the BHA Payment Standard for the Group Home size.

(c) *Utility Allowance.* The utility allowance for each assisted person residing in a Group Home is the pro-rata portion of the Utility Allowance for the Group Home Unit size.

14.6.6 Congregate Housing

HUD defines Congregate Housing as housing for Elderly or Disabled Persons that meets the HQS for congregate housing.

A voucher may be used in Congregate Housing in accordance with 24 C.F.R. §§ 982.606-609 provided its use will make a difference to the individual; e.g., enable the Applicant to change and improve their housing situation.

A separate Lease and HAP Contract must be used for each assisted Family. The Payment Standard is the zero-bedroom Payment Standard amount or zero-bedroom exception Payment Standard amount, if any.

If there are two or more rooms in the Unit, not including kitchen or sanitary facilities, the Payment Standard is the one bedroom Payment Standard amount.

14.7 HUD-VASH Program

The BHA will administer the HUD Veterans Affairs Supportive Housing Vouchers ("HUD-VASH") in accordance with this Administrative Plan, 24 CFR part 982, and Docket No. FR-5213-N-01 and any subsequent notice, guidance, or regulation that amends or supersedes Docket No. FR-5213-N-01

14.7.1 Background

The HUD-VASH program combines the HCVP for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs ("VA") at its medical centers and in the community.

Ongoing VA case management, health, and other supportive services will be made available to homeless Veterans through the Boston Veterans Affairs Medical Center ("VAMC").

14.7.2 Identification of HUD-VASH Vouchers

To ensure availability of a HUD-VASH voucher upon turnover, the BHA will maintain records that allow for the easy identification of all HUD-VASH vouchers. The BHA will also identify these families in the Public and Indian Housing Information Center ("PIC").

14.7.3 Family Eligibility and Selection

The VAMC will screen all Families in accordance with its screening criteria.

The VAMC will refer HUD-VASH eligible families to the BHA for the issuance of vouchers. The BHA will not maintain a waiting list for the HUD-VASH program and will not apply eligibility priorities or preferences to HUD-VASH Applicants.

The BHA shall not deny HUD-VASH applicants for any of the grounds listed in 24 C.F.R. 982.552 or 24 C.F.R. § 982.553 with the exception of 24 C.F.R. 982.553(a)(2)(i), which requires the denial of sex-offenders who have a life-time registration requirement.

14.7.4 Civil Rights and Reasonable Accommodation

Fair Housing requirements prohibit the discrimination on the basis of race, color, religion, sex, familial status, national origin, or disability. When Disabled Veterans are HUD-VASH recipients, reasonable accommodation standards apply. See also Section 1.2.4.

14.7.5 Income Eligibility

The BHA must determine the Income Eligibility for HUD-VASH Applicants in accordance with 24 C.F.R. § 982.201 and Section 5.5.1 of this Administrative Plan. The BHA is not required to include HUD-VASH vouchers in the income targeting requirements set forth at 24 C.F.R. § 982.201(b)(2) and Section 5.5.2 of this Administrative Plan.

14.7.6 Initial Term of the Voucher

The HUD-VASH voucher must have an initial search term of 120 days, which is the same as the initial search term required by this Administrative Plan. See Section 7.2 for the policies regarding initial voucher term length and term extensions and suspensions.

14.7.7 Initial Lease Term

Initial lease terms may be less than one-year for HUD-VASH Participants.

14.7.8 Ineligible Housing

HUD-VASH Families will be permitted to live on the grounds of a VAMC. This effectively waives the regulation set forth at 24 C.F.R. §982.352(a)(5) which prohibits HCVP unit on the grounds of a medical, mental, or similar public or private institution.

14.7.9 Portability of HUD-VASH Vouchers

If the Family initially leases up, or moves under portability provisions, but the initial PHA's partnering VAMC will still be able to provide the necessary case management services due to the proximity to the partnering VAMC, the receiving PHA must process the move in accordance with the Portability procedures of 24 C.F.R. § 982.355 and those in Chapter 12 of this Administrative Plan. However, the receiving PHA must bill the initial PHA to comply with the record keeping requirements established above. The receiving PHA does not have the option to absorb the HUD-VASH Family.

When the receiving PHA completes the HUD-50058 under the scenarios above, the action type that must be recorded on line 2a is "1" for a new admission (a Family that is new to the HCVP) or "4" for a portability move-in (a Family that was previously leased up in the jurisdiction of the initial PHA). Whether the Family is a new admission or a portability move-in, in section 12 of the HUD-50058, line 12d is marked "Y," 12e must have an amount recorded, and 12f must include the initial PHA's code.

If a Family moves where it will not be possible for the initial PHA's partnering VAMC to provide case management services, the VAMC must first determine whether the HUD-VASH Family could be served by another VAMC that is participating in the program, and the receiving PHA must have a HUD-VASH voucher available for this Family. If the above conditions are met, the Families must be absorbed by the receiving PHA either as a new admission (upon initial participation in the HUD-VASH program) or as a portability move-in (after an initial leasing in the initial PHA's jurisdiction). Upon absorption, the initial PHA's HUD-VASH voucher will be available to lease to a new HUD-VASH eligible Family as determined by the partnering VAMC and the absorbed Family will count towards the number of HUD-VASH slots awarded to the receiving PHA.

When the receiving PHA completes the HUD 50058 under the scenarios above, the action type that must be recorded on line 2a is "1" for a new admission (a Family that is new to the HCVP) or "4" for a portability move-in (a Family that was previously leased up in the jurisdiction of the initial PHA). Whether the Family is a new admission or a portability move-in, in section 12 of the HUD-50058, line 12d is marked "Y," 12e must be 0 since the Family must be absorbed, and 12f must be left blank.

14.7.10 Case Management Requirements

(a) The VAMC responsibilities include:

(i) Screening of homeless Veterans to determine eligibility for the HUD-VASH program as established by Veteran's Affairs national office;

(ii) Providing appropriate treatment and supportive services to potential HUD-VASH program Participants, if needed, prior to PHA issuance of rental vouchers;

(iii) Providing housing search assistance to HUD-VASH voucher holders;

(iv) Identifying the social service and medical needs of HUD-VASH Participants and providing, or ensuring the provision of regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout this initiative; AND

(v) Maintaining records and providing information for evaluation purposes, as required by HUD and Veterans Affairs.

(b) Participation Contingent on Case Management

As a condition of assistance, a HUD-VASH Participant must receive case management services as described above and the failure to participate in case services without good cause, is grounds for termination. HUD-VASH Participants will be required to acknowledge on an annual basis that housing assistance is conditioned on participation in case services. The case management requirement will be an addition to the Family Obligations described in section 13.5.

It is not grounds for termination if the VAMC determines that the Family no longer requires case management.

14.7.11 Transfer from HUD-VASH to Tenant-Based Assistance

If the VAMC determines that the Family no longer requires case management or the Veteran will no longer reside with the Family, the BHA may offer the Family a regular tenant-based voucher in the tenant-based program to free up the HUD-VASH voucher for another Family. The offer of tenant-based assistance is pending funding availability. Receipt of a regular tenant-based voucher is subject to the eligibility requirements set forth in Chapter 5 of this Administrative Plan.

14.7.12 Project Based-Assistance of HUD-VASH Vouchers

Upon request from the BHA, HUD (with the support of the VAMC) will consider on a case-by-case basis to project base a HUD-VASH voucher in accordance with 24 C.F.R Part 983.

14.7.13 Section Eight Management Assessment Program

Unit months and budget authority associated with HUD-VASH vouchers will not be included in the SEMAP leasing indicator denominator because they are dependent on referrals from VAMC. Utilization of these vouchers will be monitored separately.

14.7.14 Reporting Requirements

The code “VASH” must be used in section 2n of the HUD-50058 form to indicate that the Family is a HUD-VASH Participant. The “VASH” code must remain on the HUD-50058 for the duration of the Family’s participation in the HUD-VASH program.

Chapter 15: PROJECT-BASED VOUCHER (PBV) PROGRAM

15.1 General

15.1.1 BHA Administration of the PBV Program

The BHA administers the PBV in accordance with federal regulations, specifically 24 C.F.R. part 982 and 24 C.F.R. part 983, as well as State and local law.

15.1.2 Description of the PBV Program

(a) The PBV Program is funded from the Voucher Annual Contributions Contract (ACC) between the BHA and HUD. Project-based means that the subsidy is attached to the Unit, whereas tenant-based assistance allows the tenant to move with the subsidy (see difference between project-based and tenant-based assistance at 24 C.F.R. § 982.1(b)).

(b) The BHA enters into a HAP Contract with an Owner for Units in existing housing or in newly constructed or rehabilitated housing.

(c) When the PBV housing is new construction or rehabilitation, the housing is developed under an Agreement to enter into a Housing Assistance Payments ("AHAP") contract between the BHA and the Owner.

(d) During the term of the HAP Contract the BHA makes payments to the Owners for Units leased and occupied by eligible Families.

15.1.3 Goal of the PBV Program

It is the goal of the BHA to make project-based rental subsidies accessible so interested and eligible Families can afford safe, decent and sanitary housing; to provide the services with integrity and mutual accountability; and to create housing situations which will serve as catalysts for the transformation from dependence to economic self-sufficiency. It is also the goal of the PBV program to create new affordable housing resources.

15.1.4 Maximum Amount of PBV Assistance

The BHA may project-base up to twenty percent (20%) of the annual budget authority allocated to the BHA by HUD in the Voucher program. In calculating twenty percent (20%), the BHA will use the amount of funding available at the time of the allocation of the Project Based Vouchers. The BHA is not required to reduce the number of units selected under a HAP Contract or an Agreement if the amount of the budget authority is subsequently reduced.

15.2 Selection of PBV Owner Proposals

15.2.1 Owner Proposal Selection Procedures

The BHA may use one of the two following methods to select Owner proposals:

(a) Request for Proposal (RFP)

The BHA may publicly issue a competitive request for PBV proposals. The BHA may not limit a Request for Proposal (RFP) to a single site or impose restrictions that explicitly or practically preclude Owner submission of proposals for PBV housing on different sites.

(1) Public Notice Requirement

The BHA will publish a RFP in a newspaper of general circulation and will make the RFP available on its web site (www.bostonhousing.org). The public notice must specify the submission deadline. The BHA will provide detailed application and selection criteria at the request of interested parties.

(b) The BHA may determine to provide PBV funding to a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded Low Income Housing Tax Credits have been provided), where the proposal has already been selected in accordance with such program's competitive selection requirements within three years of the BHA's PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive BHA PBV assistance.

15.2.2 Subsidy Layering Review (SLR) Prohibition of Excess Public Assistance

The SLR is intended to prevent excessive public assistance for the housing by combining (layering) housing assistance subsidy under the PBV program with other governmental assistance from federal, state, or local agencies, including but not limited to, assistance such as tax concessions or tax credits.

(a) The BHA shall obtain from the Applicant all the information required by the HUD mandated SLR checklist.

(b) The BHA must review the SLR package prepared by the Applicant for its completeness and consistency with program requirements.

(c) If it appears complete and acceptable, the BHA shall forward the SLR package to HUD's Boston office. The HUD Boston office will also review the material and if found acceptable, submit it to HUD Headquarters for final review and approval.

15.2.3 Cap on Number of PBV Units in each Building

(a) The BHA may not select a proposal to provide PBV assistance for Units in a building or enter into an Agreement or HAP Contract to provide PBV assistance for Units in a building, if the total number of dwelling units in the building that will receive PBV assistance is more than 25 percent of the number of Units (assisted or unassisted) in the building, unless the building qualifies for an exception.

(b) Exceptions to 25 percent per building cap.

(1) Units in a single-family building (a building with no more than four dwelling units);

(2) Units in a multifamily building that are specifically made available for:

(i) Elderly or disabled families; or

(ii) Families receiving supportive services.

(c) Supportive Services that Qualify for an Exception

Supportive services that qualify for an exception are those services that assist a person with a medical condition or disability or services that assist a Family in becoming self-sufficient. Examples of supportive services that qualify for an exception include but are not limited to:

(1) Household Training (e.g., homemaking, parenting skills, money management)

(2) Job Training (e.g., preparation and counseling, job development and placement, follow-up assistance after job placement, completion of FSS Contract of Family Participation)

(3) Services and Resources (appropriate to assist families to achieve economic independence and self-sufficiency)

(4) Child Care (provide sufficient hours of operation and serve an appropriate range of ages)

(5) Counseling for parents and other kinship relations caring for children with special needs (programs for families

adopting children from MA Department of Social Services (DSS), foster care programs, Grandfamily programs)

(6) Remedial Education (education for the completion of Secondary or post-secondary education)

(7) Substance Abuse Treatment (counseling and treatment for substance abuse)

(d) Other Qualifications for Supportive Services

(1) It is not necessary that the services be provided at or by the project, if they are BHA approved/qualified services.

(2) A Qualifying Family must have at least one member receiving at least one qualifying supportive service.

(3) The BHA may not require participation in medical or disability-related services as a condition of living in an excepted Unit, other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted Unit, although such services may be offered.

(e) Participant Completion of Services or Service Contract.

If a Family at the time of initial tenancy is receiving, and while the resident of an excepted Unit has received, FSS supportive services or any other supportive services as defined in the BHA administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the Unit continues to count as an excepted Unit for as long as the Family resides in the Unit.

(f) Participant Failure to Complete Supportive Services or Service Contract.

(1) Termination of Lease.

If a Family in an excepted Unit fails without good cause to complete its FSS contract of participation or if the Family fails to complete the supportive services requirement as outlined in this Administrative Plan, the BHA will take the actions provided under 24 C.F.R. § 983.261(d), and the Owner may terminate the Lease in accordance with 24 C.F.R. § 983.257(c). See also section 14.3.

(2) Termination of Assistance

At the time of initial Lease execution, the Family and the BHA must sign a statement of Family responsibility. The statement of Family responsibility must contain all Family

obligations including the Family's participation in a service program under this section. Failure by the Family without good cause to fulfill its service obligation will require the BHA to terminate assistance.

(3) Unit Continues to be an Excepted Unit

If the Unit at the time of such termination is an excepted Unit, the exception continues to apply to the Unit as long as the Unit is made available to another Qualifying Family.

(g) BHA Monitoring of Supportive Services

Providers of supportive services are obligated to report to the BHA regarding any changes in the supportive services at least on annual basis. The BHA may request more frequent reports from supportive service agencies at its discretion.
A supportive service agency must inform the BHA immediately when a Family fails to meet their supportive service requirements.

(1) Set-aside for Qualifying Families.

(i) In leasing units in a multifamily building pursuant to the PBV HAP, the Owner must set aside the number of excepted Units made available for occupancy by Qualifying Families.

(ii) The BHA may refer only Qualifying Families for occupancy of excepted Units.

(h) Ninety Percent Cap

The BHA may require a 90% (ninety percent) per-building cap on the number of Units that will receive PBV assistance or other project-based assistance in a multifamily building containing excepted Units.

15.2.4 Site Selection Standards

The BHA's site selection standards must comply with PBV goals, civil rights requirements, and HQS.

The BHA may not select a proposal for existing, newly constructed, or rehabilitated PBV housing on a site or enter into an Agreement or HAP Contract for Units on the site, unless the BHA has determined that:

(a) Project-based assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. The standard for deconcentrating poverty and expanding housing and economic opportunities must be consistent with the BHA Annual Plan, the

BHA Administrative Plan, and 24 C.F.R. part 903. In developing the standards to apply in determining whether a proposed PBV development will be selected, the BHA shall consider the following:

(1) Whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;

(2) Whether a PBV development will be located in a census tract where the concentration of assisted Units will be or has decreased as a result of public housing demolition;

(3) Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization;

(4) Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement for the deconcentration of poverty at 24 C.F.R. part 903;

(5) Whether new market rate Units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate Units will positively impact the poverty rate in the area;

(6) If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA may consider whether in the past five years there has been an overall decline in the poverty rate;

(7) If the poverty rate in the area where the proposed PBV development will be located is greater than forty (40%) percent, the BHA may require the developer to submit comprehensive evidence including, but not limited to; specific economic development data of the subject census tract and neighboring census tracts to provide the most complete and accurate assessment of the current economic status of the area as possible;

(8) Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

(b) The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d-2000d(4)) and HUD's implementing regulations at 24 C.F.R. Part 1; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601-3629); and HUD's

implementing regulations at 24 C.F.R. Parts 100 through 199; Executive Order 11063 (27 FR 11527; 3 C.F.R., 1959-1963 Comp., p. 652) and HUD's implementing regulations at 24 C.F.R. Part 107. The site must meet the section 504 site selection requirements described in 24 C.F.R. § 8.4(b)(5).

(c) The site meets the HQS site standards at 24 C.F.R. § 982.401(l).

15.2.5 BHA PBV Site Selection Policy

(a) Each prospective BHA PBV site applicant must demonstrate to the BHA that their respective project satisfies the goals of deconcentrating poverty and expanding housing and economic opportunity, regardless of the project's poverty rate as defined by the most recent census data. The BHA will make its assessment of an applicant project's compliance with achieving these goals based on the totality of the applicant's response, taking into consideration the target population to be served (i.e., Family, Elderly, Disabled, and populations needing supportive services.

