PHA Annual Plan 2012	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: Newton Housing Authority PHA Code: MA036

PHA Type: ☐ Small ☐ High Performing ☒ Standard ☐ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): 01/2012

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

Number of PH units: 298 Number of HCV units: 441

3.0 Submission Type

☐ 5-Year and Annual Plan ☒ Annual Plan Only ☐ 5-Year Plan Only

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:

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.

6.0	**PHA Plan Update** (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: In 2009, the Newton Housing Authority was informed by DHCD of an impending opportunity to allow certain buildings owned by the NHA in its State Public Housing Portfolio to be federalized and transferred to its HUD portfolio. Following extensive renovations at the NHA's Echo Ridge and Nonantum Village developments and successful completion of REAC inspections, both developments were successfully federalized. Echo Ridge was available for occupancy as of December 31, 2010 and Nonantum Village was available for occupancy as of March 31, 2011. The Newton Housing Authority joined the Massachusetts Section 8 Centralized Waiting List administered by Massachusetts NAHRO on July 1, 2011. The Newton Housing Authority's Section 8 waiting list had been closed after a waiting list lottery in 2002. As we had reached the last applicants remaining from this waiting list lottery, the NHA joined the Massachusetts NAHRO Section 8 Centralized Waiting List to ensure a stable source of interested applicants and to continue to keep our utilization rates in compliance with HUD guidelines. The NHA has updated its Section 8 Administration Plan to reflect its participation in the Massachusetts NAHRO Section 8 Centralized Waiting List and sent this in for HUD approval. The NHA continues to maintain separate Section 8 waiting lists for its "set-aside" Section 8 voucher program for families who are victims of domestic violence, its Section 8 YMCA Project-based SRO Program as well as its Section 8 Project-based SRO Program at the Webster Street Residence. All applicants to the Massachusetts NAHRO Section 8 Centralized Waiting List who apply through the NHA are informed of these additional waiting lists. (See attached Section 8 Admin. Plan p.11) The NHA also continues to provide all federal tenants information about the VAWA. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Plan copies may be obtained at the Newton Housing Authority office at 82 Lincoln Street Newton Highlands, MA 02461.
7.0	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*
8.0	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. See Attached HUD-50075.1 and HUD-50075.2
8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *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.
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.

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Over all	Afford -ability	Supply	Quality	Access -ibility	Size	Locati on
Income <= 30% of AMI	1754	5	5	3	1	3	5
Income >30% but <=50% of AMI	1455	5	5	3	1	3	5
Income >50% but <80% of AMI	1480	5	5	3	1	3	5
Elderly	2159	5	5	3	5	1	5
Families with Disabilities	1105	5	5	1	5	3	5
Other	1112	5	5	3	1	3	1
White(Non-Hisp.)	7146	5	5	3	1	3	1
Black(Non-Hisp.)	113	5	5	3	1	3	1
Native American (Non-Hisp.)	8	5	5	3	1	3	1
Asian (Non-Hisp.)	680	5	5	3	1	3	1
Pacific Islander (Non-Hisp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	238	5	5	3	1	3	1

Racial or Ethnic Group Needs
According to the 1990 Census information provided by the U.S. Department of Housing and Urban Development, no ethnic or racial group has a disproportionate need concerning housing problems. A disproportionate need exists if the percentage of a particular minority category is 10% higher than the overall percentage.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: FY11-FY15

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: Data supplied by the City of Newton Planning Dept. – 2000

9.0	Housing Needs of Families on the PHA's Waiting Lists			
	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	159		
	Extremely low income <=30% AMI	137	86%	
	Very low income (>30% but <=50% AMI)	18	11%	
	Low income (>50% but <80% AMI)	4	2.5%	
	Families with children	0		
	Elderly families	110	69%	
	Families with Disabilities	49	31%	
	Race/ethnicity - Af. Am.	14	8.8%	
	Race/ethnicity - Hisp.	9	5.6%	
	Race/ethnicity – Asian	23	14%	
	Race/ethnicity – Nat. Am.	1	.62%	
	Race/ethnicity – White	90	57%%	
	Characteristics by Bedroom Size (Public Housing Only)			
	1BR	136	85%	
	2 BR	23	15%	
	3 BR			
	4 BR			
	5 BR			
	5+ BR			
	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			

9.0

Housing Needs of Families on the PHA's Waiting Lists

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	4		
Extremely low income <=30% AMI	4	100%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Singles	3	75%	
Elderly families			
Families with Disabilities			
Race/ethnicity - Af. Am.			
Race/ethnicity – Asian			
Race/ethnicity - White	4	100%	
Race/ethnicity – Hisp.	2	50%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	75%	
2 BR			
3 BR	1	25%	
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes
If yes:
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 96
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

Waiting list type: (select one)
☒ Section 8 tenant-based assistance (MassNahro Centralized Waiting List)
☐ 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	106281		
Extremely low income <=30% AMI	101860	95.84	
Very low income (>30% but <=50% AMI)	4728	4.45	
Low income (>50% but <80% AMI)	290	0.27	
Families with children	36865	34.69	
Elderly families	6433	6.05	
Families with Disabilities	35697	33.59	
Race/ethnicity - Af. Am.	21903	20.61	
Race/ethnicity - Hisp.	39565	35.34	
Race/ethnicity – Asian	3173	2.99	
Race/ethnicity – Nat. Am.	1735	1.63	

Race/ethnicity – White	47290	44.50	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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.**

The Newton Housing Authority will continue to make available two units in our 52-54 Wyman Street property for emergency use within the City of Newton. These two units have been used to house families who have been made homeless due to fire and/or other extreme issues of homelessness for a temporary period of three months.

The Newton Housing Authority will continue to maximize the number of affordable units available by employing effective maintenance and management policies to minimize the number of public housing units off-line. The NHA will also maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction and by marketing the program to owners, particularly those outside the areas of minority and poverty concentration. In addition, the NHA will continue to participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

In order to increase the number of affordable housing units, the NHA will leverage affordable housing resources in the community through the creation of mixed-finance housing and pursue housing resources other than public housing or Section 8 tenant-based assistance.

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. In accordance with its goal of ensuring equal and fair housing, the Newton Housing Authority refined its reasonable modification and reasonable accommodation policies and have placed these policies on its website. The NHA has also begun attaching copies of these policies to all applications mailed out to prospective applicants and during all new lease-ups. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Agency wide policies- These are policies adopted by the Newton Housing Authority for the purpose of administering and managing its programs. These are generally policies that are non-specific to a particular federal program, but deal with whole practices such as accounting practices, inventory practices, listing practices, affirmative action practices and other agency-wide perspectives. Statewide policies- These are policies required by the Commonwealth of Massachusetts that are specific to the state sponsored housing programs administered by the NHA. Federal policies- These are policies required by HUD for the administration of their programs. For those interim changes to federal policies and HUD PHA Plans, the NHA will utilize the Tenant Advisory Board for review and recommendation and the NHA Board of Commissioners for approval with the exception of those alterations that change the goals and objectives as outlined in the most current PHA Plan. The NHA will consider a significant amendment or a substantial deviation to be any change to the established goals and objectives as outlined annually by the PHA Plan. It is the belief of the Authority that the annual review as required by HUD regulations 24CFR903.17 will satisfy all needs for review and comment by the greater public.

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. (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. (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)

Addendum to PHA Annual Plan 2012
Resident Advisory Board (RAB):

A letter from the executive director was mailed to each member of the resident advisory board. The Newton Housing Authority has received no comments written or verbal from the advisory board.

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	FFY of Grant: 2007
NEWTON HOUSING AUTHORITY	Capital Fund Program Grant No: MA06P036501-07 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$ 25,000	$ 25,000	$ 25,000	$ 25,000
3	1408 Management Improvements	25,000	25,000	25,000	25,000
4	1410 Administration (may not exceed 10% of line 21)	25,000	25,000	25,000	25,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	12,443	12,443	12,443
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	196,163	208,720	208,720	208,720
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]				

[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
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-07 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2007** **FFY of Grant Approval:**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☐ **Performance and Evaluation Report for Period Ending:** ☒ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 296,163	$ 296,163	$ 296,163	$ 296,163
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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.

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-07 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2007**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
MA036-002 & -003	Operations	1406		$ 25,000	$ 25,000	$ 25,000	$ 25,000	Completed
MA036-002 & -003	Management Improvements	1408		25,000	25,000	25,000	25,000	Completed
MA036-002 & -003	Administration	1410		25,000	25,000	25,000	25,000	Completed
MA036-002 & -003	Fees & Costs	1430		25,000	12,443	12,443	12,443	Completed
MA036-002 & -003	Fire Alarms Upgrade	1465.1		196,163	208,720	208,720	208,720	On-Going

[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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Part II: Supporting Pages

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

[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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Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: NEWTON HOUSING AUTHORITY					**Federal FFY of Grant: 2007**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-002 & -003	09/12/2009		09/12/2011		

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

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Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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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: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P036501-08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval:

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]				
3	1408 Management Improvements	$ 25,000	$ 25,000	$ 25,000	$ 25,000
4	1410 Administration (may not exceed 10% of line 21)	25,000	25,000	25,000	25,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	228,781	253,781	253,781	253,781
10	1460 Dwelling Structures				
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]				

[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

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Expires 4/30/2011

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA036P036501-08 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2008** **FFY of Grant Approval:**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☐ **Performance and Evaluation Report for Period Ending:** ☒ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 303,781	$ 303,781	$ 303,781	$ 303,781
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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.

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Part II: Supporting Pages

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-08 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2008**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
MA036-002,-003&-004	Management Improvements	1408		$ 25,000	$ 25,000	$ 25,000	$ 25,000	Completed
MA036-002,-003 & -004	Administration	1410		25,000	25,000	25,000	25,000	Completed
MA036-002, -003 & -004	Fees & Costs	1430		25,000				Completed
MA036-002, -003 & -004	Heating System & Controls Replacement & Fire Alarm Upgrade	1465.1		228,781	253,781	253,781	253,781	On-Going

[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
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Part II: Supporting Pages

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

[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.

form **HUD-50075.1** (4/2008)

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OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: NEWTON HOUSING AUTHORITY

Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-002, -003 & -004	06/12/2010		06/12/2012		

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

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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

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

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06S036501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 CFRG FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 10/31/2011 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$ 25,000		$ 25,000	$ 24,984.81
8	1440 Site Acquisition				
9	1450 Site Improvement	59,500		59,500	34,547.87
10	1460 Dwelling Structures	286,776		286,776	295,288.42
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	13,250		13,250	11,720.46
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]				

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

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

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

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA036S036501-09 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2009 CFRG** **FFY of Grant Approval:**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no: 1)**

☒ **Performance and Evaluation Report for Period Ending: 10/31/2011** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost [1]**	
		Original	**Revised [2]**	**Obligated**	**Expended**
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 384,526		$ 384,526	$ 366,541.56
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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.

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

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06S036501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2009 CFRG**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
MA036-003	Fees & Costs	1430		$ 25,000		$ 25,000	$ 24,984.81	Completed
MA036-003	Entrance Ways @ 36-3	1460		119,526		119,526	109,351.00	Completed
MA036-005 & -006	Roof Replacement @ N.V. & E.R. Dev.	1460		167,250		167,250	185,937.42	Completed
MA036-005 & -006	Walk Way Repairs & Various Site Works	1450		59,500		59,500	34,547.87	On-Going
MA036-005 & -006	Plumbing,Electrical&Misc.Mat.&Equipt.	1470		13,250		13,250	11,720.46	On-Going

[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.

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

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06S036501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2009 CFRG**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

[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.

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: NEWTON HOUSING AUTHORITY

Federal FFY of Grant: 2009 CFRG

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-003 & MA036	03/17/2010		03/17/2012		

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

U.S. Department of Housing and Urban Development
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Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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

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

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P036501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 10/31/2011 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]				
3	1408 Management Improvements	$ 25,000	$ 25,000	$ 25,000	$ 25,000
4	1410 Administration (may not exceed 10% of line 21)	29,714	29,714	29,714	10,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25,000	25,000	18,651.46
8	1440 Site Acquisition				
9	1450 Site Improvement	97,429	105,100	105,100	
10	1460 Dwelling Structures	120,000	112,329	112,329	16,608.73
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]				

[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
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Expires 4/30/2011

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-09 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2009** **FFY of Grant Approval:**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☒ **Performance and Evaluation Report for Period Ending: 10/31/2011** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 297,143	$ 297,143	$ 297,143	$ 70,260.19
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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.

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Part II: Supporting Pages

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2009**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
MA036-001, -002 & -003	Operations	1406						
MA036-001, -002 & -003	Management Improvements	1408		$ 25,000	$ 25,000	$ 25,000	25,000.00	On-going
MA036-001, -002 & -003	Administration	1410		29,714	29,714	29,714	10,000.00	On-going
MA036-001, -002 & -003	Fees & Costs	1430		25,000	25,000	25,000	18,651.46	On-going
MA036-001 & -002	Replaee/Repair Concrete Sidewalks & Site works @ 36-1 & 36-2	1450		97,429	105,100	105,100		On-going
MA036-002 & -003	Supplement Fire Alarms Upgrade	1460		120,000	112,329	112,329	16,608.73	On-going
				$297,143	$ 297,143	$297,143	70,260.19	

[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
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OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

[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.

form **HUD-50075.1** (4/2008)

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: NEWTON HOUSING AUTHORITY					**Federal FFY of Grant: 2009**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-001,-002 &-003	09/14/2011		09/14/2013		

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

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Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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

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

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P03650110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 10/31/2011 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$ 25,000		$ 25,000	$ 10,000.00
3	1408 Management Improvements	25,000		25,000	25,000.00
4	1410 Administration (may not exceed 10% of line 21)	25,000		25,000	10,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000		25,000	8,192.59
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	198,023		56,408	14,000.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]				

[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
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Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P03650110 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2010** **FFY of Grant Approval:**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☒ **Performance and Evaluation Report for Period Ending: 10/31/2011** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 298,023		$ 156,408	$ 67,192.59
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P03650110 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2010**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
MA036-001& -002	Operations	1406		$ 25,000		$ 25,000	$ 10,000.00	On-going
MA036-001&-002	Management Improvements	1408		25,000		25,000	25,000.00	On-going
MA036-001&-002	Administration	1410		25,000		25,000	10,000.00	On-going
MA036-001&-002	Fees & Costs	1430		25,000		25,000	8,192.59	On-going
MA036-001&-002	Heating System & Control Replacement @ Parker House 36-1 &	1460		198,023		56,408	14,000.00	On-going
	@ Jackson Garden 36-2 Developments							

[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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Part II: Supporting Pages

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

[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.

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: NEWTON HOUSING AUTHORITY					**Federal FFY of Grant: 2010**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-001& -002	07/14/2012		07/14/2014		

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

U.S. Department of Housing and Urban Development
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Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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

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

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P036501-11 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2011 FFY of Grant Approval:

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$ 25,000			
3	1408 Management Improvements	25,000			
4	1410 Administration (may not exceed 10% of line 21)	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	153,289			
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]				

[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
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Newton Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-11 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2011** **FFY of Grant Approval:**

Type of Grant

☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 1)**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 253,289			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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.

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-11 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	Total non-CFP Funds							
MA036-002 & -004	Operation	1406		$ 25,000				On-Going
MA036-002 & -004	Management Improvements	1408		25,000				On-Going
MA036-002 & -004	Administration	1410		25,000				On-Going
MA036-002 & -004	Fees & Costs	1430		25,000				On-Going
MA036-002	Heating System & Control Replacement @ Jackson Garden Development 36-2	1460		68,289				On-Going
MA036-004	Masonry Repairs, Repointing & Balcony Resurfacing @ 36-4	1460		85,000				On-going

[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.

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

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

[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.

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-002 & -004	08/02/2013		08/02/2015		

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

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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

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

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA036P036501-12 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2012 FFY of Grant Approval:

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$ 25,000			
3	1408 Management Improvements	25,000			
4	1410 Administration (may not exceed 10% of line 21)	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	163,289			
10	1460 Dwelling Structures				
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]				

[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
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-12 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2012** **FFY of Grant Approval:**

Type of Grant

☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$ 253,289			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 11/15/2011**	**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.

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

PHA Name: NEWTON HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program Grant No: MA06P036501-12 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2012**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
MA036-003 & -004	Operation	1406		$ 25,000				
MA036-003 & -004	Management Improvements	1408		25,000				
MA036-003 & -004	Administration	1410		25,000				
MA036-003 & -004	Fees & Costs	1430		15,000				
MA036-004	Resurfacing All Parking Surfaces &	1450		88,289				
	Replace Curbing & Sidewalk @ 36-4							
MA036-003	Replace Gutters & Downspouts @ 36-3	1450		75,000				

[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.

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

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: NEWTON HOUSING AUTHORITY

Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA036-003 & -004					

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

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

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

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 1/1/2012 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.