(b) The BHA will also further assess each proposal to determine if they achieve the following BHA Agency Plan objectives:

(1) Development and maintenance of an adequate supply of safe, decent housing that is affordable to residents with a range of income levels and household needs;

(2) Assurance that a resident with long term support needs have access to appropriate services and accessible community and housing options.

(3) Assurance of full and fair access to housing for all residents.

15.2.6 Environmental Review

The local governmental Unit responsible (RE or Responsible Entity) for the federal environmental review under the National Environmental Protection Act (NEPA) of 1969 (42 U.S.C. § 42331 et. Seq.)[21] will conduct environmental reviews in connection with the project-based program. If the responsible entity declines to do the review then HUD may perform the environmental review itself.

(a) Existing Housing

[21] The Boston Environmental Department is responsible for environmental review under NEPA in the City of Boston. The department analyzes projects for potential environmental impacts on the City of Boston and its residents. The reviews identify specific environmental impacts and the department suggests potential solutions.

The RE will determine whether the existing building is excluded from environmental review. The RE will also determine whether or not the assistance is subject to review under the laws and authorities under 24 C.F.R. § 58.5.

(b) The BHA may not enter into an Agreement or HAP Contract with an Owner, and the BHA, the Owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the following HUD environmental requirements are met:

(1) The RE entity has completed the environmental review and HUD has approved the environmental certification and request for release of funds;

(2) The RE has determined that the project to be assisted is exempt from an environmental review or is categorically excluded and not subject to compliance with environmental laws under 24 C.F.R. § 58.35(b); or

(3) HUD has performed an environmental review and has notified the BHA in writing of environmental approval of the site.

(c) Mitigating Circumstances

The BHA must require the Owner to carry out mitigating circumstances required by the RE or required by HUD.

(d) Verification

The BHA will keep verification of the review or verification of the exemption in the BHA file for the building.

15.2.7 BHA-owned Units

(a) The selection of BHA-owned Units must be done in accordance with 24 C.F.R. § 983.51(e) and section 15.2.5 of this Administrative Plan.

(b) Inspection and determination of reasonable rent by independent entity

(1) The BHA will have the units inspected by an independent entity to be sure the Units meet the requirements of HQS and Chapter II of the State Sanitary Code.

(2) The BHA will have the reasonable rent determined by a HUD-approved appraisal or, by a licensed HUD approved appraiser by a licensed state certified appraiser.

(c) Nature of independent entity

The independent entity that performs these program services may be the Unit of general local government for the BHA jurisdiction (unless the BHA is itself the Unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

(d) Payment to independent entity and appraiser

(1) The BHA may only compensate the independent entity and appraiser from BHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The BHA may not use other program receipts to compensate the independent entity and appraiser for their services.

(2) The BHA, independent entity, and appraiser may not charge the Family any fee for the appraisal or the services provided by the independent entity.

15.3 Dwelling Units

15.3.1 Housing accessibility for persons with Disabilities

(a) Program accessibility.

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and implementing regulations at 24 C.F.R. part 8. The BHA shall ensure that the percentage of accessible dwelling Units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented by HUD's regulations at 24 C.F.R. Part 8, Subpart C.

(b) Design and construction.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 C.F.R. § 100.205, as applicable.

15.3.2 Inspecting Units

(a) Pre-selection inspection.

(1) Inspection of site

The BHA must examine the proposed site before the proposal selection date.

(2) Inspection of existing Units

If the units to be assisted already exist, the BHA must inspect all the units before the proposal selection date, and must determine whether the Units substantially comply with the HQS. To qualify as existing housing, Units must substantially comply with the HQS on the proposal selection date. However, the BHA may not execute the HAP Contract until the Units fully comply with the HQS.

(b) Pre-HAP Contract inspections

The BHA must inspect each contract Unit before execution of the HAP Contract. The PHA may not enter into a HAP Contract covering a Unit until the Unit fully complies with the HQS.

(c) Turnover inspections.

Before providing assistance to a new Family in a contract Unit, the BHA must inspect the Unit. The BHA may not provide assistance on behalf of the Family until the Unit fully complies with the HQS.

(d) Annual inspections.

(1) At least annually during the term of the HAP Contract, the PHA must inspect a random sample, consisting of at least twenty percent (20%) of the contract units in each building, to determine if the contract Units and the premises are maintained in accordance with the HQS. Turnover inspections pursuant to paragraph (c) of this section are not counted toward meeting this annual inspection requirement.

(2) If more than twenty percent (20%) of the annual sample of inspected contract Units in a building fail the initial inspection, the BHA must re-inspect one hundred percent (100%) of the contract Units in the building.

(e) Other inspections.

(1) The BHA must inspect contract units whenever needed to determine that the contract Units comply with the HQS and that the Owner is providing maintenance, utilities, and other services in accordance with the HAP Contract. The BHA must take into account complaints and any other information coming to its attention in scheduling inspections.

(2) The BHA must conduct follow-up inspections needed to determine if the Owner (or, if applicable, the Family) has

corrected an HQS violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for Owner or Family violation of the HQS.

(3) In conducting BHA supervisory quality control HQS inspections, the BHA should include a representative sample of both tenant-based and project-based Units.

(f) Inspecting BHA-owned Units

(1) In the case of BHA-owned Units, the inspections required under this section must be performed by an independent agency designated in accordance with section 15.2.7 of this Administrative Plan, rather than by the BHA.

(2) The independent entity must furnish a copy of each inspection report to the BHA and to the HUD field office where the project is located.

(3) The BHA must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP Contract by the BHA Owner.

15.3.3 Requirements for Rehabilitated and Newly Constructed Units

An Owner or project sponsor, must enter into an Agreement to Enter in to a Housing Assistance Payments contract (AHAP) before any demolition, construction, or rehabilitation takes place. This requirement only applies to non-existing PBV Units.

15.3.4 Purpose and content of the Agreement to enter into HAP Contract

(a) Requirement

The BHA must enter into an Agreement (AHAP) with the Owner to enter in a HAP Contract.

(b) Purpose of the AHAP

In the Agreement the Owner agrees to develop the contract units to comply with the HQS, and the BHA agrees that, upon timely completion of such development in accordance with the terms of the Agreement, the BHA will enter into a HAP Contract with the Owner for the contract Units.

(c) Description of Housing.

The AHAP must describe the following features of the housing to be developed (newly constructed or rehabilitated) and assisted under the PBV program:

(1) Site and evidence of site control;

(2) Location of contract Units on site;

(3) Number of contract Units by area (size) and number of bedrooms and bathrooms;

(4) Services, maintenance, or equipment to be supplied by the Owner without charges in addition to the rent;

(5) Utilities available to the contract Units, including a specification of utility services to be paid by Owner (without charges in addition to rent) and utility services to be paid by the Tenant;

(6) Indication of whether or not the design and construction requirements of the Fair Housing Act and implementing regulations at 24 C.F.R. § 100.205 and the accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and implementing regulations at 24 C.F.R. §§ 8.22 and 8.23 apply to units under the Agreement. If these requirements are applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement, as specified in paragraphs (c)(1 – 8) of this section.

(7) Initial rents to Owner for the contract Units;

(8) Description of the work to be performed under the Agreement. If the Agreement is for rehabilitation of units, the work description must include the rehabilitation work write up and, where determined necessary by the BHA, specifications, and plans. If the Agreement is for new construction, the work description must include the working drawings and specifications.

(d) Additional Requirements Established by the BHA

The BHA may also establish, in the AHAP, additional requirements for quality, architecture, or design of PBV housing, over and above the minimum requirements of HQS.

15.3.5 Conduct of New Construction and Rehabilitation Work

(a) Development requirements.

The Owner must carry out development work in accordance with the Agreement and the requirements of this section.

(b) Labor standards.

(1) In the case of an Agreement for development of nine or more contract units (whether or not completed in stages), the Owner and the Owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in development of the housing.

(2) The HUD prescribed form of Agreement shall include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

(3) The Owner and the Owner's contractors and subcontractors must comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 C.F.R. part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.

(c) Equal opportunity.

(1) Equal employment opportunity.

The Owner must comply with federal equal employment opportunity requirements of Executive Orders 11246 as amended (3 C.F.R., 1964-1965 Comp., p. 339), 11625 (3 C.F.R., 1971-1975 Comp., p. 616), 12432 (3 C.F.R., 1983 Comp., p. 198) and 12138 (3 C.F.R., 1977 Comp., p. 393).

(2) Eligibility to participate in federal programs and activities.

The Agreement and HAP Contract shall include a certification by the Owner that the Owner and other project principals (including the officers and principal members, shareholders, investors, and other parties having a substantial interest in the project) are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

(3) Disclosure of conflict of interest.

The Owner must disclose any possible conflict of interest that would be a violation of the Agreement, the HAP Contract, or HUD regulations.

15.3.6 Completion of Housing

(a) Completion deadline.

The Owner must develop and complete the housing in accordance with the Agreement. The Agreement must specify the deadlines

for completion of the housing and for submission by the Owner of the required evidence of completion.

(b) Required evidence of completion.

(1) Minimum submission.

At a minimum, the Owner must submit the following evidence of completion to the BHA in the form and manner required by the BHA:

(i) Owner certification that the work has been completed in accordance with the HQS and all requirements of the Agreement; and

(ii) Owner certification that the Owner has complied with labor standards and equal opportunity requirements in development of the housing.

(2) Additional documentation.

At the discretion of the BHA, the Agreement may specify additional documentation that must be submitted by the Owner as evidence of housing completion. For example, such documentation may include:

(i) A certificate of occupancy or other evidence that the units comply with local requirements (such as code and zoning requirements);

(ii) An architect's certification that the housing complies with:

(A) HUD housing quality standards;

(B) State, local, or other building codes;

(C) Zoning;

(D) The rehabilitation work write-up (for rehabilitated housing) or the work description (for newly constructed housing); or

(E) Any additional design or quality requirements pursuant to the Agreement.

(c) BHA determination of completion.

When the BHA has received Owner notice that the housing is completed:

(1) Upon notice from the Owner, the BHA must inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with the HQS and any additional requirement imposed by the BHA under the Agreement.

(2) The BHA must determine if the Owner has submitted all required evidence of completion.

(3) If the work has not been completed in accordance with the Agreement, the BHA must not enter into the HAP Contract.

(d) Execution of HAP Contract.

If the BHA determines that the housing has been completed in accordance with the Agreement and that the Owner has submitted all required evidence of completion, the BHA must submit the HAP Contract for execution by the Owner and must then execute the HAP Contract.

15.4 Housing Assistance Payments Contract

15.4.1 Purpose of HAP Contract

The purpose of the HAP Contract is to provide housing assistance payments for eligible families. The BHA makes housing assistance payments to the Owner in accordance with the HAP Contract. Housing assistance is paid for contract Units leased and occupied by eligible families during the HAP Contract term.

15.4.2 HAP Contract information.

The HAP Contract must specify:

(a) The total number of contract units by number of bedrooms;

(b) Information needed to identify the site and the building or buildings where the contract units are located. The information must include the project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;

(c) Information needed to identity the specific contract units in each building. The information must include the number of contract units in the building, the location of each contract Unit, the area of each contract Unit, and the number of bedrooms and bathrooms in each contract unit;

(d) Services, maintenance, and equipment to be supplied by the Owner without charges in addition to the rent;

(e) Utilities available to the contract units, including a specification of utility services to be paid by the Owner (without charges in addition to rent) and utility services to be paid by the tenant;

(f) Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and implementing regulations at 24 C.F.R. part 8;

(g) The HAP Contract term;

(h) The number of units in any building that will exceed the 25 percent per building cap (as described in 24 C.F.R. § 983.56), which will be set-aside for occupancy by Qualifying Families; and

(i) The initial Rent to Owner (for the first 12 months of the HAP Contract term).

15.4.3 When HAP Contract is Executed

(a) BHA inspection of housing.

(1) Before execution of the HAP Contract, the BHA must inspect each contract Unit in accordance with 24 C.F.R. § 983.103(b).

(2) The BHA may not enter into a HAP Contract for any contract Unit until the BHA has determined that the Unit complies with the HQS.

(b) Newly constructed or rehabilitated housing.

(1) In the case of newly constructed or rehabilitated housing the HAP Contract shall be executed after the BHA has inspected the completed units and has determined that the units have been completed in accordance with the Agreement and the Owner has furnished all required evidence of completion (see 24 C.F.R. §§ 983.155 and 983.156).

(2) In the HAP Contract, the Owner certifies that the units have been completed in accordance with the Agreement. Completion of the units by the Owner and acceptance of units by the BHA is subject to the provisions of the Agreement.

15.4.4 Term of HAP Contract

(a) Ten-year initial term.

The BHA may enter into a HAP Contract with an Owner for an initial term of up to ten years for each contract Unit. The length of the term of the HAP Contract for any contract Unit may not be less than one year, nor more than ten years.

(b) Extension of term.

Within one year before expiration, the BHA may agree to extend the term of the HAP Contract for an additional term of up to five years if the BHA determines an extension is appropriate to continue providing affordable housing for low-income families. Subsequent extensions are subject to the same limitations. Any extension of the term must be on the form and subject to the conditions prescribed by HUD at the time of the extension.

(c) Termination by BHA--insufficient funding. (See also section 13.4)

(1) The HAP Contract must provide that the term of the PHA's contractual commitment is subject to the availability of sufficient appropriated funding (budget authority) as determined by HUD or by the PHA in accordance with HUD instructions. For purposes of this section, "sufficient funding" means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments to the Owner for any contract year in accordance with the terms of the HAP Contract.

(2) The availability of sufficient funding must be determined by HUD or by the BHA in accordance with HUD instructions. If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP Contract, the BHA has the right to terminate the HAP Contract by notice to the Owner for all or any of the contract units. Such action by the BHA shall be implemented in accordance with HUD instructions. The BHA reserves the right to exercise full and unencumbered discretion as to which HAP Contract may or may not be terminated due to insufficient funding, including all PBV contracts in those areas not specifically referenced by a HUD directive.

(d) Termination by Owner--reduction below initial rent.

The Owner may terminate the HAP Contract, upon notice to the BHA, if the amount of the Rent to Owner for any contract Unit, as adjusted in accordance with 24 C.F.R. § 983.302, is reduced below the amount of the initial Rent to Owner (Rent to Owner at the beginning of the HAP Contract term). In this case, the assisted

families residing in the contract units will be offered tenant-based voucher assistance.

15.4.5 HAP Contract Amendments

(a) Amendment to substitute contract units.

At the discretion of the BHA and subject to all PBV requirements, the HAP Contract may be amended to substitute a different Unit with the same number of bedrooms in the same building for a previously covered contract Unit. Prior to such substitution, the BHA must inspect the proposed substitute Unit and must determine the reasonable rent for such Unit.

(b) Amendment to add contract units.

At the discretion of the BHA, and provided that the total number of units in a building that will receive PBV assistance or other project-based assistance will not exceed 25 percent of the number of dwelling units (assisted or unassisted) in a non-exception building or the 20 percent of authorized annual budget authority as provided in 24 C.F.R. § 983.6, a HAP Contract may be amended during the three-year period immediately following the execution date of the HAP Contract to add additional PBV contract units in the same building. An amendment to the HAP Contract is subject to all PBV requirements (e.g., rents are reasonable), except that a new PBV request for proposals is not required. The anniversary and expiration dates of the HAP Contract for the additional units must be the same as the anniversary and expiration dates of the HAP Contract term for the PBV units originally placed under HAP Contract.

(c) Staged completion of contract units.

Even if contract units are placed under the HAP Contract in stages commencing on different dates, there is a single annual anniversary for all contract units under the HAP Contract. The annual anniversary for all contract units is the annual anniversary date for the first contract units placed under the HAP Contract. The expiration of the HAP Contract for all the contract units completed in stages must be concurrent with the end of the HAP Contract term for the units originally placed under HAP Contract.

15.4.6 Condition of Contract Units

(a) Owner maintenance and operation.

(1) The Owner must maintain and operate the contract units and premises in accordance with the HQS, including performance of ordinary and extraordinary maintenance.

(2) The Owner must provide all the services, maintenance, equipment, and utilities specified in the HAP Contract with the BHA and in the Lease with each assisted Family.

(3) At the discretion of the BHA, the HAP Contract may also require continuing Owner compliance during the HAP term with additional housing quality requirements specified by the BHA (in addition to, but not in place of, compliance with the HUD-prescribed HQS). Such additional requirements may be designed to assure continued compliance with a design, architecture, or quality requirement specified in the Agreement.

(b) Remedies for HQS violation.

(1) The BHA must vigorously enforce the Owner's obligation to maintain contract units in accordance with the HQS. The BHA may not make any HAP payment to the Owner for a contract Unit covering any period during which the contract Unit does not comply with the HQS.