NEWTON HOUSING AUTHORITY
PHA Name

MA036
PHA Number/HA Code

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

__X__ Annual PHA Plan for Fiscal Years 20_12_ ____

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
Thomas Turner	Chairman
Signature	Date
	10/21/11

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

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

10/19/11

Signed / Dated by Appropriate State or Local Official

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:
[b.] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[a.] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[a.] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
[x] **Prime** [ ] **Subawardee**
Tier _____, *if known*:

Congressional District, *if known*: 4c

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

Congressional District, *if known*:

6. Federal Department/Agency:

7. Federal Program Name/Description:

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*):

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

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: Harvey Epstein
Print Name: Harvey Epstein MA036
Title: Acting Executive Director, Newton Housing Authority
Telephone No.: 617-552-5501 Date: 10/21/11

Federal Use Only:

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

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Newton Housing Authority

Program/Activity Receiving Federal Grant Funding

2012 Capital Grant

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.)

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
Harvey Epstein	Acting Executive Director
Signature	Date
X	10/21/2011

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

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Newton Housing Authority

Program/Activity Receiving Federal Grant Funding

2012 Capital Fund

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
Harvey Epstein	Acting Executive Director

Signature	Date (mm/dd/yyyy)
Harvey Epstein	10/21/2011

POLICY AND OBJECTIVES IN ADMINISTERING THE SECTION 8 CERTIFICATE, VOUCHER, AND HOUSING CHOICE VOUCHER PROGRAMS

June 2011

STATEMENT OF OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING THE SECTION 8 CERTIFICATE, VOUCHER AND HOUSING CHOICE VOUCHER PROGRAMS

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

The Executive Director monitors the overall administration of all programs. Section 8 Staff carries out the day to day administration of the program, reviews the leases and other Section 8 related documents, conducts briefing sessions, does all verification of eligibility and inspections, maintains all records, and reports directly to the Executive Director. An Accountant maintains the books, financial records and reports of the Authority and reports directly to the Executive Director. Full time clerical staff persons support the Section 8 existing operation.

The Newton Housing Authority has worked closely with the City of Newton Planning Department for the development of an overall housing strategy for the City of Newton. This strategy took cognizance of the existing housing stock, planned new rehabilitated units and those units expected to be removed from inventory.

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

Efforts will be taken to promulgate all aspects of the program to families and to owners.

Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures. The Administrative Plan will apply to the Section 8 Certificate Program, the Section 8 Voucher Program, and the Housing Choice Voucher Program.

The LHA will comply with all federal statutes and currently required regulations, as

applicable, in administering said programs, including 24 CFR Part 982 (Certificate and Vouchers), 24 CFR Part 983 (Project-Based Certificates), 24CFR248 et al. (Section 8 Tenant-Based Assistance; Statutory Merger of Section 8 Certificate and Voucher Programs; Interim Rule), the Quality Housing and Work Responsibility Act of 1998, and Section 232 of the FY2001 Departments of Veterans Affairs and Housing and Development and Independent Agencies Appropriations Act. This Plan is intended only to provide, therefore, information relative to LHA discretionary policies, as the LHA shall comply with all required laws and regulations, as they are current and in effect.

The LHA's previously adopted Equal Opportunity Housing Plan is merged and incorporated herein and shall be part of this Administrative Plan.

The Housing Authority has elected to utilize the Centralized Application and Waiting List process. Over the past few years, the Department of Housing and Urban Development has encouraged the use of a Centralized Waiting List by Public Housing Authorities.

It is anticipated that a Centralized Section 8 Waiting List will afford the LHA and its clients the following benefits:

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

1. OUTREACH AND ADVERTISING

Outreach to Families and Contact with Owners

The approach to contact families and owners is as follows:

a. Paid advertisements in local media. All outreach efforts include minority population and reaches residents within surrounding communities. The EHO logo will be used in all advertisements. These newspapers are as follows:

1. Herald-American or Boston Globe, or other regional newspaper of general circulation
2. Local, Daily or Weekly Newspaper. (specify:)
3. Bay State Banner
4. El Mundo

5. An appropriate and equivalent publication may be substituted for any of the above.

In addition, the LHA will send notices and informational packets to outreach agencies, such as the following:

1. Public Welfare Office
2. Council on Aging
3. Neighborhood Centers
4. Other appropriate Civic and Community Organizations

b. Bi-lingual materials will be provided as needed, and where practical and feasible.

c. Outreach to owners and real estate agents to inform them of the Section 8 Program will also be made. Efforts will be undertaken to assure that owners and brokers of rental housing have a working knowledge of the Section 8 Program. Owners will be informed that it will be their responsibility to screen potential tenants; LHA responsibility will be to ensure that they are income-eligible.

d. The LHA will advertise the joining of the Centralized Waiting List in local media.

Special Outreach Adjustments - Families

Adjustment will be made in the outreach procedures as, and if, needed, and by added media coverage, if necessary, on an information basis. The LHA anticipates that due to the significant number of eligible applicants from the lower income level groups, as well as those on public assistance in the City of Newton and surrounding communities, a large volume of applicants will be covered by our present outreach procedure.

However, if after initial efforts, the flow of applications becomes too slow, the LHA will make additional effort to contact those agencies and organizations which provide services oriented toward households in need of rental assistance.

If the flow of applications should become too rapid in relation to the agency's staff capacity to process applications, consideration will be given to hiring additional staff commensurate with available funding.

Special Outreach Efforts - Owners

Owners are given a briefing session on the Section 8 Program, if requested. The LHA, however, will hold these sessions on an "as needed" basis for all landlords who are entering the

Section 8 Program. At that time, information will be made available to all interested landlords or real estate agents.

After briefing with a landlord, the Section 8 Staff will make the determination as to whether the units discussed qualify under the Section 8 Program. A preliminary inspection is made, if necessary. When listings are available the Section 8 Staff will compile a list of "Available Dwelling Units under Section 8", and maintain it in the office. This list will give the location, number of bedrooms, contract rent, utilities, and the person to be contacted. A list will also be maintained, where practical, of available handicapped accessible units.

Special Effort Outreach - Tenants

Household types who are least likely to apply, such as the very old, shut-ins, minorities, and working families, will be reached through "Special Efforts".

These efforts are as follows:

Elderly - The Council on Aging will be solicited to aid in bringing the information of the Section 8 Program to their clients.

Minorities - The LHA will inform other Public Agencies in the hope that they will notify those minorities they are serving about the program. As in the past, all advertisements will include the Equal Opportunity Logo.

Working Families - The LHA advertisement for applicants for the Section 8 Program includes the income limits for eligibility. This is done in hopes of encouraging the working person or persons of very low income.

Staffing Adjustments - If additional staffing is needed to handle the application taking period, part-time help will be employed, where appropriate, and as affordable.

2. COMPLETION OF APPLICATION, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

Completion of Applications:

Basic information will be taken at the time of pre-application. Personal interviews for detailed information and verification of income to determine eligibility under the guidelines provided by HUD are scheduled per "Determination of Eligibility" further explained in this plan. "Stand -ins" will only be allowed due to extreme hardship circumstances or medical difficulty, documentation of which may be required.

All applicants will be required to file a pre-application form containing name, address, family members and anticipated gross annual income with the appropriate preliminary verification, and any additional informational forms as may be requested by HUD or the LHA. In addition, it will be the responsibility of the applicant to furnish, in writing, any change of address information while they are on the waiting list.

Information regarding the Section 8 Program and how to apply is given to all interested persons.

Acceptance of Applications

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

The Housing Authorities collectively reserve the right to modify the application to include other information required or useful to administer the Section 8 Housing Choice Voucher Program. All participating Housing Authorities must agree to adopt said modification to the application in advance to such modification.

Applications will be available for completion at the LHA in person between the hours of 9 and 5 Monday through Friday and may also be mailed.

Upon completion of the application it shall be marked by the Housing Authority staff with the date and the time of submission and the family shall be provided with a standard receipt evidencing submission of the application.

The LHA will then enter the information from the Preliminary Application into the Centralized Waiting List.

Determination of Eligibility

The LHA will inform the family of the eligibility criteria, including applicable income limits, and other facts, such as family size and type, which may effect the family's eligibility. In addition, the family is provided general information relative to the Section 8 Program.

Applicants are told to immediately inform the LHA of change of address. Applicants are told it is their responsibility to inform, in writing, the LHA of address or other changes, and that LHA notifications returned undeliverable will cause their application to be withdrawn.

Applicants are informed of the Waiting List process and its approximate length, how the waiting list is established, and the priorities governing the issuance of Housing Choice Vouchers.