(2) If the BHA determines that a contract Unit is not in accordance with the housing quality standards (or other HAP Contract requirement), the BHA may exercise any of its remedies under the HAP Contract for all or any contract units. Such remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP Contract. If the BHA terminates the HAP Contract for a particular PBV Unit the BHA will attempt to relocate the participant to another PBV Unit. If there are no PBV units available in the building or otherwise suitable, the BHA will offer the Family a tenant-based voucher if they are available. If the Family has been in the PBV program for more than one-year, the Family may request a tenant-based voucher.

(c) Maintenance and replacement--Owner's standard practice.

Maintenance and replacement (including redecoration) must be in accordance with the standard practice for the building concerned as established by the Owner.

15.4.7 Owner Responsibilities

The Owner is responsible for performing all of the Owner responsibilities under the Agreement and the HAP Contract. 24 C.F.R. § 982.452 (Owner Responsibilities) applies.

15.4.8 Owner Certification

By execution of the HAP Contract, the Owner certifies that at such execution and at all times during the term of the HAP Contract:

(a) All contract units are in good and tenantable condition. The Owner is maintaining the premises and all contract units in accordance with the HQS.

(b) The Owner is providing all the services, maintenance, equipment, and utilities as agreed to under the HAP Contract and the Leases with assisted families.

(c) Each contract Unit for which the Owner is receiving housing assistance payments is leased to an eligible Family referred by the BHA, and the Lease is in accordance with the HAP Contract and HUD requirements.

(d) To the best of the Owner's knowledge, the members of the Family reside in each contract Unit for which the Owner is receiving housing assistance payments, and the Unit is the Family's only residence.

(e) The Owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a Family residing in a contract Unit.

(f) The amount of the housing assistance payment is the correct amount due under the HAP Contract.

(g) The Rent to Owner for each contract Unit does not exceed rents charged by the Owner for other comparable unassisted Units.

(h) Except for the housing assistance payment and the tenant rent as provided under the HAP Contract, the Owner has not received and will not receive any payment or other consideration (from the Family, the BHA, HUD, or any other public or private source) for rental of the contract Unit.

(i) The Family does not own or have any interest in the contract Unit.

15.5 Occupancy

15.5.1 How Participants are Selected

(a) Who may receive PBV assistance?

(1) The BHA may select Families who are Participants in the BHA's tenant-based voucher program and Families who have applied for admission to the voucher program.

(2) Except for voucher participants (determined eligible at original admission to the voucher program), the BHA may

only select families determined eligible for admission at commencement of PBV assistance.

(3) The BHA maintains site based waiting lists for each PBV Development in its portfolio. An otherwise eligible applicant has the ability to apply for any and all open site based waiting lists

(4) An Eligible applicant with the earliest approval date, Priority and/or Preference(s) will receive one offer of an apartment of appropriate size at a PBV site of choice. Failure to accept the first housing offer will result in the withdrawal from the particular site where the offer was made.
Failure to accept the housing offer will result in the withdrawal from all PBV site based waiting lists. The Applicant will lose any approved Priority and/or Preference. Furthermore, the Applicant will only be eligible to re-apply after one year from the date of the most recent apartment assignment rejection

Withdrawal from a PBV site based waiting list(s) will have no effect on an applicant's placement on the BHA's tenant based HCVP waiting list.

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(b) Protection of in-place Families.

(1) The term "in-place Family" means an eligible Family residing in a proposed contract Unit on the proposal selection date.

(2) In order to minimize displacement of in-place families, if a Unit to be placed under contract that is either an existing Unit or one requiring rehabilitation is occupied by an eligible Family on the proposal selection date, the in-place Family must be placed on the BHA's waiting list (if the Family is not already on the list) and, once its continued eligibility is determined, given an absolute selection preference and referred to the project Owner for an appropriately sized PBV Unit in the project. (However, the BHA may deny assistance for the grounds specified in 24 C.F.R. § 982.552 and 982.553.) Admission of such families is not subject to income-targeting under 24 C.F.R. § 982.201(b)(2)(i), and such families must be referred to the Owner from the BHA's waiting list. BHA shall give such families priority for admission to the PBV program. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.

15.5.2 BHA Information for Accepted Family

(a) Oral briefing.

When a Family accepts an offer of PBV assistance, the BHA must give the Family an oral briefing. The briefing must include information on the following subjects:

(1) A description of how the program works; and

(2) Family and owner responsibilities.

(b) Information packet.

The BHA must give the Family a packet that includes information on the following subjects:

(1) How the BHA determines the total tenant payment for a Family;

(2) Family obligations under the program; and

(3) Applicable fair housing information.

(c) Providing information for persons with Disabilities.

(1) If the Family head or spouse is a Disabled Person, the BHA must take appropriate steps to assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet, including in alternative formats.

(2) The BHA shall have some mechanism for referring to accessible PBV units to a Family that includes a person with mobility impairment.

(d) Providing information for persons with limited English ability.

The BHA will communicate with persons of limited English ability in accordance with section1.3.4.

15.5.3 Leasing of Contract Units

(a) Owner selection of tenants.

(1) During the term of the HAP contract, the owner must Lease contract units only to eligible Families selected and referred by the BHA from the BHA waiting list.

(2) The owner is responsible for adopting written tenant selection procedures that are consistent with the purpose

of improving housing opportunities for very Low-Income Families and reasonably related to program eligibility and an applicant's ability to perform the lease obligations.

(3) An owner must promptly notify in writing any rejected applicant of the grounds for any rejection.

(b) Size of unit.

The contract unit Leased to each Family must be appropriate for the size of the Family under the BHA's subsidy standards. See section 15.5.9

15.5.4 Vacancies

(a) Filling vacant units.

(1) The Owner must promptly notify the BHA of any vacancy or expected vacancy in a contract unit. After receiving the owner notice, the BHA must make every reasonable effort to refer promptly a sufficient number of Families for the owner to fill such vacancies.

(2) The Owner must Lease vacant contract units only to eligible Families on the BHA waiting list referred by the BHA.

(3) The BHA and the Owner must make reasonable good faith efforts to minimize the likelihood and length of any vacancy.

(b) Reducing number of contract units.

If any contract units have been vacant for a period of 120 or more days since owner notice of vacancy (and notwithstanding the reasonable good faith efforts of the BHA to fill such vacancies), the BHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (by number of bedrooms) that have been vacant for such period.

The BHA may add units to the building by amending the HAP contract in accordance with section 15.4.5

15.5.5 Tenant Screening

(a) BHA option.

(1) The BHA will screen tenants for eligibility. The owner is also responsible for screening tenants.

(b) Owner responsibility

(1) The owner is responsible for screening of families on the basis of their tenancy histories. An owner may consider a Family's background with respect to such factors as:

(i) Payment of rent and utility bills;

(ii) Caring for a unit and premises;

(iii) Respecting the rights of other residents to the peaceful enjoyment of their housing;

(iv) Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and

(v) Compliance with other essential conditions of tenancy;

(c) Providing tenant information to owner.

(1) The BHA will provide information to the owner in accordance with section 7.3.3:

15.5.6 Lease

(a) Tenant's legal capacity

The tenant must have legal capacity to enter a Lease under State and local law. ``Legal capacity'' means that the tenant is bound by the terms of the Lease and may enforce the terms of the Lease against the Owner.

(b) Form of Lease

(1) The tenant and the Owner must enter a written Lease for the Unit. The Lease must be executed by the Owner and the tenant.

(2) If the Owner uses a standard Lease form for rental to unassisted tenants in the locality or the premises, the Lease must be in such standard form, except as provided in paragraph (b)(4) of this section. If the Owner does not use a standard Lease form for rental to unassisted tenants, the Owner may use another form of Lease, such as a BHA model Lease.

(3) In all cases, the Lease must include a HUD-required tenancy addendum. The tenancy addendum must include, word-for-word, all provisions required by HUD.

(4) The BHA will review the Owner's Lease form to determine if the Lease complies with State and local law. The BHA may decline to approve the tenancy if the BHA determines that the Lease does not comply with state or local law.

(c) Required information

The Lease must specify all of the following:

(1) The names of the Owner and the tenant;

(2) The Unit rented (address, Apartment number, if any, and any other information needed to identify the leased contract unit);

(3) The term of the Lease (initial term and any provision for renewal);

(4) The amount of the tenant Rent to Owner. The tenant Rent to Owner is subject to change during the term of the Lease in accordance with HUD requirements;

(5) A specification of what services, maintenance, equipment, and utilities are to be provided by the Owner; and

(6) The amount of any charges for food, furniture, or supportive services.

(d) Tenancy addendum

(1) The tenancy addendum in the Lease shall state:

(i) The program tenancy requirements (as specified in this part);

(ii) The Family Composition as approved by the BHA (names of Family members and any BHA-approved Personal Care Attendant).

(2) All provisions in the HUD-required tenancy addendum must be included in the Lease. The terms of the tenancy addendum shall prevail over other provisions of the Lease.

(e) Changes in Lease

(1) If the tenant and the Owner agree to any change in the Lease, such change must be in writing, and the Owner must immediately give the BHA a copy of all such changes.

(2) The Owner must notify the BHA in advance of any proposed change in Lease requirements governing the allocation of tenant and Owner responsibilities for utilities. Such changes may be made only if approved by the BHA and in accordance with the terms of the Lease relating to its amendment. The BHA must redetermine reasonable rent, in accordance with 24 C.F.R. § 983.303(c), based on any change in the allocation of responsibility for utilities between the Owner and the tenant, and the redetermined reasonable rent shall be used in calculation of Rent to Owner from the effective date of the change.

(f) Initial term of Lease.

The initial Lease term must be for at least one year.

(g) Lease provisions governing tenant absence from the Unit.

The Lease may specify a maximum period of tenant absence from the Unit that is shorter than the maximum period permitted by BHA policy.

15.5.7 Owner Termination of Tenancy and Eviction

(a) In general.

24 C.F.R. § 982.310 applies with the exception that §§ 982.310(d)(1)(iii) and (iv) do not apply to the PBV program. (In the PBV program, “good cause” does not include a business or economic reason or desire to use the Unit for an individual, Family, or non-residential rental purpose.) 24 C.F.R. §§ 5.858-5.861 on eviction for drug and alcohol abuse apply to this part.

(b) Upon Lease expiration, an Owner may:

(1) Renew the Lease;

(2) Refuse to renew the Lease for good cause as stated in paragraph (a) of this section;

(3) Refuse to renew the Lease without good cause, in which case the BHA would provide the Family with a tenant-based voucher, if available, and the Unit would be removed from the PBV HAP Contract.

(c) If a Family resides in a project-based Unit excepted from the twenty five percent (25%) per-building cap on project-basing because of participation in an FSS or other supportive services program, and the Family fails, without good cause, to complete its FSS contract of participation or supportive services requirement, such failure is grounds for Lease termination by the Owner.

15.5.8 Security deposit: amounts owed by tenant

(a) The Owner may collect a security deposit from the tenant in accordance with Massachusetts State law.

15.5.9 Overcrowded, under-occupied, and accessible units

(a) Family occupancy of wrong-size or accessible Unit.

The BHA subsidy standards determine the appropriate Unit size for the Family size and composition. If the BHA determines that a Family is occupying a:

(1) Wrong-size Unit, or

(2) Unit with accessibility features that the Family does not require, and the Unit is needed by a Family that requires the accessibility features, the BHA must promptly notify the Family and the Owner of this determination, and of the BHA's offer of continued assistance in another Unit pursuant to paragraph (b) of this section.

(b) BHA offer of continued assistance.

(1) If a Family is occupying a:

(i) Wrong-size Unit, or

(ii) Unit with accessibility features that the Family does not require, and the Unit is needed by a Family that requires the accessibility features, the BHA must offer the Family the opportunity to receive continued housing assistance in another Unit.

(2) The BHA will offer continued housing assistance in the form of:

(i) PBV assistance in an appropriate-size Unit (in the same building or in another building);

(A) When offering continued assistance in another PBV Unit, the BHA will first attempt to place the Family in the same building. If no units are available in the same building, the BHA will attempt to offer the Family a PBV Unit with same Owner. If a Unit is not available in the same building or with the same Owner, then the BHA will offer the Family any other PBV Unit that they qualify for.

(ii) Tenant-based rental assistance under the voucher program

(c) BHA termination of housing assistance payments

(1) If the BHA offers the Family the opportunity to receive tenant-based rental assistance under the voucher program, the BHA must terminate the housing assistance payments for a wrong-sized or accessible Unit at expiration of the term of the Family's voucher (including any extension granted by the BHA).

(2) If the BHA offers the Family the opportunity for another form of continued housing assistance in accordance with paragraph (b)(2) of this section (not in the tenant-based voucher program), and the Family does not accept the offer, does not move out of the PBV Unit within 120 days from first day of the month after the offer, or both, the BHA must terminate the housing assistance payments for the wrong-sized or accessible Unit at the end of the 120 days from the first day of the month after the offer.

15.5.10 Family right to move

(a) The Family may terminate the assisted Lease at any time after the first year of occupancy.

The Family must give the Owner advance written notice of intent to vacate (with a copy to the BHA) in accordance with the Lease. See also section 11.4.

(b) If the Family has elected to terminate the Lease in this manner, the BHA must offer the Family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

(c) Before providing notice to terminate the Lease under paragraph (a) of this section, a Family must make a written request for tenant-based rental assistance if the Family wishes to move with continued assistance. If voucher or other comparable tenant-based rental assistance is not immediately available upon termination of the Family's Lease of a PBV Unit, the BHA will place the Family on a waiting list by date and time of request to receive the next available opportunity for continued tenant-based rental assistance.

(d) If the Family terminates the assisted Lease before the end of one year, the Family relinquishes the opportunity for continued tenant-based assistance.

(e) Good standing requirement to receive continued assistance in the tenant-based voucher program. The BHA may deny the opportunity for a tenant-based voucher where there are grounds for denial or termination. See 24 C.F.R. § 982.314(e)(2).

15.5.11 When occupancy may exceed 25-percent cap

(a) Except as provided in 24 C.F.R. § 983.56(b), the BHA may not pay housing assistance under the HAP Contract for contract units in excess of the 25 percent cap pursuant to 24 C.F.R. § 983.56(a).

(b) In referring families to the Owner for admission to excepted units, the BHA must give preference to Elderly or Disabled Families; or to Families receiving supportive services.

(c) If a Family at the time of initial tenancy is receiving and while the resident of an excepted Unit has received FSS supportive services or any other service as defined in the BHA administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the Unit continues to count as an excepted Unit for as long as the Family resides in the Unit.

(d) A Family (or the remaining members of the Family) residing in an excepted Unit that no longer meets the criteria for a “qualifying Family" in connection with the 25 percent per building cap exception (e.g., a Family that does not successfully complete its FSS contract of participation or the supportive services requirement as defined in the BHA administrative plan or the remaining members of a Family that no longer qualifies for Elderly or Disabled Family status) must vacate the Unit within a reasonable period of time established by the BHA, and the BHA shall cease paying housing assistance payments on behalf of the non-qualifying Family. If the Family fails to vacate the Unit within the established time, the Unit must be removed from the HAP Contract unless the project is partially assisted, and it is possible for the HAP Contract to be amended to substitute a different Unit in the building in accordance with 24 C.F.R. § 983.206(a); or the Owner terminates the Lease and evicts the Family. The housing assistance payments for a Family residing in an excepted Unit that is not in compliance with its Family obligations (e.g., a Family fails, without good cause, to successfully complete its FSS contract of participation or supportive services requirement) shall be terminated by the BHA.

15.6 Rent to Owner

15.6.1 Determining the Rent to Owner

(a) Initial and Redetermined rents

(1) The amount of the initial and redetermined Rent to Owner is determined in accordance with this section and 24 C.F.R. § 983.302.

(2) The amount of the initial Rent to Owner is established at the beginning of the HAP Contract term.

(3) The Rent to Owner is redetermined at the Owner's request for a rent increase in accordance with this section and 24 C.F.R. § 983.302. The Rent to Owner is also redetermined at such time when there is a five percent or greater decrease in the published FMR in accordance with 24 C.F.R. § 983.302.

(b) Amount of Rent to Owner

Except for certain tax credit units as provided in paragraph (c) of this section, the Rent to Owner must not exceed the lowest of:

(1) An amount determined by the BHA, not to exceed 110 percent of the applicable fair market rent (or any exception payment standard approved by the Secretary) for the Unit bedroom size minus any utility allowance;

(2) The Reasonable Rent; or

(3) The rent requested by the Owner.

(c) Rent to Owner for Certain Tax Credit Units

(1) The BHA will determine the rent on tax credit units in accordance with federal law.

(d) Rent to Owner for Other Tax Credit Units

Except in the case of a tax credit Unit described in paragraph (c)(1) of this section, the Rent to Owner for all other tax credit units is determined pursuant to paragraph (b) of this section.

(e) Reasonable Rent

The BHA shall determine Reasonable Rent in accordance with 24 C.F.R. § 983.303. The Rent to Owner for each contract Unit may at no time exceed the Reasonable Rent.

(f) Use of FMRs and utility allowance schedule in determining the amount of Rent to Owner.