Waiting List Updates; Purging of Waiting List

MassNAHRO will, on a biennial basis, send a letter to each applicant on the Centralized Section 8 Waiting List. This letter will be sent to the address on the Section 8 Preliminary Application or any written change of status request that was completed and sent to a participating Housing Authority. Applicants will be requested to respond to the mailing within a time parameter set forth in the letter and the letter shall indicate that failure to respond will result in the removal of his/her name from the Centralized Section 8 Waiting List. In the event that the applicant does not respond within the applicable time parameter, his/her name shall be removed from the Centralized Section 8 Waiting List.

Notification of Eligibility

Once a family has been selected from the Centralized Section 8 Waiting List in the manner set forth below, eligibility determination shall be made according to federal law, regulations governing State law and any applicable procedures set forth in the LHA's Administrative Plan for the Section 8 Housing Choice Voucher Program.

Upon request, each applicant will be informed of his/her control number upon making application, or within a reasonable time thereafter. Applicants will be notified of their eligibility as soon as the Authority staff has reviewed their applications and made a determination therein.

Applicants are also informed that the issuance of vouchers are subject to several factors beyond the LHA's control (e.g., turnover rates, funding increases, decreases, and leasing schedules).

Selection of Families

The LHA shall determine eligibility of families per HUD definition of families whose annual income meets the Eligibility Limits for its area as follows:

Income limits. Eligibility is limited to a:

a. Very low-income family;

b. Low-income family continuously assisted under the public housing, Section 23, or Section 8 programs;

c. Low-income family that is a nonpurchasing tenant in certain homeownership programs;

d. Low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined at 24 CFR 248.101; or

e. Low-income family that meets PHA-specified criteria. (Section 8(o)(4) of the USH Act, 42 U.S.C. 1437f(o)(4); Sec. 982.201(a)(1) of the regulations.)

. Eligible families include those listed below:

1. Family - "Family" includes, but is not limited to (a) an Elderly Family or eligible Single Person as defined in this part, (b) the remaining member of a tenant family, and (c) a Displaced Person.

2. Single Person - A person who lives alone or intends to live alone, and does not qualify as elderly family or displaced person or as a remaining member of a tenant family.

Disabled, handicapped, or elderly person is defined as follows:

Disabled Person - A disabled person is defined as an individual who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 (b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

1. Section 223 of the Social Security Act defines disability as :

a. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or

b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (I) (1) of this title), 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 has previously engaged with some regularity and over a substantial period of time.

2. Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as: "A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary (of Health, Education, and Welfare) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual."

(Note: The LHA may adopt and/or utilize procedures for determining the status of persons who claim disability but who are not recipients of benefits under the statutes cited above. It should be noted that the receipt of veteran's benefits for disability, either service-incurred or otherwise, does not automatically establish disability as defined above, and the LHA must make the determination on the basis of its evaluation of the applicant's condition.)

Handicapped Person - A handicapped person is defined as a person having a physical or mental impairment that:

a. is expected to be of long continued and indefinite duration.

b. substantially impedes his or her ability to live independently, and

c. is of such a nature that such ability could be improved by more suitable housing conditions.

Selection of Families and Priorities

Order of Selection

From this waiting list the order of selection of applicants will be given in the following manner.

Preference 1. Given equally to residents of Newton who are determined to have veteran status or residents who are paying more than 50% of their monthly gross income toward monthly rent.

Preference 2. Given to all other residents of Newton

Preference 3. Given to non-residents who are determined to have veteran status or applicants who are paying more than 50% of their monthly gross income toward monthly rent.

Resident is defined as an individual or family who resides in Newton or who has a household member who works or has been hired to work in Newton.

In the Quality Housing and Work Responsibility Act of 1998, HUD has established Income Targeting, (ie. At least 75% of the annual admissions to the Section 8 Tenant Based Program in each fiscal year must be "extremely low income families".) The pha will periodically review yearly compliance with Income Targeting. When compliance with Income Targeting is not being

achieved by the above established tenant selection process, the pha will select applicants for placement from within the above mentioned order of selection who fall within the needed economic target group.

The LHA shall retain separate waiting lists for its Independent Group Residence, Project-based Single Room Occupancy and Set-Aside For Victims of Domestic Violence Programs in accordance with this Administrative Plan. The LHA shall, in writing, clearly notify each applicant that applies through the LHA of the availability of these programs and waiting lists.

Independent Group Residence

Families or individuals wishing to reside in an Independent Group Resident (example, disabled individuals in an LHA established I.G.R.). The LHA has established allocated slots to an Independent Group Residence. Vacancies will be filled as they occur by offering the unit to those individuals from the waiting list wishing to reside in the facility. Closing of the general waiting list will not preclude the taking of applications for an I.G.R.

Single Room Occupancy

Due to the assessment by the City of Newton that there is a need for Single Room Occupancy (SRO) Subsidy for certain established residences, the LHA shall adopted the policy of permitting the use of a one-bedroom voucher in a Single Room Occupancy Residence. The use of a voucher as "Single Room Occupancy" will be permitted only where the owner of the residence can establish through written permission from the local governing body, that SRO meets approval of local zoning codes or ordinances, or other special local government approval as required.

Project-based Waiting List for Single Room Occupancy

The LHA shall establish a separate waiting list for a Project-based Single Room Occupancy Program. Any eligible person may apply. Individuals on the LHA Tenant-based Section 8 Waiting List at the time of the opening of the Project-based SRO Waiting List will be given the opportunity to interview with the project-based unit owner for possible tenancy. Tenant selection will be the responsibility of the owner. Failure to be selected by the owner or refusal of the offer of interview by the applicant will not effect the applicant's position on the LHA Tenant-based Section 8 Waiting List. Those individuals not previously on the Tenant-based Waiting List who are not selected by the owner or refuse the offer of interview will be removed from the Project-based SRO Waiting List. Individuals who apply to the Project-based SRO Waiting List or who are removed from the Project-based SRO Waiting List may apply to the Tenant-based Waiting List at any time that it is open for applications.

The LHA shall maintain 6 (six) Section 8 Vouchers for a Project-based Single Room Occupancy

Program at the Webster Street Residence, a residential home established for the housing and care of developmentally disabled individuals.

Set-Aside For Victims of Domestic Violence

The NHA shall maintain a separate waiting list for a "set-aside" program for Families who are Victims of Domestic Violence.

Twenty (20) vouchers, four (4) of which are to be used as project-based vouchers at the Crescent Field Condominiums, three (3) of which are to be used as project-based vouchers at the Louis Garfield House, a transitional living facility for victims of domestic violence, and five (5) of which are to be used as project-based vouchers at the 90 Christina Street Young Parents Program, are made available as set-aside for families Victimized by Domestic Violence.

From otherwise eligible applicants, those families defined, as "Families Victimized by Domestic Abuse" shall receive preference for participation in the Section 8 Program.

Closing of the general waiting list shall not preclude the taking of applications for the Set-aside Waiting List. From the pool of eligible applicants on the set-aside waiting list, selection will be ranked in the following order:

a. Victims of Domestic Abuse who are clients of Second Step Inc., or Young Parents Program of the Newton Community Services, or any additional local community service agency created to assist victims of domestic abuse.

b. Victims of Domestic Abuse who are clients of an agency other than those referenced in item a.

c. Victims of Domestic Abuse who apply to Section 8 Domestic Violence Set-aside program following the adoption of the waiting list.

d. Applicants on the general Section 8 Waiting List chosen in accordance with the established tenant selection plan for that list.

Definition: Abusive Situation. An applicant is in an abusive situation if the applicant or member of the applicant household is determined by the Nha to be a victim of abuse as defined in the Abuse Prevention Act (G.L. c. 290A, 1), which abuse constitutes a significant and direct threat to life or safety. The Abuse Prevention Act defines "abuse" as the occurrence of one or more of the following acts between "family or household members": (1) attempting to cause or causing physical harm; (2) placing another in fear of imminent serious physical harm; (3) causing another to engage involuntarily in sexual relations by force, threat or duress. "Family or

household members" are individuals who are related by blood or marriage, have a child together, or who now or formerly reside in the same household or dated each other.

Voucher Issuance

Vouchers will not be issued by bedroom size. Voucher will be issued to the next eligible applicant within the established tenant selection procedures and preferences. Should there be insufficient funds for the LHA to issue a Voucher of Participation to the next eligible family, the LHA may not skip that Individual to go to the next available applicant. The LHA must wait until there are sufficient funds to assist the applicant at the top of the list.

The LHA has determined that its jurisdiction is that area within the city limits of the city of Newton. The LHA has adopted a residency preference that establishes the City of Newton as a residency preference area. The residency preference shall apply to all families residing within the LHA's residency preference area. The residency preference shall also apply to families with a member who works or has been hired to work in the LHA residency preference area. The residency preference shall not be based on how long the applicant has resided in or worked in the LHA residency preference area.

Notification to Issue Voucher

When an applicant's name reaches the top of the Waiting List, they shall be so notified. The notice will include a date (within 7 days) in which the applicant must supply updated verification of income and other circumstances in order to be issued a Voucher.

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

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

Determination of Ineligibility and/or Denial of Voucher

A Ineligibility for Assistance

If a family is denied assistance by the LHA, they will have the right to the grievance procedures set forth below. After such time expires to request an informal hearing or a hearing is held and

the decision is upheld, the family will be denied participation in the Section 8 Program by the LHA making the determination. The family's name will not be removed by the LHA from the Centralized Section 8 Waiting List because the family may be eligible under another participating Housing Authority's policies. However, the family will not be again selected by the LHA unless the family has been withdrawn from the Centralized Section 8 Waiting List and a new application has been submitted.

B Determination that Family is Over Income Limits

If the family was denied participation in the Section 8 Housing Choice Voucher Program because it was over income for the program, the name will be removed from the Centralized Section 8 Waiting List if the Housing Authority making the determination is in the jurisdiction with the highest income limits of those Housing Authorities participating in the Centralized Section 8 Waiting List process. Otherwise, the family's name will not be removed by the LHA from the Centralized Section 8 Waiting List because the family may be income eligible under another participating Housing Authority's policies. However, the family will not be again selected by the LHA unless the family has been withdrawn from the Centralized Section 8 Waiting List and a new application has been submitted.

C No Response

Further, if the family does not respond to a letter sent by a participating LHA to attend an eligibility determination appointment or to otherwise respond to the LHA, the LHA may remove the family's name from the Centralized Section 8 Waiting List.

The LHA shall determine applicants, or other family members, ineligible who are over income, who present a conflict of interest as outlined in HUD regulations, who were past participants in the Section 8 Program or other LHA housing program, and while in the program failed to satisfy liability for unpaid rent or damages for which a PHA paid out moneys to an owner, or who misrepresented information regarding income or family composition. In addition, the LHA may consider ineligible any tenant of the LHA's other housing programs who has failed to satisfy liability to the LHA for unpaid rent or damages, or has violated family obligations under said other programs.

Other possible grounds for finding an applicant ineligible include, but are not limited to, the following:

1. Combined family income exceeds the allowable maximum yearly income for family size.

2. Past participant of any Housing Authority's Section 8 Program or Public Housing

Program, who failed to satisfy liability for unpaid rent or damages in connection with that Program.

3. Head of household is under 18 years of age, and cannot demonstrate capability to fulfill obligations of Certificate of Family Participation (example: minors not emancipated);

4. Misrepresentation of income or household members or any other significant or required information on application;

5. In the event that it is found that the applicant or other family member owes back rent or charges for Housing Authority programs or units, they may be notified accordingly and allowed, at LHA discretion, to pay the outstanding amount in full. Failure to make repayment will result in the applicant being ineligible.

6. Failure to allow inspection of the dwelling unit proposed for Housing Assistance.

7. Violation of family obligations or destruction of a previously occupied unit under another housing program.

8. Illegal drug-related or violent criminal activity by any family members.

9. Eviction from a public housing program by any family member.

10. Termination from Voucher program by any family member.

11. Actual or threatened abusive or violent behavior toward housing authority personnel.

12. Violation of or failure to comply with any Family obligation under Section 8 Program, or any other public housing program, or any of the other grounds for termination or denial as set forth in 24 CFR 982.552, 982.553, or the Quality Housing and Work Responsibility Act of 1988.

Informal Review of PHA Decision on Application for Participation in Program

The Authority shall send an applicant written notice within 10 days of a decision denying assistance to the applicant, including denying listing on the Waiting List, issuance of a Housing Choice Voucher, or participation in the program. The notice will allow the family to request an informal review of the decision if requested in writing within seven (7) days of date or delivery. Request must be delivered in person or by registered mail to the Authority.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority will respond in writing with a decision, including reasons for final decision within 30 days or other such reasonable period of time. The Authority's previously adopted Hearing Procedure is hereby incorporated herein.

The LHA procedure for Informal Review (as well as the LHA procedure for meeting with LHA regarding preference determinations and Informal Hearing Procedure) is incorporated herein by reference and shall be in accordance with 24 CFR 982.555).

Changes in Family Composition

In the event that a change of family composition occurs, after application has been filed and prior to the issuance of the Voucher, which requires a change in the number of bedrooms, the applicant will be assigned to the appropriate unit size category, or payment standard.

Subsidy (Occupancy) Standards

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

The LHA shall provide one bedroom or living/sleeping room of appropriate size for each 2 persons.

Persons of opposite sex, other than husband and wife, live-in aides, "significant others", unmarried partners, and very young children, will not be required to occupy the same bedroom or living/sleeping area.

Families may rent a larger unit than listed on the Voucher under the Voucher Program, if said unit is affordable to the family, and at initial lease-up only, a family first receiving tenant-based assistance, or a family moving with assistance to a new unit, cannot pay more than 40% of adjusted income towards gross rent should the gross rent of the unit exceed the payment standard for the family, ie. the family's Total Family Contribution does not exceed 40% of the Monthly Adjusted Income .

Families may rent a unit with fewer number of bedrooms than stated on Voucher if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.

Each unit must contain a living/sleeping room, kitchen area, and bathroom (plus bedrooms as applicable for family size).

The LHA may grant exceptions, relative to the number of bedrooms assigned, for the following reasons:

1. Medical Need - Upon proper documentation from a medical doctor, LHA shall allow separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.

Optional

2. Handicapped Members - LHA shall allow separate bedroom for handicapped member needing adequate space or modification of lay-out and equipment; for example, an occupant who is wheelchair bound.

The LHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the LHA and not inconsistent with 24 CFR 982.551 and 24 CFR 813.102. Approval of a live-in aide may be granted only if all of the requirements of 24 CFR 813.102 are met, and if properly documented and verified to the LHA's satisfaction.

New family members may be added upon notification to, and approval of, the LHA. Said approval may be granted only after full and proper documentation and verification is submitted to the LHA, and the LHA determines that said person may be added as a family member and an occupant of the unit. This determination, may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. No occupancy shall take place until the LHA has issued its determination and approval.

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

If the family breaks up, the LHA shall decide which members of the assisted family continue to receive assistance in the program. The LHA may consider, among other factors:

a) whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit,

b) the interest of minor children, or ill, elderly or disabled family members,

c) the presence of actual or threatened physical violence against family members by a spouse or other member of the household,

d) family members past record of fulfilling family obligations under the program,

e) the relative conduct of all the parties, and

f) Court determination under a settlement or judicial decree in a divorce or separation.

A participant family may move only once during any one year period, unless the LHA approves, in advance, an additional move upon a determination that the family has met all of its obligations under both the lease and the program, and that the family is required to move due to health, safety, or occupational requirements or special educational considerations for minor children. A family may not move during the initial year of assisted occupancy, unless the LHA is required to allow said move under 24 CFR 982.314.

If the family is a non-resident applicant (not residing in Massachusetts) at the time it first submits an application for participation in the program to the LHA, the Family shall not be allowed to lease a unit outside the LHA jurisdiction (Massachusetts) for a period of twelve months from the date on which it submits such application to the LHA subject to the provision, however, that in the event that the LHA enters into an agreement with an LHA from another jurisdiction the Family may lease a unit outside the initial LHA's jurisdiction under portability procedures.

Voucher Payment Standard

The LHA shall use as it's voucher payment standard 110% of the most recently revised FMR , or the HUD-approved community-wide exception rent for each unit size within its jurisdiction, as published by HUD and adopted by the Newton Housing Authority.

For portability, the authority will use the payment standard in the community in which the unit is rented.

3. BRIEFINGS AND VOUCHERS

a) Upon selection, families will be scheduled for a briefing covering such areas as general program information, family allowances and rent calculations, apartment search, responsibilities of both owner and applicant, discrimination, information on mobility, and housing quality standards.

During this detailed briefing, Voucher holders will be provided with information on all aspects of the program, so that upon receipt of a Voucher, the family will be better prepared to obtain adequate housing.

b) Lease negotiations, family obligations, requirements and responsibilities will be addressed in the briefing sessions.

Voucher Holders will receive information on Equal Opportunity and Fair Housing Laws. This will be provided by hand-out material and discussion. Procedures to be taken when discrimination is encountered will be discussed during these sessions.

c) The necessity of finding a dwelling unit within the sixty (60) day period will be stressed. Recipients will be asked to maintain a record of their housing searches, with comments as to why particular units were not selected. Families will be asked to contact their Program Representative at least one week before the expiration of the sixty-day finding period. At that time, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and the problems it has encountered.