(1) Amounts Used

(i) Determination of initial rent (at beginning of HAP Contract term). When determining the initial Rent to Owner, the BHA shall use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP Contract. At its discretion, the BHA may use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP Contract.

(ii) Redetermination of Rent to Owner. When redetermining the Rent to Owner, the BHA shall use the most recently published FMR and the BHA utility allowance schedule in effect at the time of redetermination. At its discretion, the BHA may use the amounts in effect at any time during the 30-day period immediately before the redetermination date.

(2) Exception Payment Standard and PHA Utility Allowance Schedule

(i) Any HUD-approved exception payment standard amount under 24 C.F.R. § 982.503(c) applies to both the tenant-based and project-based voucher programs. HUD will not approve a different exception payment standard amount for use in the PBV program.

(ii) The PHA may not establish or apply different utility allowance amounts for the PBV program. The same PHA utility allowance schedule applies to both the tenant-based and the PBV programs.

(g) BHA-Owned Units

For BHA-owned PBV units, the initial Rent to Owner and the annual redetermination of rent at the annual anniversary of the HAP Contract are determined by the independent entity approved by HUD in accordance with 24 C.F.R. § 983.59. The BHA must use the Rent to Owner established by the independent entity.

15.6.2 Redetermination of Rent to Owner

(a) The BHA must redetermine the Rent to Owner:

(1) Upon the Owner's request; or

(2) When there is a five percent or greater decrease in the published FMR in accordance with 24 C.F.R. § 983.301.

(b) Rent Increase

(1) The BHA may not make any rent increase other

than an increase in the Rent to Owner as determined pursuant to 24 C.F.R. § 983.301.

(2) The Owner must submit a written request for a rent increase at least sixty (60) days prior to the date of the anniversary of the HAP contact to receive and increase in rent. A rent increase that is not submitted at least (60) days prior to the date of the anniversary of the HAP contract shall not be processed until the following year.

(c) Rent Decrease

If there is a decrease in the Rent to Owner, as established in accordance with 24 C.F.R. § 983.301, the Rent to Owner must be decreased, regardless of whether the Owner requested a rent adjustment.

(d) Notice of rent redetermination

Rent to Owner is redetermined by written notice by the BHA to the Owner specifying the amount of the redetermined rent. The BHA notice of the rent adjustment constitutes an amendment of the Rent to Owner specified in the HAP Contract.

(e) Contract year and annual anniversary of the HAP Contract

(1) The contract year is the period of 12 calendar months preceding each annual anniversary of the HAP Contract during the HAP Contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP Contract term.

(2) The annual anniversary of the HAP Contract is the first day of the first calendar month after the end of the preceding contract year. The adjusted Rent to Owner amount applies for the period of 12 calendar months from the annual anniversary of the HAP Contract.

(3) See 24 C.F.R. § 983.206(c) for information on the annual anniversary of the HAP Contract for contract units completed in stages.

15.6.3 Reasonable Rent

(a) Owner Certification of Comparability

By accepting each monthly housing assistance payment from the BHA, the Owner certifies that the Rent to Owner is not more than rent charged by the Owner for comparable

unassisted units in the premises. The Owner must give the BHA information requested by the BHA on rents charged by the Owner for other units in the premises or elsewhere.

(b) Determining Reasonable Rent for BHA-Owned Units

(1) For BHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with 24 C.F.R. § 983.59, rather than by the BHA. Reasonable rent must be determined in accordance with this section.

(2) The independent entity must furnish a copy of the independent entity determination of reasonable rent for BHA-owned units to the BHA and to the HUD field office where the project is located.

15.6.4 Other Subsidy: Effect on Rent to Owner

(a) General

In addition to the rent limits established in accordance with Sec. 983.301 and 24 C.F.R. § 982.302, the following restrictions apply to certain units.

(b) HOME

For units assisted under the HOME program, rents may not exceed rent limits as required by the HOME program (24 C.F.R. § 92.252).

(c) Subsidized Projects

(1) This paragraph (c) applies to any contract units in any of the following types of federally subsidized project:

(i) An insured or non-insured Section 236 project;

(ii) A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action;

(iii) A Section 221(d)(3) below market interest rate (BMIR) project;

(iv) A Section 515 project of the Rural Housing Service;

(v) A project receiving low-income housing tax credits;

(vi) Any other type of federally subsidized project specified by HUD.

(2) The Rent to Owner may not exceed the subsidized rent (basic rent) or tax credit rent as determined in accordance with requirements for the applicable federal program listed in paragraph (c)(1) of this section.

(d) Combining Subsidy

Rent to Owner may not exceed any limitation required to comply with HUD subsidy layering requirements. See 24 C.F.R. § 983.55.

(e) Other Subsidy: BHA Discretion to Reduce Rent

At its discretion, a BHA may reduce the initial Rent to Owner because of other governmental subsidies, including tax credit or tax exemption, grants, or other subsidized financing.

(f) Prohibition of Other Subsidy

For provisions that prohibit PBV assistance to units in certain types of subsidized housing, see 24 C.F.R. § 983.54.

15.6.5 Rent to Owner: Effect of Rent Control and Other Rent Limits

In addition to the limitation to 110 percent of the FMR in 24 C.F.R. § 983.301(b)(1), the rent reasonableness limit under §§ 983.301(b)(2) and 983.303, the rental determination provisions of § 983.301(f), the special limitations for tax credit units under § 983.301(c), and other rent limits under this part, the amount of Rent to Owner also may be subject to rent control or other limits under local, state, or federal law.

15.6.6 Payment to Owner

(a) When Payments are Made

(1) During the term of the HAP Contract, the BHA shall make housing assistance payments to the Owner in accordance with the terms of the HAP Contract. The payments shall be made for the months during which a contract Unit is Leased to and actually occupied by an eligible Family.

(2) Except for discretionary vacancy payments in accordance with 24 C.F.R. § 983.352, the BHA may not make any housing assistance payment to the Owner for any month after the month when the Family moves out of the Unit (even if household goods or property are left in the unit).

(b) Monthly Payment

Each month, the BHA shall make a housing assistance payment to the Owner for each contract Unit that complies with the HQS and is Leased to and occupied by an eligible Family in accordance with the HAP Contract.

(c) Calculating Amount of Payment

The monthly housing assistance payment by the BHA to the Owner for a contract Unit Leased to a Family is the Rent to Owner minus the tenant rent (total tenant payment minus the utility allowance).

(d) Prompt Payment

The housing assistance payment by the BHA to the Owner under the HAP Contract shall be paid to the Owner on or about the first day of the month for which payment is due, unless the Owner and the BHA agree on a later date.

(e) Owner Compliance with Contract

To receive housing assistance payments in accordance with the HAP Contract, the Owner must comply with all the provisions of the HAP Contract. Unless the Owner complies with all the provisions of the HAP Contract, the Owner does not have a right to receive housing assistance payments.

15.6.7 Vacancy Payment

(a) Payment for Move-out Month

If an assisted Family moves out of the Unit, the Owner may keep the housing assistance payment payable for the calendar month when the Family moves out (“move-out month"). However, the Owner may not keep the payment if the BHA determines that the vacancy is due to the Owner's fault.

15.6.8 Tenant Rent; Payment to Owner

(a) BHA Determination

(1) The tenant rent is the portion of the Rent to Owner paid by the Family. The BHA determines the tenant rent in accordance with HUD requirements.

(2) Any changes in the amount of the tenant rent will be effective on the date stated in a notice by the BHA to the Family and the Owner. See also section 8.6 of this Administrative Plan.

(b) Tenant Payment to Owner

(1) The Family is responsible for paying the tenant rent (total tenant payment minus the utility allowance).

(2) The amount of the tenant rent as determined by the BHA is the maximum amount the Owner may charge the Family for rent of a contract Unit. The tenant rent is payment for all housing services, maintenance, equipment, and utilities to be provided by the Owner without additional charge to the tenant, in accordance with the HAP Contract and Lease.

(3) The Owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by the BHA. The Owner must immediately return any excess payment to the tenant.

(4) The Family is not responsible for payment of the portion of the Rent to Owner covered by the housing assistance payment under the HAP Contract. The Owner may not terminate the tenancy of an assisted Family for nonpayment of the BHA housing assistance payment.

(c) Limit of BHA Responsibility

(1) The BHA is responsible only for making housing assistance payments to the Owner on behalf of a Family in accordance with the HAP Contract. The BHA is not responsible for paying the tenant rent, or for paying any other claim by the Owner.

(2) The BHA may not use housing assistance payments or other program funds (including any administrative fee reserve) to pay any part of the tenant rent or to pay any other claim by the Owner. The BHA may not make any payment to the Owner for any damage to the Unit, or for any other amount owed by a Family under the Family's Lease or otherwise.

(d) Utility Reimbursement

(1) If the amount of the utility allowance exceeds the total tenant payment, the BHA shall pay the amount of such excess as a reimbursement for tenant-paid utilities (“utility reimbursement") and the tenant rent to the Owner shall be zero.

(2) The BHA either may pay the utility reimbursement to the Family or may pay the utility bill directly to the utility supplier on behalf of the Family.

(3) If the BHA chooses to pay the utility supplier directly, the BHA must notify the Family of the amount paid to the utility supplier.

15.6.9 Other Fees and Charges

(a) Meals and Supportive Services

(1) Except as provided in paragraph (a)(2) of this section, the Owner may not require the tenant or Family members to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

(2) In assisted living developments receiving project-based assistance, Owners may charge tenants, Family members, or both for meals or supportive services. These charges may not be included in the Rent to Owner, nor may the value of meals and supportive services be included in the calculation of reasonable rent. Non-payment of such charges is grounds for termination of the Lease by the Owner in an assisted living development.

(b) Other Charges by Owner

The Owner may not charge the tenant or Family members extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises. If an Owner does charge extra amounts the BHA reserves the right to terminate all HAP Contracts with that Owner.

CHAPTER 16: HOMEOWNERSHIP OPTION

16.1 INTRODUCTION

The BHA's Section 8 Homeownership Option of the Housing Choice Voucher Program ("homeownership program" or "homeownership assistance") is designed to promote and support homeownership by a "first-time" homeowner—a Family that moves for the first time from rental housing to a Family-owned Home. Under the Homeownership Program, HCVP Assistance payments supplement the Family's own income to facilitate the transition from rental to homeownership. The initial availability of assistance payments may also provide additional assurance to lenders.

The BHA's Section 8 Homeownership program is generally limited to First-Time Homeowners who are currently Participants in the Section 8 Tenant-Based Program. At the initial briefing of Section 8 Participant Families, the BHA will inform the Participant Family of the homeownership option. Family participation in the Homeownership program is voluntary. However, the BHA may limit the number of homeownership families, and there are statutory Family eligibility requirements such as a minimum level of income and a history of full-time employment. (The employment history requirement is not applicable to Elderly and Disabled families, and there is a modified income requirement for Elderly and Disabled families.)

The BHA has chosen to require participation in the Family Self-Sufficiency (FSS) program as a criterion for eligibility unless the Family qualifies for a waiver. See also section 14.3. Participation in the FSS Program is open to all Section 8 Participants. Requests for an exception to the FSS requirement will be evaluated on a case-by-case basis. Families requesting a waiver must meet all other eligibility criteria, including income and employment requirements. Participation in the FSS Program may also be waived if necessary as a Reasonable Accommodation for a Disabled Person.

Once a Family has been determined by the BHA to be preliminarily eligible for Homeownership assistance, the Family must attend pre-purchase homeownership counseling sessions conducted by another entity such as a HUD- and BHA-approved housing counseling agency and FSS counseling sessions conducted by BHA staff.

If determined eligible for a Homeownership Voucher, the Family will then arrange for an independent home inspection, and seek to obtain financing. Homeownership assistance will begin when the Family purchases the Home and after all of the requirements of the homeownership program are met.

All civil rights laws applicable to the Section 8 Housing Choice Voucher Program are applicable to the homeownership program. The BHA must comply with all equal opportunity and nondiscrimination requirements imposed by contract or Federal law. In addition, the BHA may not steer families to particular units or neighborhoods. Further, as in the tenant-based rental Voucher program, the BHA must provide assistance to expand housing opportunities.

If a Family includes any Disabled Person, the BHA will take appropriate steps to ensure effective communication with such Family in accordance with 24 C.F.R. part 8 and to provide Reasonable Accommodation. Except as otherwise provided, no Disabled Person shall be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because the BHA's facilities are inaccessible to a person with a disability. Accessibility for the hearing impaired is provided by the TDD/TDY telephone number. The BHA will also take reasonable steps to insure effective communication with people with limited language or English ability.

The process for submitting applications or any other documents required for participation in the BHA's programs shall be accessible to all persons. All communications that are part of the process should be in plain language that the applicant can understand, in a form that is appropriate to meet the needs of the person with a disability. If necessary, a format other than written documents will be used. The BHA shall also prepare such documents in clear and simple language, to the extent possible, to assist persons with learning and cognitive disabilities. If requested by persons with such disabilities, BHA staff will explain written material verbally, and possibly more than once, and if necessary, assist the individuals or obtain assistance for them in filling out any necessary forms.

The BHA shall furnish appropriate auxiliary aids (e.g., qualified sign language and oral interpreters, readers, use of taped materials) where necessary to facilitate communication with an individual who has a disability. Auxiliary aids shall be furnished in a timely manner. If a Participant requests an extension of any deadline because of a delay in providing effective communication, such a request shall be considered. The BHA is not required to provide personal items such as hearing aids, magnifying eyeglasses, or readers for personal study.

16.1.1 Why Participation in the Family Self-Sufficiency Program?

The goals of the Homeownership Option are two-fold: to help families achieve the dream of homeownership and to assist them in sustaining this dream for the long term. Participation in the FSS Program is a requirement for Applicants who do not meet the FSS waiver requirements of the Homeownership program because it is an excellent way to establish the financial foundation necessary for owning a Home. The path to homeownership begins where the FSS Program begins: with a realistic assessment of income, savings and credit status. Furthermore, the escrow account component of the FSS Program allows low-income families to accumulate substantial savings over the term of their contract as their income increases.

The homebuyer counseling portion of the FSS Program includes in-depth, ongoing sessions on the home buying process including the purchase and sale, the role of the lender, etc. The sessions will feature guest speakers from lending institutions, attorneys, housing inspectors and appraisers, as well as FSS "graduates" who have purchased homes.

The FSS/ Homeownership Counseling will offer long-term assistance to

families, enabling them to:

- Build a good job history
- Minimize their debt
- Preserve a good credit rating
- Accumulate adequate savings

Homeownership may provide many individual opportunities for Participant families but it will require that a Family commit to building a strong financial foundation on which those opportunities are preserved for an extended period of time. The Department of Housing and Urban Development (HUD) emphasizes the need for adequate counseling assistance under this program as the regulations only allow the Family to have one chance at receiving homeownership assistance. HUD regulations state that the Family is not eligible if any Family member has previously received homeownership assistance and defaulted on a mortgage.

Initial eligibility for the BHA Section 8 Voucher program has historically been based on the Family's status both as "low income" and "homeless or imminently in danger of homelessness". Thus, families begin participation in the Section 8 program with incomes that are woefully inadequate in terms of qualifying for a mortgage. Additionally, families who are new to the Section 8 program are initially striving to stabilize their families and recover from the housing-related emergency that qualified them for the program. Hence, families are generally not prepared to provide potential lenders with a good work history, credit report and evidence of savings. These things take time to build.

The FSS Program is a perfect fit with the Homeownership program as it combines the Family's plan to achieve clearly articulated financial goals with the opportunity for homeownership. The ultimate goal for most current FSS Program Participants already under a 5-year FSS Individual Training and Service Plan contract is homeownership.

Several FSS Participants have successfully purchased housing after successfully completing their FSS Contract. All of these families left Section 8 assistance and became private homeowners. Many of these successful homebuyers required more intensive assistance than the average homebuyer and have recommended that Section 8 families contemplating homeownership be offered a year or more of counseling. The Neighborworks Network's 2001 report "Using Section 8 Vouchers for Homeownership", recorded the following comments regarding the FSS Program:

- Counseling for Section 8 Homeownership can take up to three times longer than for a traditional first-time homebuyer. The counseling needed is intense and usually takes the form of one-on-one assistance.

- Involvement in the FSS Program is key to creating strong borrowers.

- Due to FSS participation and an FSS escrow account a Family may have a substantial down payment.

Homeownership is a nearly universal goal for most Americans. Unfortunately, many low income families who have been left out of the American economic mainstream may not realize the enormous responsibilities, expenses, and realities that homeownership involves, especially in a tight housing market. FSS, with its emphasis on goals that move people into employment and help families improve their financial situations, is a natural link between Section 8 families and homeownership.

16.1.2 Keys to a Successful Section 8 Homeownership Program

Education - The BHA program will work with families very early in the process to alert them to potential barriers to homeownership, and assist families to develop and execute a plan to address those barriers.

Partnerships - The BHA FSS/Homeownership counseling program will leverage local resources. Partnerships between the public and private sectors will enable families to access funds for down payment and closing costs, attend consumer counseling courses to improve credit, and utilize career counseling services to improve income.