If the family's failure to find a suitable unit is not due to the lack of diligence on the family's part, a 30day extension may be provided. Additional 30 day extensions may be provided subsequently, if additional diligent effort is demonstrated. Additional assistance will be provided, upon request, in individual counseling sessions with emphasis on overcoming the problems, which have been encountered. Extensions of Vouchers will be granted only upon the family's request for an extension prior to expiration of the Voucher, and upon documentation, satisfactory to the LHA, that the family has made diligent effort. If the family needs and requests an extension or extensions of term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the pha will extend the voucher term up to a term reasonably required for that purpose.

d) General assistance to families during the period between issuance of the Voucher and the execution of the lease and contract would include maintaining listings of available rentals provided by the landlords, and availability of Program Representatives for personal or telephone conferences to clarify any questions that may have developed since issuance of the voucher. Where possible and effective, additional assistance will be provided to large families and minorities.

Families will be asked to notify their Program Representative immediately if they encounter discrimination. The family will be advised how to file a discrimination complaint with the appropriate agency.

e) The LHA may allow suspension of the expiration date of a Voucher for a period not exceeding thirty (30) days under certain limited circumstances as determined by the LHA, in cases where, through no fault of the family, the Request for Tenancy Approval was not approved by an LHA in a timely manner or due to the landlord's failure to comply with Housing Quality Standards. In order for suspension to be allowed, the family must notify the initial LHA prior to expiration of the Voucher, and must provide satisfactory documentation of the reasons for the delay. Said suspension shall not exceed the number of days between the date of submission of the Request for Tenancy Approval but, in any event, said suspension shall be for not more than thirty (30) days after the maximum one hundred twenty (120) days allowed for the retention of a Voucher.

Briefing Packet Material

The materials required pursuant to 24 CFR 982.301 will be included in the briefing packet, together with any other materials which the LHA deems necessary, appropriate, or helpful.

4. HOUSING QUALITY STANDARDS AND INSPECTION

a. The LHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form.

b. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized.

c. All Request for Tenancy Approval Forms will be submitted to the Program Administrator or Supervisor, who will accordingly request that the Inspector will schedule the inspection of the unit within 15 days of receipt of proper certifications and availability for inspection. (The unit in question has passed the State Sanitary Codes, proper certifications and inspections for Lead Based Paint have been performed, and proper arrangement with any present occupant has been made by Owner, so that the Inspector may gain access to the unit.) All inspections and findings shall be followed by a repair report and determination on rent.

The Housing Inspector has been trained by the Authority to perform the necessary inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health will provide technical assistance as needed to determine the acceptability of any units under Chapter II of the State Sanitary Code.

After completing the inspection, a copy of the Repair Report will be sent to the property owner and the participant, and one (1) copy will be retained in the participant's file. This form shall serve to indicate repairs, which must be completed prior to the execution of a Contract and Lease.

Inspections shall be repeated immediately after the required date to ensure compliance, and recorded on the HUD 52580 or HUD approved modified version.

The LHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to LHA interpretation of state and local codes, the LHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the LHA.

Lead Based Paint

The LHA will adhere to HUD's Housing Quality Standards, and the requirements of the Mass. General Laws relative to lead based paint.

5. LEASE AND FAMILY OBLIGATIONS

Tenancy Approval and Housing Assistance Payments Contract Execution

If the LHA determines that all applicable program requirements have been met with respect to the "Request for Tenancy Approval", the LHA will notify the owner and the applicant, compute the share of the Tenant Rent payable by the family, complete the HAP Contract, prepare the Lease Agreement (if landlord is using a LHA supplied lease) and the Addendum to the Lease, if applicable (that is, if owner is supplying his or her own lease).

If the LHA determines that the lease cannot be approved for any reason, including the condition of the unit, the LHA notifies the owner and/or family (1) of the reasons that the lease or proposed dwelling unit were disapproved and (2) that if the conditions requiring disapproval are corrected by the owner, another Request for Tenancy Approval may be submitted by the owner and family on or before a specified date, determined reasonable by the LHA. The family's Voucher shall be kept active pending completion of repairs as long as this is a reasonable time frame. The LHA may approve the subsequent Request for Tenancy Approval if the conditions have been corrected satisfactorily within said reasonable time. Approval of the Lease Addendum and Housing Assistance Payments Contract is also based on Rent Reasonableness determination by the LHA.

The LHA shall, in its sole discretion, determine what period constitutes a reasonable time,

and may elect to consider, and weigh appropriately, such factors as the nature, extent, cost, and difficulty of the work required, the weather and seasonal conditions, the availability of materials, the diligence and initiative of the family and the owner, the amenities or special considerations of the unit, and such other factors as the LHA deems necessary, reasonable, or appropriate.

The LHA shall comply with 24 CFR 982.305 and 24 CFR 982.306 in granting approval to lease a unit and in determining disapproval of an owner. In addition to said regulations, the LHA may, in its sole discretion and based on its determination of all the facts and the circumstances, deny approval to lease a unit from the owner if:

1) The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);

2) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;

3) The owner has engaged in drug-trafficking, the owner has engaged in any drug-related criminal activity or any violent criminal activity;

4) The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that: (i) Threatens the right to peaceful enjoyment of the premises by other residents; (ii) Threatens the health or safety of other residents, of employees of the PHA, or of owner employees or other persons engaged in management of the housing; (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;

5) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;

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.

For purposes of this section, "owner" includes a principal or other interested party, regardless of the form of ownership, and shall include, but not be limited to, sole ownerships, partnerships, limited partnerships, corporations, trusts, fee simples, joint-tenancies, tenancies in common, or managing agents who have control over the operation of the property.

In the event that the Owner utilizes his own form of lease, the Owner will comply with all provisions stated in the Housing Assistance Payments Contract, Section 8 Tenant-Based Assistance Housing Choice Voucher Program.

The LHA may review said lease and determine whether said lease complies with all Section 8 program requirements. If said lease does not comply, then the LHA may disapprove said lease unless it is determined by the LHA that said lease does not contain any prohibited lease provisions and that all required lease provisions mandated under the program may be properly and adequately incorporated in said lease through the use of the LHA's standard lease addendum. The LHA may also decline to approve any lease that the LHA determines does not comply with any state or local law or ordinance.

The LHA will provide, in each family's briefing packet, a statement of the LHA policy on providing information to owners. The LHA policy requires that the LHA will give the same types of information to all families and all owners. The LHA will provide the owner with the following information upon the owner's request:

a) The family's current address (as shown in LHA records);

b) The name and address (if known to the LHA) of the landlord at the family's current and prior address;

Evictions

If at any time during the tenancy, the landlord has a reason to want to evict the tenant, he may do so, in accordance with the provisions of the Contract and the Lease as well as all applicable local and State law, and program regulations.

Security Deposit

The Owner may collect a security deposit from the tenant, according to, and in compliance with, the Massachusetts General Laws. (Refer to Mass. General Laws Chapter 186, and related chapters and sections.)

The Owner may not collect a security deposit in excess of the amount allowed under Massachusetts' law, or in excess of private market practice, or in an amount which exceeds the security deposit charged by the Owner to unassisted tenants.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the family.

Owner Refunds to the Family

If a family vacates its unit, the owner, subject to State and Local law, may use the Security Deposit as reimbursement for any unpaid family contribution or other amounts owed under the lease. If no such amounts are owed, or if the amounts owed are less than the amount of the Security Deposit, the owner must refund the full amount, or the unused balance to the family, including any interest required to be paid on such deposits by state and local law. The owner must also comply with state law regarding deductions, interest, itemizations, refunds, and notifications which relate to the family's security deposit.