16.2 Eligibility

16.2.1 How to Qualify for Homeownership Assistance

To qualify for assistance under the homeownership option, a Family must meet the general requirements for admission to the BHA's Section 8 tenant-based Voucher program and additional requirements for homeownership assistance (See 24 C.F.R. § 982.627). The BHA may not provide homeownership assistance for a Family unless the BHA determines that the Family satisfies all of the following initial requirements at commencement of homeownership assistance for the Family:

(a) The Family satisfies the minimum income requirements described in 24 C.F.R. § 982.627(c);

(b) The Family satisfies the additional income requirements set by the BHA to obtain a waiver from participation in the FSS Program. The additional income requirements are as follows:

(1) Participant Family must be above 50% median income;

(2) Must have at least two years of continuous employment

(3) Must have a down payment (3% total and 1% must be from the Family's own funds)

(c) The Family satisfies the employment requirements described in 24 C.F.R. § 982.627(d);

(d) The Family has not defaulted on a mortgage securing debt to purchase a Home under the homeownership option (see 24 C.F.R. § 982.627(e);

(e) No Family member has a Present Ownership Interest in a residence at the commencement of homeownership assistance for the purchase of any Home, except for Cooperative Members who have acquired Cooperative Membership Shares prior to the commencement of homeownership assistance;

(f) The Family has entered into a contract of sale/purchase and sales agreement in accordance with 24 C.F.R. § 982.631(c), except for Cooperative Members who have acquired Cooperative Membership Shares prior to the commencement of homeownership assistance.

16.2.2 Family be a First-Time Homeowner

To qualify as a “First-Time Homeownerr,” no member of the assisted Family may own or have owned a Present Ownership Interest in a residence of any Family member during the three years preceding the commencement of homeownership assistance for the Family (regulatory definition at 24 C.F.R. § 982.4; statutory definition at 42 U.S.C 1437f(y)(7)(A)). Such interest includes ownership of title or of Cooperative Membership Shares. However, an assisted Family that meets the regulatory definition of "Cooperative Member" found at 24 C.F.R. § 982.4, qualifies to participate in the Section 8 homeownership program under the regulation regarding First-Time Homeowner requirements found at 24 C.F.R. § 982.627. The right to purchase title under a Lease-purchase agreement does not constitute a prohibited Present Ownership Interest. The term First-Time Homeowner includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse, and includes a Disabled Family, and participation in the Homeownership program is needed as a Reasonable Accommodation so that the program is readily accessible to, and usable by, a Disabled Person.

The restriction to “first-time” homeowners is intended to direct homeownership assistance to “new” homeowners who may be unable to purchase a Home without this assistance, but to discourage use of Section 8 subsidy on behalf of families who have achieved homeownership independently, without benefit of the Federal Section 8 subsidy.

In addition, the BHA may not commence homeownership assistance for a Family if any Family member has previously received assistance under the homeownership program and has defaulted on a mortgage securing

debt incurred to purchase the Home. See 24 C.F.R. § 982.627(e).

The Section 8 Homeownership program authorizes homeownership assistance for a Family that "owns or is acquiring shares in a Cooperative." The program allows assistance for a Family that already owns Cooperative shares in the Unit in which the Section 8 Homeownership assistance will be utilized before commencement of Section 8 homeownership assistance, not just for a Family that acquires the Cooperative shares for the first time with the support of such assistance.

The Section 8 Homeownership Program also permits the use of Section 8 homeownership assistance by a Family that purchases a Home that the Family previously occupied under a "Lease-purchase agreement"--generally a Lease with option to purchase. The Housing Assistance Payment for a Lease-purchase Unit may not exceed the amount that would be paid on behalf of the Family if the rental Unit was not subject to a Lease-purchase agreement. Any "homeownership premium" included in the rent to the Owner that would result in a higher subsidy amount than would otherwise be paid by the BHA must be absorbed by the Family. "Homeownership premium" is defined as an increment of value attributable to the value of the Lease-purchase right or agreement such as an extra monthly payment to accumulate a down payment or reduce the purchase price. Families are permitted to pay an extra amount out-of-pocket to the Owner for purchase related expenses.

Lease-purchase agreements are considered rental, and all the normal tenant-based Section 8 rental rules are applicable. The Family will be subject to the Homeownership regulatory requirements at the time the Family is ready to exercise the homeownership option under the Lease-purchase agreement. At that point in time, the BHA will determine whether the Family is eligible for Section 8 homeownership assistance (e.g., whether the Family meets the income and employment thresholds and any other criteria established by the BHA).

16.2.3 Minimum Income Requirement

To enter the HCVP, a Family must be income-eligible (i.e., below the maximum income cutoff). However, to qualify for the Homeownership option in the Voucher program, the Family must demonstrate sufficient income to meet a minimum income standard, which is intended to assure that a Family will have sufficient income to pay homeownership and other Family expenses not covered by the Section 8 subsidy.

The Section 8 Homeownership program provides that a Family may not receive homeownership assistance unless the Family demonstrates that gross annual income of the adult Family members who will own the Home is not less the federal minimum multiplied by 2,000 hours. The adult Family members who will own the Home at the commencement of the homeownership assistance (not only the Head of Household and spouse) (excluding income from any person who is not an adult and Owner) must

have annual income (gross income) that is not less than the minimum income requirement.

In the case of a Disabled Family (but not an Elderly Family) the minimum annual income shall be the monthly federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by 12.

Any minimum income requirement will only be applied to determine initial qualification to purchase a particular Home, not as a continuing requirement. The minimum income requirement will only apply again if the Family purchases a subsequent Home with Section 8 homeownership assistance.

The income counted in meeting any minimum income requirement under the homeownership program must come from sources other than Welfare Assistance. The BHA may limit homeownership assistance to families with substantial non-welfare income available to pay housing and non-housing costs. However, the law provides that HUD may count Welfare Assistance in determining availability of Voucher homeownership assistance for an Elderly or disabled Family (in which the Head of Household or spouse is an Elderly or Disabled Person). The term "Welfare Assistance" is defined in HUD's regulations at 24 C.F.R. § 5.603 or any succeeding provision, and includes welfare or other payments to individuals or families, based on need, that are made under programs funded, separately or jointly, by Federal, State, or local governments, such as Temporary Aid to Needy Families (TANF), or Supplemental Security Income (SSI).

The requirement to disregard Welfare Assistance income only applies in determining whether a Family has the minimum income to qualify for homeownership assistance. However, Welfare Assistance income is counted for other program purposes: in determining income-eligibility for admission to the Voucher program; in calculating the amount of the Family's Total Tenant Payment (gross Family contribution); and in calculating the amount of the monthly homeownership assistance payment for a Family assisted under the homeownership program.

For an Elderly or Disabled Family, the BHA will count Welfare Assistance income of the adult Family members who will own the Home in determining whether a Family has the minimum income to qualify for homeownership assistance. This requirement to count Welfare Assistance in determining whether a Family has the minimum income to qualify for homeownership assistance only applies, however, to Families that satisfy the statutory definition of an Elderly or Disabled Family. The requirement to count Welfare Assistance income does not apply in the case of a Family that includes a Disabled Person other than the Head of Household or spouse (and where the Head of Household or spouse is not Elderly or Disabled).

Notwithstanding the minimum income requirement as set by law, the

decision as to whether or not a Family actually qualifies for and obtains financing based upon its income is left to the discretion of the lender.

16.2.4 Family Employment

Except as provided by HUD, at the time that the Family initially receives homeownership assistance, the Family must demonstrate that one or more adult members of the Family who will own the Home at commencement of homeownership assistance:

- Is currently employed on a full-time basis (the term "full-time employment" is defined to mean not less than an average of 30 hours per week); and

- Has been continuously so employed during the year before commencement of Homeownership assistance for the Family.

The BHA has the discretion to determine whether (and to what extent) an employment interruption is considered permissible in satisfying the employment requirement (e.g. maternity leave, or other leave authorized by federal and/or state law). The BHA may consider successive employment during the one-year period and self-employment in a business.

The employment requirement does not apply to an Elderly Family or a Disabled Family.

16.2.5 Participation in the BHA's Family Self-Sufficiency Program

The BHA has chosen to require FSS Program participation as a prerequisite to participation in its Homeownership Program unless Participants receive a waiver to FSS participation. Requests for an exception to this policy will be evaluated on a case-by-case basis. Families requesting an exception must still meet all other eligibility criteria, including income and employment requirements. The requirement may also be waived if necessary as a Reasonable Accommodation for a Disabled Person.

Participation in the Family Self-Sufficiency Program is voluntary for Section 8 Participants; current Participants in the Section 8 Voucher program are eligible. The Family Self-Sufficiency Program is designed to promote employment and increase savings among families receiving Section 8 assistance. The Center on Budget and Policy Priorities has referred to it as "HUD's Best Kept Secret for Promoting Employment and Asset Growth".

There are two main components to FSS: case management and an escrow savings account.

(a) Case Management

Each FSS Family works with a case manager who develops an Individual Training and Service Plan and Contract that outlines how the Family will achieve and maintain economic self-sufficiency. Adult Family members who are parties to the FSS contract must obtain and maintain full-time (at least 30 hours per week) employment. No one in the Family may receive public assistance for at least the last year of the five-year contract. The case manager can help the Family access supportive services to help them achieve success in their plan. The services may include referrals for job training, education, healthcare, childcare and transportation assistance. In addition, the FSS Program provides workshops and training sessions on various money management skills including credit education and budgeting.

(b) Escrow Account

A Participant in the FSS Program, like most tenants in public or assisted housing, must pay a higher share of the rent when her/his income increases. Unlike other tenants, the FSS Participant, depending on their income, will have most or all of the increased rental charges put into an escrow savings account. The increased rental charges, plus interest, will be returned to the Participant upon successful completion of the program.

(c) How the FSS Escrow is Calculated

If an FSS Participant receives $400 per month in TANF benefits when she enters the program, and after completing a training program gets a job that pays $1,000 per month (and causes her to lose her TANF benefits), 30% of the increased income (i.e., 30% of $600, which is $180) is deposited in the FSS escrow account each subsequent month. If the Participant's earnings increase again during the FSS contract, the escrow deposit will increase as well. For example, if her earnings increase to $1,200 per month, the escrow deposit will increase to $240 per month (i.e., 30% of $800, the difference between her initial income and her total earnings). If this Participant worked for 18 months at the initial salary and three years at the increased rate of pay before completing her FSS contract, she would accumulate a total of $11,880 in her escrow account (18 months at $180 per month and 36 months at $240 per month). Barbara Sard "*The Family Self Sufficiency Program,*" Center on Budget and Policy Priorities. Page 4.

16.2.6 Other Eligibility Criteria

In addition to the above requirements, to qualify for the BHA's Section 8 Homeownership Program, applicants must:

(a) Be a Participant in good standing in the BHA's Section 8 tenant-based assistance program. (See glossary for definition of a Participant in Good Standing.) The BHA will determine the BHA Homeownership Program eligibility of families with Homeownership Vouchers from other PHAs according to all of the BHA's homeownership program policies, as long as the BHA is still accepting new families into its homeownership program.

(b) Have a Section 8 Voucher issued from Boston Housing Authority.

(c) Be a current Participant in, or have successfully completed, the Boston Housing Authority's Section 8 FSS program. If the Family has completed the FSS Program, eligibility would depend on the Head of Household maintaining full-time employment (not required for Disabled Families), and no non-disabled member of the Family receiving public assistance other than Section 8.

(d) Have successfully completed First-Time Homebuyer Education Classes provided by the City of Boston's Department of Neighborhood Development or an equivalent program approved by the BHA.

(e) Have successfully completed the FSS homeownership counseling courses.

(f) Have at least one percent (1%) of the purchase price for a down payment, which must come from the Family's own resources and may include funds from an FSS escrow account, plus a total of three percent (3%) of the purchase price for a down payment which may include grants from public or private agencies.

(g) Have been receiving Section 8 tenant-based rental assistance through the BHA or another PHA for a minimum of one year.

(h) Agree to use the Home purchased with homeownership program assistance as the only residence.

Eligibility will be determined through the application process.

16.3 Application Process

Final applications for the homeownership program will be given to interested and preliminarily qualified applicants upon request. Completed final applications will be reviewed for eligibility status. If an applicant is deemed ineligible and is denied, the BHA will afford the Family the right to an informal review regarding such denial.

If deemed eligible, the Family will be invited to an informational meeting organized by the FSS Program Coordinator. At this informational meeting, the following timeline will be explained:

- Step 1: Applicants are invited to an informational meeting and are advised of BHA approved first time homebuyer education classes available in the next eight (8) weeks.

- Step 2: The next step in the process will involve a six (6) to twelve (12) month FSS homeownership counseling course conducted by the BHA FSS Coordinator. At this step an FSS Individual Training and Service Plan and Contract is developed for each Family to address problems for the Family to correct such as poor credit history, low household income or other barriers to obtaining an adequate mortgage. This step may occur simultaneously with the classes described in Step 1.

- Step 3: After successfully completing a qualified first-time homebuyer courses and additional FSS counseling courses, the applicant should pre-qualify for a mortgage. After the applicant presents a certificate of completion of BHA-approved homebuyer classes to the FSS Coordinator the BHA will issue the applicant a homeownership "Voucher". Once an applicant is issued a homeownership "Voucher", the applicant may start to look for a Home to purchase.

16.4 Homeownership Counseling

Experience with low-income homeownership programs has demonstrated that quality counseling is imperative for successful homeownership and prevention of mortgage defaults. In addition, counseling will assist families in making informed decisions when selecting the Home they wish to purchase.

Qualified applicants in this program must participate in and satisfactorily complete a qualified BHA approved first-time homebuyer classes before commencement of homeownership assistance. Suggested topics for the BHA-required pre-purchase counseling program include:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a Home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a Home, including information about homeownership opportunities, schools, and transportation in the BHA's Jurisdiction;
- Advantages of purchasing a Home in an area that does not have a high concentration of low-income families and how to locate Homes in such areas; and
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and Information about the Real Estate Settlement Procedures Act ("RESPA") (12 U.S.C. § 2601, et seq.), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The BHA may adapt subjects covered in pre-assistance and pre-purchase FSS counseling to local circumstances and the needs of individual families. The BHA will also require program Participants to attend ongoing post-purchase counseling after commencement of homeownership assistance.

The counseling will be provided by another entity such as a BHA- and HUD-approved housing counseling agency. HUD-approved housing counseling agencies provide free counseling. The HUD field office will provide the BHA with a list of the HUD-approved counseling agencies. If an applicant does not attend a HUD-approved housing counseling agency to provide the counseling for families participating in the homeownership program, the BHA will ensure that any BHA-approved counseling program is consistent with the homeownership counseling provided by the HUD-approved counseling agencies.

First-time homebuyer class time must exceed 10 hours. Attending all classes, arriving on time, completing all assignments and fulfilling all requirements will lead to successful completion. For a Family with multiple adult members, all adults who will hold title to the property purchased through the program must attend all pre-purchase classes. The Family member(s) may attend separate sessions, and finish the program on different timetables, as their schedules permit. The BHA does not provide childcare assistance.

A qualified class must have been completed in the six (6) months prior to the BHA's issuance of the homeownership "Voucher". If an applicant has completed a qualified course more than six months prior to the issuance of the homeownership "Voucher", the applicant must provide the BHA with proof that the applicant's certificate of completion has not expired, or that the applicant has renewed such certificate by taking a BHA-approved "refresher" course.

16.5 Briefing Session

After the BHA has determined an applicant finally eligible to participate in the Homeownership program, the BHA will conduct a briefing session at which time it will issue applicants a homeownership "Voucher". This homeownership "Voucher" will be issued according to the BHA's Family Unit Size Subsidy Standards which are applicable to the Housing Choice Voucher Program. At this briefing session, the BHA must advise the Family of any deadlines on locating a Home, securing financing, and purchasing the Home. In establishing such time limits, the BHA should ensure that a Family who has executed a sales contract is provided reasonable time to close on the purchase of the Home.

The BHA briefing for both rental and homeownership families will explain:

- Where the Family may Lease or purchase a unit;
- How Portability works (if the Family qualifies to Lease or purchase a Unit outside the BHA Jurisdiction under Portability procedures); and
- The advantages of moving to an area that does not have a high concentration of poor families (if the Family is currently living in a high poverty census tract within the Jurisdiction of the BHA).

Further, if the Family includes any Disabled Person or a person with limited English ability, the BHA will take appropriate steps to ensure effective communication during the briefing in accordance with 24 C.F.R. § 8.6.

16.6 Homeownership Voucher Term

Upon issuance of Section 8 Homeownership "Voucher", the Family will have 180 days to enter into a Purchase and Sales Agreement. In the event a Family cannot find a Home that meets their needs in the allotted 180 days, BHA will determine if an extension should be granted. The extensions will be determined on a case-by-case basis.

16.7 Requirement for an Attorney and Recommendation for a Buyer's Agent

The BHA requires that all homeownership program families contract with an attorney prior to the execution of a Purchase and Sales Agreement. The BHA also recommends that families contract with a buyer's agent early in the process of searching for a Home. The attorney and, if applicable, the buyer's agent will ensure that the Family is protected in all aspects of house hunting and the transactions that follow.