Grounds for Denial or Termination of Assistance

The grounds for denial of assistance to an applicant, or for denial or termination of assistance to a participant, because of action or inaction by the applicant or participant are as follows:

1. The LHA may deny any applicant admission to participation in the program, may deny issuance of another Voucher to a participant who wants to move to another dwelling unit and may decline to enter into a Contract, or to approve a Lease, where requested by a participant, in the following cases:

a. If the applicant or participant currently owes rent or other amounts to the LHA or to another LHA in connection with the Section 8 Program or any other housing program.

b. If the applicant (or a previous participant in the Section 8 program or other housing program), or participant has not reimbursed the LHA or another LHA for any amounts paid to an Owner under a Contract for rent or other amounts owed by the Family under the Lease (see CFR 882.112) (d)), or for a vacated unit (see CFR 882.105 (b)).

c. If the applicant or participant has committed any fraud in connection with any housing assistance program.

d. If the applicant or participant has violated any Family Obligation under the Section 8 Program or any other housing program.

e. If the applicant or participant has breached an agreement with an LHA.

f. If the applicant or participant has made misrepresentations on an application or

rectification including, but not limited to, misrepresentation of income or household members.

g. Failure to allow inspection of the dwelling unit.

h. Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.

i. Violation of, or failure to comply with, any family obligation under the Section 8 program or any other public housing program.

j. Violation or failure to comply with any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.

k) Violation of family obligations or destruction of a previously occupied unit under another housing program.

l) Drug-related or violent criminal activity by any family member.

m) Eviction from a public housing program by any family member in the last five years.

n) Termination from a Certificate/Voucher program by any family member.

o) Actual or threatened abusive or violent behavior toward housing authority personnel.

p) Failure of or refusal to sign and submit consent forms for obtaining information in accordance with 24 CFR part 760, and 24 CFR part 813, as well as evidence of citizenship or eligible immigration status pursuant to 24 CFR 812, and any other information (including but not limited to social security numbers) which the LHA is authorized to, or not prohibited from, requesting or obtaining.

q) Failure to report immediately to the LHA any changes in income, family composition, or status.

The LHA shall at its sole discretion, determine which circumstances to consider, and the weight given to each circumstance, in deciding whether to deny or terminate assistance. Such circumstances may include, but are not limited to, the seriousness of the case, the extent of participation or culpability of individual family members, the effects of denial or termination of assistance on other family members who were not involved in the action or failure, the effect on the program, the prospect of continuing violations, difficulty of preventing or discovering continued violations, past record of violations of a similar nature, and any other previous program violations, lease violations, or complaints.

The LHA may, at its sole discretion, allow a family, that owes any money to the LHA, to repay said amounts in full and to continue receiving assistance under the program. The LHA may take into account any circumstance or factor relating to the total amount owed, the length of time owed, the degree, extent or severity of the circumstance which gave rise to the amount owed, the family's cooperation in reporting or assisting the LHA in discovering the amount owed, the number of times the family has owed any amount to an LHA, and the family's willingness to cooperate in the future. If the LHA elects to allow said repayment, the LHA may, at any time, deny or terminate assistance for failure to make said payment or for breach of any such agreement which is a condition for continued assistance under the program.

Procedures for Informal Hearings for Participants

Refer to Exhibit A attached hereto and made a part of hereof for the full text of the Hearing Procedure adopted by the Housing Authority, pursuant to HUD regulatory requirements. See also CFR 982.555.

6. EQUAL OPPORTUNITY HOUSING

The LHA will abide by Equal Opportunity Housing requirements in the administration of the Section 8 program.

Advertising and outreach will be provided as outlined in previous sections of this Administrative Plan. Special outreach will be made to groups less likely to apply such as those expected to wish to reside in the community by sending notices of waiting list openings to major employers within the community.

Action will also be taken to encourage participation by owners of units outside of areas of low-income or minority concentration by sending informational brochures to various local real estate agencies and social service agencies as well as the local council of churches and Chamber of Commerce.

A briefing session will be scheduled for property owners explaining the program and equal opportunity requirements. Informational handouts and equal opportunity brochures will be made available.

The LHA will apprise participant families of applicable Federal, State, and local laws relative to Fair Housing, and the Form HUD 903 will be provided and explained to all Voucher Holders in the briefing packet.

The LHA will make available for reference or handout lists indicating general

neighborhood locations and descriptions, community organizations, churches, and shopping areas.

The LHA is accustomed to, and will continue, counseling individual families desiring to move. Although the listings of available apartments are generally very limited, the Authority will attempt to maintain and expand such listings whenever possible. Voucher holders will also be given the names of owners or Brokers who have apartments available.

Racial and family characteristics data, as required by HUD regulations, will be maintained for all applicants and participants.

All Voucher holders will be briefed relative to the Program. The briefing will consist of information relative to Family and Owner responsibilities under the lease and contract, how to find a unit, how to approach and work with Owners, requirements of State Sanitary Code and HUD Housing Quality Standards, applicable Federal, State, and local laws and regulations, Federal and State Fair Housing laws, and other information relative to program requirements and methods and procedures which will facilitate participation in the Program.

A portion of the briefing also covers actions and procedures to be taken and assistance available to families who believe they have encountered discrimination during their housing search. Families will be advised of their rights, given assistance in this regard and referred to appropriate agencies for further action.

Any applicant or participant who believes that they are the victim of illegal discrimination, or that discrimination has prevented the family from leasing a suitable unit will be scheduled for a private meeting or conference with LHA staff to discuss the problem and strategy for appropriate action. Where necessary or appropriate, the applicant/participant will be directed to contact HUD or MCAD and will be assisted by the LHA in making this contact. The LHA may also explain to the applicant/participant their rights under federal and state law and provide the applicant/participant with a housing discrimination complaint form, such as form HUD 903 and/or 903A or the appropriate replacement form.

The LHA will make reasonable accommodations, as required by law, for handicapped/disabled persons to promote the objective of providing equal access to, and opportunity for participation in, the Section 8 Program for handicapped/disabled persons.

The Authority will issue and administer Section 8 Vouchers in accordance with the rules and regulations promulgated by HUD.

The selection of families, issuance of Section 8 Vouchers, briefing of families, voucher

and rent payments, approval of units, execution of HAP Contracts, re-examination of family income and composition, denial and termination of assistance, and all other administrative procedures required by HUD will be adhered to in the implementation and on-going administration of the Program.

THIRD PARTY VERIFICATION POLICY

The Authority will comply with the HUD requirements to obtain written verification of Applicant/Participant information from independent sources. Should the Authority not receive a written reply within sixty (60) days prior to Applicant Voucher Issuance Date / Participant Rectification Date, the Authority will proceed with third party verification supplied by the Applicant/Participant, and the Authority will place a "Notice of Non-Response to the LHA Third Party Verification Request" in the Applicant/Participant file. (sample attached to policy)

TREATMENT OF INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The Pha must not reduce the annual income of a family residing in public housing or reduce the contribution toward rent of a family receiving Section 8 tenant-based assistance because of a reduction in the family's welfare assistance specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. A reduction in welfare assistance is not to be treated as failure to participate in an economic self-sufficiency program or to satisfy a work activities requirement if the reduction results from:

(1) The expiration of a lifetime limit on receiving benefits;

(2) When a family has sought but cannot find employment; or

(3) The family has complied with welfare program requirements but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five-year period.

(b) Verification. When a family requests a rent reduction based on a reduction in family income from welfare, the Authority must obtain written verification from the welfare agency of the basis for the reduction. If the reduction is specifically the result of the family's failure to participate in an economic self-sufficiency program or comply with work activities requirements or fraud by the family, the responsible entity must not reduce the family's rent.

(c) Notification to families. The Authority must notify families who are adversely affected by the requirements of this section that they have the right to review through the PHA's grievance procedure (for public housing) without paying a deposit in escrow, or through use of the informal hearing procedure under 24 CFR 982.555(a)(i) (for Section 8 tenant-based certificate and voucher programs).

DEFINITIONS

Adjusted Income - Annual Income less:

A) $480.00 for each dependent;

B) $400.00 for any Elderly Family;

C) The sum of the following to the extent the sum exceeds 3% of annual income:

1.unreimbursed medical expenses of an elderly family or disabled family; and

2.unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member with a disability) to be employed

D) Child Care Expenses.

E) The amount of any earned income of a family member other than the head or spouse, who is not 18 years of age or older

Child Care Expenses - Amounts anticipated to be paid by the family for the care of children under 12 years of age or younger during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or further his or her education. The amount deducted will reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted will not exceed the amount of the income received for such employment.

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

Elderly Family - A family whose head or spouse (or sole person) is a person who is a Elderly, Disabled, or Handicapped Person. It may include two or more Elderly, Disabled or Handicapped Persons living together, or one or more such persons living with one or more live-in aides.

Elderly Person - A person who is at least 62 years of age.

Eviction - The dispossession of a Family from its leased dwelling unit as a result of the termination of its tenancy, including a termination prior to the end of a term or at the end of a term.

Family - Family includes but is not limited to (a) an elderly family or single person as defined in

this part, (b) the remaining member of a tenant family, and (c) a displaced person.

Full-time Student - A person who is carrying subject load that is considered full-time for a day student under the standards and practices of the educational institution attended. An educational institution includes vocational training, as well as an institution offer a college degree.

Live-in Aide - A person who resides with an Elderly, Disabled or Handicapped person or persons and who (a) is determined by the PHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would no be living in the unit except to provide necessary supportive services.

Lower Income Family - A family whose annual income does not exceed 80% of the median income of the area.