16.8 Eligible Homes

The BHA will administer the Homeownership voucher for a Family that purchases a home within the area that the BHA administers. The Home must be the Family's only residence and be a single Family Home with only one Unit, Cooperative, or condominium. The Family must be prepared to own and reside in the home for a minimum of one year.

The Family may look outside of the City of Boston. Families may search for Homes in other communities in the area in which the public housing agencies (PHAs) offer the Section 8 Homeownership Program and are accepting new Families in to their program. A list of cities and towns with homeownership programs will be provided to applicants when the homeownership "Voucher" is issued.

In general, the Portability procedures for the Housing Choice Voucher Program apply to the homeownership program. When a Family that has a homeownership Voucher from another public housing authority chooses to purchase a Home in Boston, the BHA will evaluate that Family according to all of the BHA's homeownership program policies, as long as the BHA is still accepting new families into its homeownership program. The BHA will evaluate whether the Family will be required to attend the briefing and counseling sessions required by the BHA. The BHA will determine whether the financing for and the physical condition of the Unit are acceptable.

16.9 Down Payments

The BHA requires a minimum down payment of three percent (3%). One percent (1%) of the down payment must come from the Family's own resources. A

Participant in the FSS Program may use escrow funds toward any part of the down payment, including the one percent (1%) contribution from the Family's own resources, providing that the Family fulfills the other goals of the FSS Program as stated in the Family's Individual Training and Service Plan. There is no prohibition against utilizing several different resources for down payment assistance including grants from public or private agencies.

16.10 Inspections

The home chosen by the Family must pass an initial BHA Housing Quality Standards (HQS) inspection. (The HQS used for the Section 8 rental program is applicable to the homeownership program.) The BHA inspection is the same as the initial HQS inspection conducted by the BHA for the tenant-based rental assistance program. This inspection will indicate the current physical condition of the Unit and any repairs necessary to ensure that the Unit is safe and otherwise habitable under HQS standards. The BHA HQS inspection does not include an assessment of the adequacy and life span of the major building components, building systems, appliances and other structural components.

The only difference between the HQS inspection requirements for the tenant-based rental and homeownership programs is that the BHA is not required by the regulation to conduct annual inspections. The initial (prior to the commencement of housing assistance) HQS inspection is the only BHA inspection required for homeownership units during the entire time the Family is receiving Section 8 homeownership assistance. The BHA reserves the right to conduct additional HQS inspection(s) of a homeownership program Participant's Unit during the term of homeownership assistance for good cause.

In addition, prior to purchase the Family must select and pay for an independent, professional home inspector to conduct a home inspection. The independent professional home inspection is conducted by a private market home inspector (not BHA staff) that is experienced and qualified to conduct pre-purchase inspections for homebuyers. The purpose of the home inspection is the identification of home defects and an assessment of the adequacy and life span of the major building components, building systems, appliances and other structural components, radon and insect infestation. The BHA, the buyer's agent and Family will meet and discuss the inspection and corrections that need to be made.

The requirement for an inspection arranged by the buyer and satisfactory to the buyer is a required contingency clause in all purchase and sale contracts according to HUD regulations. The Section 8 Family selects the home inspector and pays the home inspector's fees. (The source of funds for Family payment of the home inspection may be a gift, Family savings or an inheritance, or sources other than Family own resources.) A copy of the inspection report must be provided to the Family and the BHA.

The BHA requires that the home inspector is certified by the American Society of Home Inspectors, has a Certified Massachusetts State Home Inspector License, and must carry Errors and Omission Insurance.

The BHA will review the home inspector's report to determine whether repairs are necessary prior to purchase, and to generally assess whether the purchase transaction makes sense in light of the overall condition of the home and the likely costs of repairs and capital expenditures. For example, the home inspector's report might reveal foundation instability, and a defective roof and heating system that needs immediate replacement at great cost. Confronted with these facts the BHA would discuss the inspection results with the Family and decide whether to disapprove the Unit for assistance under the homeownership program because of the major physical problems and substantial correction costs, or whether it is feasible to have the seller make the necessary repairs prior to purchase.

16.11 Financing and Purchasing Requirements

A Family selected to participate in the Section 8 Homeownership program must secure their own financing. There are no Section 8 funds available for Home purchase financing. The Section 8 housing assistance will be provided monthly to a lender to help the Family meet Homeownership expenses.

The Family enters into a Purchase and Sale contract with the seller and is the party obligated by such contract. A copy of the Purchase and Sale contract must be provided to the BHA. Under federal law the contract must specify: the price and other terms of sale by the seller to the purchaser; provide that the purchaser will arrange for a pre-purchase inspection of the dwelling Unit by an independent inspector selected by the purchaser, provided that the purchaser is not obligated to purchase the Unit unless the inspection is satisfactory to the purchaser; provide that the purchaser is not obligated to pay for any necessary repairs; and contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under HUD regulations.

Under the homeownership program, a borrower may use Section 8 rental assistance to help the borrower quality for a mortgage. It is anticipated that mortgage lenders will consider the Section 8 assistance when underwriting the loan. If purchase of the Home is financed with FHA-insured mortgage financing, such financing is subject to FHA mortgage insurance credit underwriting requirements. Otherwise, all traditional underwriting standards apply. The manner in which an individual lender may structure a particular loan product can vary.

The Family has the discretion to choose which lender they use but the BHA must approve the financing before it is finalized. The BHA may disapprove proposed financing, refinancing, or other debt if the BHA determines that the debt is unaffordable, or if the BHA determines that the lender or loan terms do not meet the BHA's qualifications. In making this determination, the BHA may take into account other Family expenses, such as childcare, unreimbursed medical expenses, homeownership expenses, and other Family expenses as determined by the BHA. The BHA will not unreasonably withhold approval of financing. Generally, the BHA will withhold approval of financing to prevent the Family from falling victim to predatory lending practices.

It is the responsibility of the Family to secure its own financing for the purchase of

the Home. The BHA will provide supportive services but only related to a Family's credit score, income and overall viability to obtain mortgage approval.

The BHA will conduct a financing review to determine whether the monthly mortgage or loan payment is affordable after considering other Family expenses. The BHA may disapprove proposed financing, refinancing or other debt if the BHA determines that the debt is unaffordable.

The BHA will review seller-financing and variable rate financing on a case-by-case basis. The BHA may opt to prohibit seller financing, or to only allow seller financing in cases when the seller is a nonprofit or the purchase price can be clearly supported by an independent appraisal.

There is no prohibition against using local or State Community Development Block Grant ("CDBG") or other subsidized financing in conjunction with the Section 8 homeownership program.

The BHA requires a maximum loan to value ratio consistent with standard secondary market guidelines and prohibits balloon payments. The Family may not refinance, apply for an equity loan, or undertake any other loans using the Home as security without BHA approval.

16.12 Homeownership Housing Assistance Payment (HAP)

The homeownership Housing Assistance Payment will equal the lower of: (1) the Payment Standard minus the Total Tenant Payment; or (2) the monthly homeownership expenses minus the Total Tenant Payment. The Family is responsible for the monthly homeownership expenses not reimbursed by the Housing Assistance Payment. (Total Tenant Payment is higher of the minimum rent, 10 percent of Monthly Income, or 30 percent of monthly-adjusted income.) The BHA must use the Utility Allowance schedule and Payment Standard schedules applicable to the Housing Choice Voucher rental program.

BHA homeownership program Housing Assistance Payments will be made directly to the lender on behalf of the Family. The BHA will pay the excess amount, if any, directly to the Family.

Before the Housing Assistance Payments begins, the Family and the BHA must execute a "Statement of Homeowner Obligations." The Section 8 tenant-based HAP Contract, RTA and Lease addendum are not applicable to the Section 8 Homeownership program.

After the homeownership Housing Assistance Payments begin, the BHA will annually reexamine Family income and composition at a Recertification appointment and make appropriate adjustments to the amount of the monthly homeownership assistance payment.

In calculating the homeownership assistance payments, the BHA will also include an allowance for "Homeownership Expenses", which may include:

- Principal & Interest on the mortgage debt;

- Principal & Interest on debt for improvements, if any;
- Taxes and Insurance;
- Mortgage Insurance Premium;
- Condo or Cooperative Fees;
- Utility Allowance; and
- Homeownership Allowances.

The Homeownership allowances are broken down into two categories, one for routine maintenance and one for major repairs. The BHA will allot one percent (1%) of the purchase price per year each for major repairs and one-half percent (.5%) for routine maintenance for a total allowance of one and one-half percent (1.5%). 24 C.F.R. § 982.635(c) or any successor provision details the expenses that the BHA will include when determining the Family's homeownership expenses. If the Home is a Cooperative or condominium Unit, homeownership expenses may include Cooperative or condominium operating charges or maintenance fees assessed by the condominium or Cooperative homeowner association. The principal and interest amount is the debt service amount for the initial (original) mortgage debt, any refinancing of such debt, and any mortgage insurance premium.

The Utility Allowance is the same Utility Allowance schedule as used in the Housing Choice Voucher Program. The BHA allowance for maintenance expenses is the amount the BHA determines is appropriate for routine maintenance for a Home. The BHA allowance for major repairs and replacements is the amount the BHA determines is appropriate for a replacement "reserve" for a Home. If a member of the Family is a Disabled Person, such debt may include debt incurred by the Family to finance costs needed to make the Home accessible for such person, if the BHA determines that allowance of such costs as homeownership expenses qualifies as a Reasonable Accommodation so that the homeownership program is readily accessible to, and usable by such person, in accordance with 24 C.F.R. Part 8.

Families are not required to put the amount set aside for these two maintenance allowances in the bank or in escrow. Further, it is not expected that the monthly amounts for these allowances will cover all maintenance and capital expenditures.

An Example:

Major repairs allowance is calculated as follows:

Purchase Price	$80,000
	x 1%
	$800
Divided by 12 months =	$66 per month

Routine maintenance uses the same calculation:

Purchase Price	$80,000
	x .5%

$400
Divided by 12 months = $33 per month

Therefore, the total homeownership allowance per month is $ 99.00. This would be added to the other expenses to determine total monthly "Homeownership Expenses."

16.13 Continued Participation

Families participating in the Section 8 Homeownership Program must abide by the Rules and Regulations of the Section 8 Program. The Family is STILL a Section 8 Participant, the only difference is the Family owns the property instead of renting the property. If a Family violates any of the rules and regulations of the Section 8 Program, they may be terminated from the homeownership program.

Annual Recertifications of Household income and Family Composition will be conducted to ensure that the Family is still eligible for assistance. If the Family is determined ineligible for Section 8 Assistance, their homeownership assistance will be terminated and the Family will be responsible for the entire mortgage. A Family must comply with the Statement of Homeownership Obligations and sign it annually at the Recertification appointment.

In the event that the BHA proposes to terminate homeownership program assistance, the BHA will inform the Family that it has a right to an informal hearing pursuant to the hearing procedures applicable to the Housing Choice Voucher Program. In the event the BHA terminates a Family's participation in the homeownership program, the Family is responsible for the entire mortgage payment and other homeownership expenses.

16.14 Statement of Homeowner Obligations

To be eligible to participate in the BHA's Homeownership Program the Family must agree to adhere to the following program Participant's Statement of Homeowner Obligations:

- Be a Section 8 Participant in good standing in the BHA's Section 8 program (see glossary for definition of a Participant in good standing);
- Have been a Family Self Sufficiency program Participant and have remained a Participant in good standing with respect to the contractual goals and requirements of the Family's FSS Individual Training and Service Plan;
- Have no ownership interest in other property.
- Meet all eligibility criteria as described in the Section 8 Homeownership Program Administrative Plan Amendment.
- Attend homeownership counseling prior to purchase and post-purchase as offered by BHA-approved counseling agencies;

- Secure financing through a lender acceptable to the BHA;
- Provide a down payment of at least three percent (3%) of the purchase price, with one percent (1%) of the down payment supplied from the Family's own resources;
- Be able to make the monthly payment of the Family's portion of the mortgage payment;
- Enter into a "Purchase and Sale Agreement" for a Home within 180 days of receiving a homeownership Voucher, provided the financing commitment has not expired prior to that date;
- Enter into this Statement of Homeowner Obligations Agreement and comply with its provisions;
- Sign a certification form stating that they will comply with this "Statement of Homeowner Obligations" annually at the Family's Recertification appointment;
- Sign a release allowing the BHA to exchange information with the lender and the lender with the BHA;
- Sign an acknowledgment form that the Family becomes obligated for the whole mortgage payment in the event of termination of assistance;
- Sign an acknowledgment form that the Family will continue to comply with the appropriate provisions of the HUD Section 8 Rental Assistance regulations, Family obligations and the BHA's Section 8 rental assistance and homeownership administrative plans;
- Agree that the Family may not enter into an agreement to sell or refinance the Home unless the BHA has first approved the sale or the refinance;
- Agree to use the Home as the Family's only residence;
- Agree to supply any information to the BHA regarding any mortgage or other debt incurred to purchase the Home, any refinancing of such debt, any satisfaction or payment of the mortgage debt, and any sale or other transfer of any Interest in the Home;
- Agree to notify the BHA before the Family moves out of the Home;
- Agree that during the period the Family receives homeownership assistance, no Family member may have any ownership interest in any other property receiving a subsidized rental payment; and
- Comply with applicable rules of the Housing Choice Voucher Program such as the requirements contained in the "Family Obligations", including the rule to fully report household income and Family Composition annually at the

Recertification appointment.

16.15 Maximum Term of Assistance

Except for Elderly and Disabled Families, Section 8 homeownership assistance may only be paid for a maximum period of 15 years if the initial mortgage incurred to finance purchase of the Home has a term that is for 20 years or longer. In all other cases, the maximum term of homeownership assistance is10 years. The BHA has the discretion to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the Family. The maximum term of homeownership assistance is not capped for Elderly and Disabled families. The maximum term for homeownership assistance applies to any member of the Family who has an ownership interest in the Unit during any time that homeownership payments are made, or is the spouse of any member of the Family who has an ownership interest in the Unit at the time homeownership payments are made.

The maximum term for homeownership assistance does not apply to an Elderly or Disabled Family. In the case of an Elderly Family, this exception only applies if the Family qualifies as an Elderly Family at the commencement of homeownership assistance. In the case of a Disabled Family, this exception applies if at any time during receipt of Homeownership assistance the Family qualifies as a Disabled Family. If, during the course of homeownership assistance, the Family ceases to qualify as a Disabled or Elderly Family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a Family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the Family is otherwise eligible to receive Section 8 homeownership assistance).

16.16 Relocation with Homeownership Assistance

The Family may purchase one Home in a one-year period. If the Family moves, the BHA may not begin continued homeownership assistance for occupancy of the new Unit so long as any Family member owns any title or other interest in the prior Home.

Most of the homeownership requirements applicable to the first Home purchase remain applicable to a subsequent purchase. For example, the Family must once again meet the employment threshold. The necessity of any counseling will be determined by the BHA. An independent Home inspection will be conducted and the BHA will determine the acceptability of the financing. The maximum term of homeownership assistance applies to the cumulative time the Family receives homeownership assistance. The only exception to eligibility requirements applicable to initial receipt of homeownership assistance is that the Family need not meet the first-time homebuyer requirement. See 24 C.F.R. § 982.637(b).

If the Family decides to sell the property, the BHA must be consulted before the Home is placed on the market and the BHA must approve any sale of the property.

The maximum term of assistance described in Section XV above applies cumulatively. Thus if a Family is eligible for a maximum term of assistance of 15 years and receives benefits for 10 years in one Home, then the Family is eligible for a maximum of 5 years of assistance in a second Home.

16.17 Defaults

The PHA shall not commence homeownership assistance for a Family that includes an individual who was an adult member of a Family at the time when such Family received homeownership assistance and defaulted on a mortgage securing debt incurred to purchase the Home.

If the Family defaults on a mortgage securing any debt incurred to purchase the Home, the Family must notify the BHA within five days of receipt of a default letter. The BHA will not allow the Family to continue in or participate in the future in the BHA's Homeownership Program after a default on the mortgage by any member of the Family. The BHA must terminate Voucher homeownership assistance for any member of a Family that is dispossessed from the Home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA-insured or non-FHA) securing debt incurred to purchase the Home, or any refinancing of such debt. However, the Family may be eligible to receive continued Voucher rental assistance. The BHA may consider mitigating circumstances in determining whether to provide a Family with rental assistance after a mortgage default.

The BHA has the discretion to allow a Family to revert to Section 8 Housing Choice Voucher Program rental assistance after a mortgage default through the BHA's Homeownership Program. If the BHA denies rental assistance to a Family who defaults on a mortgage through the Section 8 to Homeownership program, the BHA will afford the Family the right to an informal hearing regarding such denial.

16.18 Prohibition of Ownership in a Second Residence

No Family member of a Family assisted by Section 8 program Home-ownership assistance may have a Present Ownership Interest in a second residence while receiving homeownership assistance.

16.19 Automatic Termination of Homeownership Assistance

Homeownership assistance for a Family terminates automatically 180 calendar days after the last Housing Assistance Payment on behalf of the Family. However, the BHA has the discretion to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the Family.

16.20 Single Downpayment Assistance Program

The Boston Housing Authority does not offer a single downpayment assistance program as provided for in 24 C.F.R. § 982.625(ii).

CHAPTER 17: GENERAL ADMINISTRATIVE PROCEDURES

17.1 Fraud and Criminal Acts Against the BHA

17.1.1 Fraud Defined

Fraud is an intentional misrepresentation of the truth or concealing of material fact to induce another to act to his or her detriment.

17.1.2 Fraud by a Family

(a) *Family Fraud Against the BHA*. Examples of fraud by a Family against the BHA include, but are not limited to:

(1) Misrepresentation of income, Assets, or deductions;

(2) Misrepresentation of the Family's residence or composition; and

(3) Subletting or assigning the Apartment.

(b) *Termination or Denial of Assistance*. The BHA will propose termination of the Participant's assistance in accordance with Chapter 9 or deny assistance, in accordance with Chapter 5, to an Applicant who commits fraud. The BHA may use its discretion to enter into a repayment agreement with a family.

(c) *Fraud Reporting*. The BHA may report any incident of Fraud to the HUD Office of the Inspector General or any other applicable law enforcement agency.

17.1.3 Owner Fraud and Program Abuse

(a) Examples of fraud and program abuse by an Owner include, but are not limited to:

(1) Providing false information on a Rent Roll or RTA;

(2) Collecting extra or side rent payments from the Participant;

(3) Collecting assistance for Apartments not occupied by eligible families;

(4) Filing false vacancy loss or damage claims; and

(6) Bribing, or attempting to bribe, a BHA employee.

(b) *Action for Owner Fraud or Program Abuse*. In cases of suspected or alleged Owner fraud, the Leasing Officer will ask the Owner for an explanation of the suspected or alleged abuse. If the Owner is found to have intentionally abused the program, the BHA may

cancel the HAP Contract (issuing the Family a new Voucher) and require the Owner to reimburse the BHA for extra or excessive HAP payments, overcompensated claims for vacancy loss, unpaid Tenant Rent, or damages. The BHA may require the Owner to reimburse the tenant for any overpayment, unauthorized side agreements, or utility costs. The BHA will ask the Owner for proof that the matter has been resolved.

The BHA may also seek redress in these matters through the Courts, with the HUD Inspector General's office, the Boston Police Department, or the Massachusetts District Attorney. In addition, the BHA may refuse to enter into a new HAP Contract with such an Owner.

17.2 Special BHA Analyses

17.2.1 Analysis of Utility Costs

The BHA will review Utility Allowances annually. The BHA will establish new Allowances if old Utility Allowances are inadequate. The BHA will revise its Utility Allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last Utility Allowance revision. The Administrator or his or her designee will approve all adjustments to the Utility Allowance schedules. The BHA will retain the documentation utilized in the annual review for seven (7) years.

17.2.2 Analysis of Rental Opportunities

To provide assistance in further expanding housing opportunities for Voucher holders, the BHA may periodically analyze rental prices both within and outside of the City, especially in areas with relatively low poverty and low concentrations of assisted housing, to determine whether the current Payment Standards allow families to find housing in a broad variety of areas. The BHA may also seek general adjustments or neighborhood exceptions from HUD as appropriate.

17.2.3 Housing Assistance Payments Register Review

On a monthly basis the Administrator or his or her designee shall review the Housing Assistance Payments register to ensure that it is current and reflects changes in payment due to Owners of Units assisted under the Section 8 program.

17.2.4 Revising the Payment Standard; Affordability Adjustments

The Payment Standard established by the BHA will never exceed the greater of 110% of Fair market rent or an exception Payment Standard. The Payment Standard shall not be less than 90% of the Fair market rent.

(a) *When a New Payment Standard is Applied*. The BHA will apply the Payment Standard that is effective on the date the initial Lease

and HAP Contract are effective. The BHA will change a Family's Payment Standard if a new Payment Standard is in effect at the Family's annual reexamination or when the Family relocates.

(b) *The Review Process*. On a periodic basis, the BHA will review the Tenant Share of Rent for families subsidized under the Voucher program. If the rent burdens are determined to be high, the BHA may decide to adjust the Payment Standard upward. In no instance shall the Payment Standard be raised above 110% of the Fair Market Rents except for Reasonable Accommodation and exceptional Payment Standards.

(c) In the case of a Reasonable Accommodation request by a Disabled Person for a Payment Standard of 120% of the Fair Market Rent, where the requisite verification of the disability or handicap and the higher Payment Standard would accommodate the disability or handicap, the BHA will seek HUD approval of a higher Payment Standard.

(d) *Local Factors*. The BHA will take into consideration local factors when reviewing the applicable Payment Standards. Survey and research data will be utilized to review any overall increase in rental prices for the city and their effect on Voucher subsidy holders.

17.4 Periodic Review of Administration

The Leased Housing Division will periodically review its procedures and revise them as necessary to accomplish its goals more efficiently and effectively and to assure compliance with the requirements of the Section 8 Management Assessment Program ("SEMAP"), and applicable federal, State, and local laws. The review and revision of this Administrative Plan is an example of such an undertaking.

17.5 Administration of Vouchers in Accordance with HUD NOFA.

The BHA has the ability to administer new Section 8 set-asides in accordance with such criteria as listed in HUD Notices of Funding Availability ("NOFA"). The BHA will track/monitor any special set-asides in a manner consistent with the NOFAs and HUD requirements.

Chapter 18: Glossary

1937 Act - 1937 Act means the United States Housing Act of 11037 (42 U.S.C. § 1437 et seq.).

Absence – Means that no member of the Family is residing in the Unit.

Absorption - In Portability, the point at which a Receiving Housing Authority stops billing the Initial Housing Authority for assistance on behalf of a portable Family.

ACC reserve account (Project Account) - The account established and maintained in accordance with 24 C.F.R. § 882.403(b).

Adjusted Annual Income - Annual Income of all family members, as verified by the BHA, after deductions, exceptions and exclusions are made with respect to each of the members of the Family to determine initial and continued program eligibility.

Administrative Fee - Fee paid by HUD to the BHA for the administration of the program.

Administrative Plan - This plan that describes the BHA policies for the administration of the HCVP.

Administrator - The chief executive officer of the BHA.

Admission - The point when the Applicant Family becomes a Participant in the program. In a tenant-based program, the date used for this purpose is the effective dated of the first HAP Contract for a Family (first day of initial Lease term).

Adult - A Family Member who is 18 years or older, or who is the Head of the Household, or spouse, or Co-Head.

Agency Determination Form - The form used by the BHA to calculate the term of the Voucher and notify the Applicant or Participant of any Suspension period due to the submission of a RTA or and Extension granted by the BHA.

Agency Plan - The BHA Agency Plan is a comprehensive guide to BHA policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the BHA Plan: the Five-Year Plan, which the BHA submits to HUD once every fifth year, and the Annual Plan, which is submitted to HUD every year.

Agreement to enter into Housing Assistance Payments Contract (AHAP) - A written agreement between the Owner and the PHA that, upon satisfactory completion of the rehabilitation in accordance with requirements specified in the AHAP, the PHA will enter into a Housing Assistance Payments Contract with the Owner.

Annual Contributions Contract (ACC) - The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the HCVP, and the BHA agrees to comply with HUD requirements for the program.

Annual Income -

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

(1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or

(2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

(3) Which are not specifically excluded in paragraph (c) of this definition.

(4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) **Annual income** includes, but is not limited to (See 24 C.F.R. § 5.609):

(1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

(2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

(3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this definition. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for

the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this definition);

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

(6) Welfare assistance payments.

(i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 C.F.R. § 260.31; and

(B) Are not otherwise excluded under paragraph (c) of this section.

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

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

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

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

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

(c) Annual income does not include the following:

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

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

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

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

(5) Income of a Personal Care Attendant, as defined in section 5.4.2 of this Administrative Plan;

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

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

(8)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Apartment - Residential space for the private use of a Family. Also referred to as a Unit.

Applicant (Applicant Family) - A Family that has applied for Admission to a program but is not yet a Participant.

Assets - Assets generally means cash which is accessible to a person including: checking and savings accounts, stocks, bonds, equity in real property, and the cash value of tangible personal property such as furniture, automobiles and household effects. (Certain types of tangible personal property are included, such as coin collections or jewelry, but essential tangible personal property reasonably necessary for everyday living, such as furniture and automobiles are not included. For included real or personal property holdings, the value of the asset is the cash amount that would remain if the resident converted the asset to cash and deducted any outstanding mortgages, liens or selling expenses.)[22]

Assisted Lease (Lease) - A written agreement between an Owner and a Family for the leasing of a dwelling Unit to the Family. The Lease establishes the conditions for occupancy of the dwelling Unit by a Family with Housing Assistance Payments under a HAP Contract between the Owner and the housing authority.

Area Median Income (AMI) - The median income of the greater Boston area as determined by HUD.

Base Rent - The base rent is calculated using the rent charged for the Unit or the estimated costs to the Owner of owning, managing and maintaining the rehabilitated unit.

Bedroom Size – See Unit Size.

Child - For purposes of Citizenship regulations, a member of the Family other than the Family head or spouse who is under 18 years of age.

Child Care Expenses - Amounts anticipated to be paid by the Family for the care of children under I3 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek employment, be gainfully employed, or to further his or her education, and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Citizen - A Citizen or National of the United States.

Co-Head of Household - A person who, with the Head of Household, assumes the responsibility and accountability for the Family and signs the Lease. The Co-Head of Household is equal to and has the same rights and responsibilities as the Head of Household.

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[22] For more guidance on assets see HUD Handbook 4350.3, REV-1

Congregate housing - Housing for Elderly or persons with disabilities that meets the HQS for congregate housing.

Consent Form - Any Consent form approved by HUD to be signed by assistance Applicants and Participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The Consent forms may authorize the collection of other information from assistance Applicants or Participant to determine eligibility or level of benefits.

Continuously Assisted - An Applicant is Continuously Assisted under the 1937 Housing Act if the Family is already receiving assistance under any 1937 Housing Act program when the becomes a Participant in the HCVP. Brief interruptions in assistance caused by transitioning from one form of assistance under one 1937 Act program to another will not be considered to break the continuity of assistance where the reason for the transition was through no fault of the family, including but not limited to, the expiration of a HAP Contract for a project-based development or termination of a HAP Contract for Owner breach or other extenuating circumstances.
Contract - See definition of Housing Assistance Payments Contract.

Contract Rent - The monthly rent payable to the Owner under the Lease and any amendments. The Contract Rent covers payment for any housing services, maintenance, and utilities that the Owner is required to provide and pay for.

Cooperative - Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular Apartment, and to participate in management of the housing.

Cooperative Member - A family of which one or more members owns Membership Shares in a Cooperative.

Covered Person – A Tenant, any member of the Tenant's household, a guest or another person under the Tenant's control.

Dating Violence - Violence committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be based on a consideration of the following factors:

(1) The length of the relationship;

(2) The type of the relationship; and

(3) The frequency of interaction between the persons involved in the relationship.

Dependent - A member of the Family (except foster children and foster adults) other than the Head of Household, Co-Head of Household, spouse, or Emancipated Minor who is under 18 years of age, or is a Disabled Person, or is a Full-time student.

Disabled Family - A Family whose head, spouse, or sole member is a Disabled Person; or two or more Disabled Persons living together; or one or more Disabled Persons living with one or more Personal Care Attendants

Disabled Person - For program eligibility, a person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. § 423).

For Eligibility in Federally-Assisted Housing – A person who:

(i) Has a disability defined as an inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or, in the case of a person who has attained the age of 55 and is blind, the inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time, or

(ii) Has a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, which substantially impedes his or her ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions, or

(iii) Has a developmental disability which is a severe, chronic disability of an individual 5 years or older which is attributable to a mental or physical impairment or combination of impairments and which is manifested before the age of 22 and is likely to continue indefinitely and which results in substantial functional limitations in three or more of the following areas of major life activity (self-care; receptive and expressive language; learning; mobility; self-direction; capacity for independent living and economic self-sufficiency), and which reflects the individual's need for assistance that is lifelong or of extended duration and is individually planned and coordinated. Such term shall not exclude persons who have the disease acquired immunodeficiency syndrome ("AIDS") or any conditions arising from the etiologic agent for AIDS.

For all purposes other than Eligibility, a person with a physical or mental impairment which substantially limits one or more life activities, or has a record of such impairment, or is regarded as having such an impairment.

- *No individual shall be considered a person with a disability solely because of drug or alcohol dependence.*

Displaced Person - A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared

or otherwise formally recognized pursuant to Federal disaster relief laws." See also 24 C.F.R. § 5.403's definition of "displaced family."

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 cohabitating 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 Massachusetts 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. The BHA will form its Domestic Violence policies in accordance with federal, State and local laws.

Domestic Violence (for Priority Determination) - Continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the Household Members by another Household Member or by a non-Household Member.

Domicile - The legal residence of the Family as determined in accordance with State and local law.

Drug – A controlled substance as defined in § 102 of the Controlled Substances Act (21 U.S.C. § 802).

Drug Related Criminal Activity - Illegal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Elderly Person - A person who is at least sixty-two (62) years of age.

Eligible Non-Citizen Status - The admittance of a Non-Citizen to the United States under one of the following categories:

(1) A Non-Citizen lawfully admitted for permanent residence as an immigrant as defined by sections 101(a)(15) and 101(a)(20) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15) and 8 U.S.C. § 1101(a)(20)), excluding, among others, Non-Citizen visitors, tourists, diplomats, and students who enter the United States temporarily with no intention of abandoning their residence in a foreign country;

(2) A Non-Citizen who entered the United States prior to June 30, 1948, or such subsequent date as is enacted by law, has continuously maintained his or her residence in the United States since then, and is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General pursuant to section 249 of the Immigration and Nationality Act (8 U.S.C. § 1259) [8 U.S.C. § 1259];

(3) A Non-Citizen who is lawfully present in the United States pursuant to an Admission under section 207 of the Immigration and Nationality Act (8 U.S.C. § 1157) or pursuant to the granting of asylum (which has not been terminated) under section 208 of such Act (8 U.S.C. § 1158);

(4) A Non-Citizen who is lawfully present in the United States as a result of

an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest pursuant to Section 212(d)(5) of the Immigration and Nationality Act (8 U.S.C. § 1182(d)(5))

(5) A Non-Citizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation pursuant to section 243 (h) of the Immigration and Nationality Act (8 U.S.C. § 1253(h));

(6) A Non-Citizen lawfully admitted for temporary or permanent residence under section 245A of the Immigration and Nationality Act (8 U.S.C. § 1255a).

Emancipated Minor - Minor (under 18 years old) with a child who has otherwise established him/herself as a non-Dependent individual.

Extremely Low-Income Families - Those families whose incomes do not exceed thirty percent (30%) of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

Fair Housing Act - Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. § 3601 et seq.).

Fair Market Rent (FMR) - The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family -

(1) Two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together;

(2) This definition includes single persons.[23]

(3) Other persons, including foster children, Personal Care Attendants[24], and members temporarily absent (including children temporarily assigned to foster care[25]), may be considered a part of the household if they are living or will live regularly with the Household.

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[23] Single persons include: a single man; a single woman who is pregnant at the time of admission; a single person who has secured, or is in the process of securing, the custody of any individual(s) below the age of 18; an Elderly person; a Person with a Disability or Handicap; a Displaced Person; or a Single Person who is not Elderly, disabled, handicapped or displaced, each as defined in Chapter 11 of this Policy.
[24] Personal Care Attendants do not have rights of tenancy, nor can they be considered the remaining member of a resident household unless they are found to be a licensed PCA and select one of the options in Chapter 5, section 5.4.2(g).
[25] See 24 C.F.R. § 5.403.

Family Break-Up - A Family Break-Up occurs when there one or more adult Household Members will no longer reside together and there is a dispute as to whom the subsidy will remain with. A Family Break-Up situation may often occur in instances including but not limited to: divorce, separation, or protective order. When a Family Break-Up occurs, the HCVP assistance does not necessarily remain with the Head of Household. Any adult Household Member, Emancipated Minor, or adult assuming responsibility for one or more minor family members could retain the HCVP Assistance.

Family Composition – See Household.

Family Self-Sufficiency Program (FSS Program) - The program established by the BHA to promote self-sufficiency or assisted families, including the coordination of supportive services (42 U.S.C. § 1437u).

FSS Contract - The FSS Contract includes the effective date, term, responsibilities of the Family and BHA and provisions for establishing an escrow account.

FSS Coordinator - The BHA employee that oversees Participants in the FSS program.

Family Share - The portion of rent and utilities paid by the Family or the Gross rent minus the amount of the Housing Assistance Payment.

Family Unit Size - The appropriate number of bedrooms for a Family as determined by the housing authority under the BHA's Subsidy Standards.

Full-Time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution shall include but not be limited to: college, university, secondary school, vocational school, or trade school.