Medical Expenses - Those 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.

Monthly Income - One twelfth of Annual Income.

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

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

Tenant Rent - The amount payable monthly by the family as rent to the Owner.

Total Tenant Payment - Is the highest of the following amounts, rounded off to the nearest dollar:

1) 30% of adjusted monthly income:

2) 10% of monthly income:

3) The welfare rent (applicable in those states with "as paid" welfare programs):

4) Or, Minimum Rent

Utility Allowance - If the cost of utilities (except utilities) 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 or approved by the Authority of HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy conservation household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

Utility Reimbursement - The amount, if any, by which the Utility Allowance for a unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. (Negative Rent)

Very-Low-Income Family - A Lower-Income family whose Annual Income does not exceed fifty percent (50%) of the median income for the area.

Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local government.

Extremely Low Income Family – A lower income family whose annual income does not exceed thirty percent (30%) of median income for the area.

Section 8 Tenant-Based Minimum Rent. The PHA has established a minimum rent of $50.00
(A family may request in writing a hardship exemption)

Section 8 Project-Based Minimum Rent. The PHA has established a minimum rent of $50.00
(A family may request in writing a hardship exemption)

OVER FAIR MARKET RENT TENANCY OPTION (OFTO)

Section Removed Due To The Fact That The New Housing Choice Voucher Program Eliminates It Completely

Newton Housing Authority Project-Based Policy

In accordance with Section 232 of the fiscal year 2001 Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, the Newton Housing Authority (NHA) is providing this statement to establish its Section 8 Project-based Voucher Program and the assignment and use of said vouchers.

It is the desire of the NHA to promote, through this program, the creation and establishment of affordable housing in the community.

The NHA wishes to utilize the availability of the Project-based Vouchers to assist developers and owners in making otherwise private market units available to the affordability market. These units may include new construction, rehabilitation and existing housing.

It has been the experience of the NHA that developers are better able to secure funds for the development or rehabilitation of property, if they are able to demonstrate to the lending or granting institution that the subsidy is firmly committed to the property. Tenant-based subsidy has the ability to be removed by action of the tenant, and therefore, is of more risk.

Likewise, the NHA wishes to establish secure relationships with owners who have existing units. We believe that the use of Project-based Vouchers will help in keeping apartments affordable for a longer period of time than will the use of Tenant-based assistance. The stability offered by the use of Project-based Vouchers helps to maintain a longer relationship with the owner regardless of the number of moves done by tenants.

The NHA will make available for use through the Project-based Voucher Program, a percentage of Tenant-based Vouchers, a percentage not to exceed 20% of its Tenant-based ACC's (88 slots). The actual percentage will be determined from time to time by a review of the program needs and approval by the NHA Board of Commissioners. The number of available slots will be clearly indicated in the NHA rfp literature and Advertisement.

In addition to working for the goal of the creation and establishment of affordable units, the NHA recognizes the potential use of Project-based Vouchers with Community-based programs as established in the City of Newton Fiscal Years 2001 – 2005 Consolidated Strategy and Plan. The plan clearly identifies the need of program affiliated housing for members of several groups including Victims of Domestic Violence, Elderly, and Disabled. The City of Newton Plan also establishes the use of Single Room Occupancy for programs where agencies are caring for special needs clients, such as in group homes for the developmentally disabled.

In an effort to meet these goals, the NHA will from time to time establish policy and procedures, including establishment of waiting lists and tenant selection criteria, as part of its PHA Plan.

The NHA will continue to utilize its present Project-Based Application, which will promote the

ranking of applications, which involve new construction and rehabilitation. However, since Section 232 clearly promotes the expansion of housing opportunities, NHA will award Project-based Vouchers based on the total number of units, style of housing, and the meeting of PHA plan goals, when application from all three categories (new construction, rehabilitation, and existing housing) are received. The NHA will amend its present advertisement with language that will address the addition of the new category of existing housing.

Issuance of Tenant-based Vouchers due to Project-based Tenant move-out

The family choice requirement of Section 232 has 2 components, a "mobility " component, and a "continued assistance" component.

Families occupying Project-based units have the right to move after 12 months with a Tenant-based Section 8 Voucher or equivalent housing assistance. If no voucher is available when the family receiving Project-based assistance moves, the NHA must give the family priority to receive the next available Tenant-based voucher. The Project-based voucher remains with the site, assuring continuity of residency for the development

With respect to HUD's request that the Pha provide that all new project-based assistance agreements be for units in census tracks with poverty rates of less than 20%, it should be noted that the Authority recognizes that there are no areas of poverty or minority concentration within the community.

EXPANDING HOUSING OPPORTUNITY POLICY

In accordance with HUD Regulation, the Newton Housing Authority adopts the following as its Expanding Housing Opportunity Policy.

Although, the Authority recognizes that there are no areas of poverty or minority concentration within the community, the Authority will continue to encourage prospective tenants (voucher-holders) to seek housing outside of areas of low-income or minority concentrations, whether seeking housing in Newton or other communities. The Authority will continue to encourage owners within the community to participate in the subsidy program.

Through the resources provided by the local Planning Department, the Authority will continue to monitor the community for the above referenced concentrations.

The Authority will continue to provide information on the community through its Briefing Package, information that reflects the needs established by HUD Regulations, and the NHA Listing Policies.

NEWTON HOUSING AUTHORITY
82 Lincoln Street
Newton Highlands, Massachusetts 02461

Telephone: (617) 552 - 5501
Telecopier: (617) 964 - 8387
TD: (617) 332 - 3802

Harvey Epstein
Acting Executive Director

September 23, 2011

To: Tenant Advisory Board
From: Harvey Epstein, Acting Executive Director

Re: 2011 Annual PHA Plan

As you may recall, this is the time of the year when we prepare the next year's Annual PHA Plan for submission to HUD.

Although it is the 2012 Annual PHA Plan, it must be submitted to HUD in October of this year. Therefore, the general public needs to be given notice for review and the Board of Commissioners approve the plan at the October 21, 2011 Board Meeting.

Since there have been no significant changes in any of the policies that we use to govern the programs, this year's plan is abbreviated much like the 2011 plan.

There are essentially no changes, except for reporting on the spending of funds on the work we have done on the buildings and the statistical data in the attachments regarding "Statements of Housing Needs" for the Section 8 and Public Housing Programs has been updated to this year's numbers. These statements reflect additional applicants who applied to our waiting lists over the past year.

The accounting reporting data has been updated to reflect those improvements and expenditures that have been accomplished over the past year and that we had outlined as goals in our 5 Year PHA Plan. As with each previous year, the annually created 5 Year Action Plan outlines the anticipated spending goals for the next 5 years.

The 2011 Capital Funds budget is completed and we have our projected use of the Capital Funds for 2012. As you may be aware, we cannot change the amount of funds that HUD will send each year, they create that formula. However, we can choose hose to spend it once we know the amount. Finally, it is in the 5 Year Action Plan where we indicate how we hope to spend each year's monies to accomplish capital needs 2010-2014. Please remember that these are only projected needs, should some other more pressing issue arise we will need to present it to you in the future.

Since last year, the NHA has completed its federalization of our Nonantum Village and Echo Ridge developments. This was following extensive improvement work completed at both developments, successful REAC inspection results and the implementation of new federal leases for residents of these buildings. The federalization of these buildings will ensure a more stable funding source and allow the NHA to better maintain the properties. The NHA has also updated its reasonable accommodation and reasonable modification policies and made these available on our website as well as to any new applicant and tenant to the NHA.

The NHA joined the Massachusetts Section 8 Centralized Waiting List administered by Massachusetts NAHRO on July 1, 2011. The NHA's Section 8 Waiting List had been closed after a waiting list lottery in 2002. As we reached the last applicants from this waiting list lottery, the NHA joined the Section 8 Centralized Waiting List to ensure a stable source of interested applicants and continue to keep our utilization rates in compliance with HUD regulations.

The NHA continues to maintain separate Section 8 waiting lists for its "set-aside" Section 8 voucher program for

families who are victims of domestic violence, its Section 8 YMCA Project-based SRO Program as well as its Section 8 Project-based SRO Program at the Webster Street Residence. All applicants to the Massachusetts NAHRO Section 8 Centralized Waiting List who apply through the NHA are informed of these additional waiting lists.

Thank you again for your time and energy this year. Your work is very much appreciated. If you have any questions regarding this review, please call me at the office at 617-552-5501.

Since there are no significant changes from last year's Annual PHA Plan, you may not see the need to comment. If I do not hear from you within 7 days from the date of this memo, I will understand that you have approved it with no comment.

Sincerely,

Harvey Epstein
Executive Director