Good Cause - A set of standards used by the Authority to determine the need for and special offer of housing in order to avoid a verifiable hardship. The basis for the special offer must be reliably documented and cannot result in discrimination on the basis of race, color, sex, sexual orientation, ethnicity, religion or national origin or handicap or disability.

Gross Rent - The sum of the rent to the Owner plus any utility allowances.

Group Home - A dwelling Unit that is licensed by a State as a Group Home for the exclusive residential use of two to twelve persons who are Elderly or persons with disabilities (including any PCA).

Head of Household - The Family member who assumes the responsibility and accountability for the Household and signs the Lease.

Home - In the homeownership option: A dwelling Unit for which the BHA pays homeownership assistance.

Homeless - A Household lacks a fixed, regular and adequate nighttime habitation OR the primary nighttime dwelling is one of the following:

(a) A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);

(b) A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

Homeowner - In the homeownership option: A Family of which one or more members own title to the Home.

Homeownership Expenses - In the homeownership option: A Household's allowable monthly expenses for the home, as determined by the PHA in accordance with HUD requirements.

Homeownership Option - Assistance for a Homeowner or Cooperative Member under 24 C.F.R. § 982.625 to 24 C.F.R. § 982.641.

Household (Family Composition) - All persons residing in an Apartment who are listed on the HUD 50058 as Household Members. The Household may include an approved PCA, who resides in the Apartment.

Household Member - A person residing in an Apartment who is listed on the HUD 50058 form as a Household Member. A Household Member may be an approved PCA who resides in the Apartment. Household Members are listed on the HUD-50058.

Housing Assistance Payment (HAP) - The monthly assistance by the BHA or another housing authority paid to the Owner in accordance with the HAP Contract.

HAP Contract - The contract that governs the monthly assistance paid by the BHA to the Owner.

Housing Quality Standards (HQS) - The HUD minimum quality standards for housing assisted under the Section 8 program.

Housing Choice Voucher - A document issued by the BHA to an eligible Applicant selected for admission to the HCVP or issued to a Participant during a relocation process. This document describes the program what the eligible Applicant must do to Lease an Apartment. The Voucher also states the obligations of the Family under the program. No Housing Choice Voucher will be effective for more than 120 days.

Housing Choice Voucher Holder - An Applicant or Participant Family that has an unexpired Housing Choice Voucher.

Housing Choice Voucher Program (HCVP) - The program that HUD pays rental subsidies so eligible families can afford decent, safe, and sanitary housing.

HUD (U.S. Department of Housing & Urban Development) - The federal department responsible for the Section 8 and public housing program as provided for in the 1937 Housing Act.

Immediate Family Member (for definition of Stalking) – A person who is:

(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.

Imputed Welfare Income - The amount of Annual Income not actually received by a Family, as a result of a specified welfare benefit reduction, that is nonetheless included in the Family's Annual Income for the purposes of determining rent.

Individual Training and Service Plan (IT&SP) - The FSS Coordinator uses the needs assessment to develop an Individual Training and Service Plan (IT&SP) for the tenant. This IT&SP breaks the large goal of self-sufficiency into smaller interim goals and outlines the activities and services necessary, along with an estimated time frame to achieve FSS program goals.

Initial Housing Authority - In Portability both: (1) a housing authority that originally selected a Family that later decides to move out of the Jurisdiction of the selecting housing authority, and (2) a housing authority that absorbed a Family that later decides to move out of the Jurisdiction of the absorbing housing authority.

Initial Payment Standard - The Payment Standard at the beginning of the HAP Contract term.

Initial Rent to Owner - The Rent to Owner at the beginning of the initial Lease term.

In-place Tenants - Tenants living on a rehabilitated property at the time the HAP Contract is executed between the BHA and the Owner.

Interest in the Home - In the homeownership option:

(1) In the case of assistance for a homeowner, "Interest in the Home" includes title to the home, any Lease or other right to occupy the home, or any other present Interest in the Home.

(2) In the case of assistance for a Cooperative Member, "Interest in the Home" includes ownership of Membership Shares in the Cooperative, any Lease or other right to occupy the home, or any other present Interest in the Home.

Interim Recertification - A reexamination of a Participant's income, expenses, and Family Composition conducted between the annual re-certifications when a change in a Family's circumstances warrant such a reexamination.

Jurisdiction - The area in which the BHA has authority under State and local law to administer the program. Under Massachusetts Law the BHA Jurisdiction is anywhere within the Commonwealth of Massachusetts.

Lease - A written agreement between the Apartment Owner and the Head or Co-Head of Household for the occupancy of the Apartment.

Leased Housing Division - The division within BHA that is responsible for the administration of the Section 8 Programs and other various subsidized housing programs.

Leasing Officer - The employee of the BHA that assists the Participant with continued eligibility and participation in the Section 8 program.

Live-in Aide - See Personal Care Attendant (PCA)

Lower Income Families – Families with incomes between 51 percent and 80 percent of the median income.

Low-Income Household - A Household whose Annual Income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families. [1937 Act]

Manufactured Home - A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

Manufactured Home Space - A space Leased by an Owner to a Family. A Manufactured Home owned and occupied by the Family is located on the space.

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

Minor - A Minor is a person less than 18 years of age. An unborn child will not be considered as a Minor. (See also the definition of Dependent)

Mitigating Circumstances - Circumstances which would tend to lessen the negative impact of unsuitable behavior and which may overcome or outweigh negative information gathered in the Admissions or Termination process about the Applicant/Participant.

Mixed Family - A Family whose members include those with citizenship or Eligible Non-Citizen Status, and those without citizenship or Eligible Non-Citizen Status.

Membership Shares - In the homeownership option: shares in a Cooperative. By owning such Cooperative shares, the share-owner has the right to reside in a particular Unit in the Cooperative, and the right to participate in management of the housing.

Moderate Rehabilitation – Section 8 Housing Program which requires rehabilitation involving a minimum expenditure of $1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

(1) Upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance); or

(2) Repair or replace major building systems or components in danger of failure.

Monthly Adjusted Income - One twelfth of Adjusted Income Annual.

Monthly Income - One twelfth of Annual Income.

Mutual Housing - included in the definition of "Cooperative."

National - A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

Near-Elderly Family - A Family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more Personal Care Attendants.

Non-Citizen - A person who is neither a Citizen nor National of the United States.

Notice Of Funding Availability (NOFA) - For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance, and the criteria for awarding the funding.

Other Person Under the Tenant's Control - A person who, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the Tenant or other member of the household who has express or implied authority to so consent on behalf of the Tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the Tenant's control.

Overcrowded – A condition of occupancy where given its bedroom size and applicable HQS standards, too many people reside in an Apartment.

Owner – Any person or entity, including a Cooperative, having the legal right to Lease or Sub-lease existing housing.

Participant (Participant Family) – A Family that has been admitted to the housing authority's program and is currently assisted in the program. A Participant will also include those persons which the BHA has an obligation to offer Continued Assistance. The Family becomes a Participant on the effective date of the first HAP Contract executed by the housing authority for the Family (first day of initial Lease).

Participant in Good Standing – A Participant who has not violated any rules of the Section 8 program in the prior year is a Participant in good standing. If a Participant has violated Section 8 program rules but the violation has been resolved by agreement between the Participant and the BHA or another PHA, and, if applicable, the Participant has honored the terms of the agreement for the prior year, then the Participant is in good standing. If a determination is pending, the Participant will be considered “in good standing” pending the final decision or resolution of any pending proposed violation of Section 8 program rules and obligations.

Payment Standard – The maximum monthly assistance payment for a Family before deducting the Total Tenant Payment by a Family. For a Voucher tenancy, the housing authority sets a Payment Standard in the range from 90% to II0% of the current FMR or at any exception Payment Standard amount approved by HUD.

Perpetrator – A person who commits an act of Domestic Violence, Dating Violence or Stalking against a victim.

Personal Care Attendant (PCA) - A person who:

(i) Is determined by BHA based upon medical documentation from a Qualified Healthcare Provider to be essential to the care and wellbeing of an Elderly or Disabled Person or persons; ***AND***

(ii) May or may not reside with the Elderly or Disabled Person or persons; ***AND***

(iii) Is not obligated to support the Elderly or Disabled Person or persons; **AND**

(iv) In the case of a live-in PCA, would not be living in the Apartment except to provide the necessary supportive care; ***AND***

(v) Has no right to the Apartment as a Residual Tenant except as provided in section 8.9, ***AND***

(vi) Does not have his/her income included in the Elderly or Disabled Participant's Household for the purposes of determining total Family income and rent except as provided in section 8.9.

Portability - Renting a dwelling Unit with Section 8 tenant-based assistance outside the Jurisdiction of the Initial Housing Authority.

Preference - The BHA gives preference to an Applicant on the waiting list if they qualify for one of the Preference categories listed below. See section 3.3.6. Preference points are cumulative and are added to the Applicant's Priority points (if any) to determine an Applicant's position on each BHA waiting list. An Applicant may qualify for more than one Preference at a time. Specific Preference definitions and point information can be found in section 3.3.6 of this Administrative Plan.

Premises - The building or complex in which the dwelling Unit is located, including common areas and grounds.

Present Ownership Interest - In the homeownership option: "Present Ownership option" in a residence includes title, in whole or in part, to a residence, or ownership, in whole or in part, of Membership Shares in a Cooperative. "Present Ownership Interest" in a residence does not include the right to purchase title to the residence under a Lease-purchase agreement.

Priority - Priority is a housing-related situation that affects an Applicant's present residential status. The BHA gives points to an Applicant with a Priority that ranks an

Applicant higher on each waiting list than an Applicant without Priority. An Applicant can qualify for only one Priority at any given time. Certain Priorities are given more points than others are. An Applicant will always be assigned to the highest Priority for which they qualify.

Private Space - In Shared Housing: The portion of a contract Unit that is for the exclusive use of an assisted Family.

Proration of Assistance - The reduction in a Family's Housing Assistance Payment to reflect the proportion of the Household Members in a Mixed Family who are eligible for assistance.

Public Housing Agency (PHA) - A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

Qualifying Family - An Elderly or Disabled family; or a Family receiving supportive services. To qualify, a Family must have at least one member receiving at least one qualifying supportive service. The BHA may not require participation in medical or disability-related services other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted Unit, although such services may be offered. If a family at the time of initial tenancy is receiving, and while the resident of an excepted Unit has received, FSS supportive services or any other supportive services as defined in the Administrative Plan, and successfully completes the FSS contract of participation or the supportive services requirement, the Unit continues to count as an excepted Unit for as long as the family resides in the Unit. If a Family in an excepted Unit fails without good cause to complete its FSS contract of participation or if the family fails to complete the supportive services requirement as outlined in the PHA administrative plan, the PHA will take the actions provided under 24 C.F.R. § 983.261(d), and the Owner may terminate the Lease in accordance with § 983.257(c).

Qualified Healthcare Provider - A medical or rehabilitation professional or expert, **OR** non-medical service agency whose function is to provide services to the disabled.

Reasonable Accommodation - A change or modification to BHA rules, policies, practices, or services when such a change is reasonable and necessary because of a person's disability, and provided that the change does not pose an undue financial or administrative burden, or result in a fundamental Alteration of BHA policies.

Reasonable Modification - A change to the public or common use areas of a building or any change to a dwelling Unit when such a change may be necessary to afford the Disabled person full enjoyment of the premises occupied and is made at the expense of the Disabled Person. See 24 C.F.R. § 100.203.

Reasonable Rent - A Rent to Owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted Unit in the premises.

Receiving Housing Authority - In Portability, a housing authority that receives a Family selected for participation in the tenant-based program of another housing authority. The

Receiving Housing Authority issues a Voucher, and provides program assistance to the Family.

Recertification - A reexamination of a Participant Family's income, expenses, and Family Composition to determine the Tenant Share of Rent for the following twelve (12) months.

Remaining Member of a Tenant Family - A Household Member listed on the Lease who continues to live in the assisted Unit after the Head of the Household has left.

Rent to Owner - See Contract Rent

Repayment Agreement - (24 C.F.R. 792.103) –Repayment agreement means a formal document signed by a tenant or owner and provided to a PHA which a tenant or owner acknowledges a debt in a specific amount, and agrees to repay the amount due at specific time period(s).

Residual Tenancy Applicant - An existing Household Member, (except a Personal Care Attendant), or an adult (if all other Household Members in the Apartment are Minors or incapacitated adults), willing to assume guardianship where appropriate of an Apartment where the Head and Co-Head of Household vacates or becomes incapacitated.

Residual Tenant - A remaining Household Member, (except a Personal Care Attendant), or an adult (if all other Household Members in the Apartment are Minors or incapacitated adults) who has been approved under this Administrative Plan to remain a BHA resident.

Section 8 – Refers to Section 8 of the United State Housing Act of 1937 (42 U.S.C. § 1437f) and its associated programs, such as the Housing Choice Voucher Program and Moderate Rehabilitation Program.

Shared Housing - A Unit occupied by two or more families. The Unit consists of both Common space for shared use by the occupants of the Unit and separate Private Space for each assisted Family.

Single Person - Someone living alone or intending to live alone who does not qualify as an Elderly Person, a Disabled Person, a displaced person, or the Remaining Member of a Tenant Family.

Single Room Occupancy Housing (SRO) - A Unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

Special Admission - Admission of an Applicant that is not on the housing authority waiting list, or without considering the Applicant's waiting list position.

Special Housing Types - Housing that includes: SRO housing, Congregate housing, Group Homes, Shared Housing, Cooperatives (including Mutual Housing), and Manufactured Homes (including manufactured home space rental).

Stalking – Means:

(a) To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and 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.

Statement of Homeowner Obligations - In the homeownership option: The Household's agreement to comply with program obligations.

Statement of Family Responsibility – In the Moderate Rehabilitation Program, an agreement in the form prescribed by HUD, between the PHA and a Family to be assisted under the Program, stating the obligations and responsibilities of the Family.

State Wage Information Collection Agency (SWICA) - The State agency receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

Subsidy Standards - Standards established by a housing authority to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Suspension - Stopping the clock on the term of a Household's Voucher, for such period as determined by the housing authority, from the time when the Household submits a request for tenancy approval to Lease a Unit, until the time when the housing authority approves or denies the request, and upon BHA approval based on other extenuating circumstances. Also referred to as Tolling.

Tenant - The person or persons (other than a PCA) who execute(s) the Lease as lessee of the dwelling Unit.

Tenant Share of Rent (Household Rent to Owner) - In the Voucher program, the portion of the monthly Rent to Owner paid by the Household. For calculation of Rent to Owner see 24 C.F.R. § 982.515(b).

Third-Party Verification - Oral or written confirmation of a Applicant/Participant's income, expenses, or Family Composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling - See Suspension

Total Tenant Payment (TTP) - Total Tenant Payment is the amount calculated under Section 3(a)(1) of the 1937 Act, which is the higher of: 30% of the Family's Monthly Adjusted Income; 10% of the Family's Monthly Income; Minimum rent; or if the Family is receiving payments for Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the Family's actual housing costs, is specifically designated by such an agency to meet the Family's housing cost, the portion of such payments which is so designated.

Underoccupied - A condition of occupancy where given its bedroom size too few people reside in an Apartment.

Unit - See Apartment

United States Department of Housing & Urban Development (HUD) - The federal department responsible for the Section 8 and public housing program as provided for in the 11037 Housing Act.

Utility Allowance - If the cost of utilities (except telephone) and other housing services for an assisted Unit is not included in the tenant rent but is the responsibility of the Family occupying the Unit, an amount equal to the estimate made of approved by a housing authority or HUD of the monthly cost of a reasonable consumption of such utilities and other such services for the Unit by an energy-conservative Family of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment.

Utility Reimbursement - The amount, if any, by which the Utility Allowance for the Unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit

Verification - The process of obtaining statements from individuals whom can attest to the accuracy of the amounts of income, expenses, or Family Composition (e.g., employers, public assistance agency staff, doctors).

Very Low-Income Families - Low-income families whose incomes do not exceed 50% of the median Family income for the area, as determined by the Secretary with adjustments for smaller and larger Families.

Veteran - Anyone who is a Veteran as defined in M.G.L ch. 4, § 7, clause 43. The word "Veteran" as used in this Administrative Plan shall include the spouse, surviving spouse, Dependent parent or Child of a Veteran and the divorced spouse of a Veteran who is the legal guardian of a Child of a Veteran.

Visitor/ Guest Policy- Participants are allowed to have guests and other temporary visitors. However, the leased premises may not be occupied for more than fourteen (14) cumulative days, or as prescribed in the lease agreement, by any one visitor/guest in a calendar year without prior permission from both the BHA and the Owner.

Violent Criminal Activity - Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause or be reasonably likely to cause serious bodily injury or property damage.

Voucher - See Housing Choice Voucher.

Voucher Holder - A Family holding a Voucher with unexpired search time.

Voucher Size – See Family Unit Size.

Welfare Assistance - Welfare or other payments to Families or individuals, based on need, that are distributed through programs funded by Federal, State or local governments. See 24 C.F.R. § 5.603(d).