

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

Brookline Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year **2002**

MA033v03

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Brookline Housing Authority
PHA Number: MA 033
PHA Fiscal Year Beginning: 04/01/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. 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. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here) **Attachment A**

B. Goals

*The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.*

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)

Improve voucher management: (SEMAP score)

Increase customer satisfaction:

Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:
Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: **Conduct Analysis on Designated Housing for seniors**

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2001**
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA
Small Agency (<250 Public Housing Units)
Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Annual Plan

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

Admissions Policy for Deconcentration

FY 2002 Capital Fund Program Annual Statement **Attachment B**

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

PHA Management Organizational Chart **Attachment C**

FY 2002 Capital Fund Program 5 Year Action Plan **Attachment D**

Public Housing Drug Elimination Program (PHDEP) Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Attachment E Attachment

Other (List below, providing each attachment name) **Attachments, F**

G, H, I, K, L, M, N

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

✓	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1872						
Income >30% but <=50% of AMI	691						
Income >50% but <80% of AMI	488						
Elderly	1073						
Families with Disabilities							
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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: **2000**

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: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) Section 8 tenant-based assistance Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1082		
Extremely low income <=30% AMI	1058	97.8	
Very low income (>30% but <=50% AMI)	24	2.2	
Low income (>50% but <80% AMI)			
Families with children	714		
Elderly families	245		
Families with Disabilities	123		
Race/ethnicity W	432	39.9	
Race/ethnicity B	429	39.6	
Race/ethnicity A/AI	68	6.3	
Race/ethnicity H	153	14.2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	472	43	
2 BR	409	38	
3 BR	176	16	
4 BR	23	.02	
5 BR	2	.01	
5+ BR			
Is the waiting list closed (select one)? No Yes If yes: How long has it been closed (# of months)? 3 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- Natural Disaster/Abusive situation			

C. Strategy for Addressing 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**, and the Agency’s reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Hire part-time planner to identify opportunities for program expansion.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: **Project Base Section 8 with New Housing Developers**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: **Provide Services to improve Job Skills**

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

Study need to Designate Housing and options for mixed populations.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

Apply for special-purpose vouchers targeted to families with disabilities, should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	983,473	Operating Costs
b) Public Housing Capital Fund	670,160	Modernization/Mgmt Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,529,822	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	Computer Classes Peer Leadership Security Hardware
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	117,000	High St. Courtyard High St. Vets Learning Ctr. High St. Vets, Courtyard
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
MA06P033501-01	647,099	BHA Operations
MA06P033501-00	156,596	BHA Operations

MA06DEP0330101	107,367	BHA Operations
MA06DEP0330100	100,170	BHA Operations
MA06DEP0330199	85,579	BHA Operations
MA06DEP0330197	22,248	BHA Operations
3. Public Housing Dwelling Rental Income	1,521,441	BHA Operations
4. Other income	5,723	BHA Operations
Investment	40,757	BHA Operations, S8
4. Non-federal sources (list below)		
State Conventional	2,853,441	Operating subsidy
State Modernization	3,800,000	Modernization
State MRVP	326,787	Rental Assistance
Total resources	16,967,663	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: **6 Months**

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe) **Prior Landlords.**

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

Community-wide list
Sub-jurisdictional lists
Site-based waiting lists
Other (describe)

- b. Where may interested persons apply for admission to public housing?
PHA main administrative office
PHA development site management office
Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **All Eligible programs**
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
PHA main administrative office
All PHA development management offices
Management offices at developments with site-based waiting lists
At the development to which they would like to apply
Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
One
Two
Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?**50%**
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
Emergencies

Overhoused
Underhoused
Medical justification
Administrative reasons determined by the PHA (e.g., to permit modernization work)
Resident choice: (state circumstances below)
Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

Working families and those unable to work because of age or disability
Veterans and veterans’ families
Residents who live and/or work in the jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) **Residency Preferences**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 2** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2** Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability
Veterans and veterans' families

3 Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

3 Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

2 Victims of reprisals or hate crimes

Other preference(s)

Natural disaster, not caused by Applicant or household

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

The PHA-resident lease

The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

Credit & Court Records

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity
Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None
Federal public housing
Federal moderate rehabilitation
Federal project-based certificate program
Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office
Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below **additional 60 days on request with proof of active search.**

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

Working families and those unable to work because of age or disability
Veterans and veterans' families
Residents who live and/or work in your jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes
Other preference(s)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

2 Veterans and veterans’ families

1 Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s)

Natural disaster not caused by applicant

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

Date and time of application

Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
 - Briefing sessions and written materials
 - Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
 - Other (list below)
- BHA Newsletter**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0
\$1-\$25
\$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

Market comparability study

Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

Operating costs plus debt service
The "rental value" of the unit
Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

Never

At family option

Any time the family experiences an income increase

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

Other (list below)

Change in family size

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
The PHA has chosen to serve additional families by lowering the payment standard
Reflects market or submarket
Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
Reflects market or submarket
To increase housing options for families
Other (list below)

HUD approved exception rents

- d. How often are payment standards reevaluated for adequacy? (select one)
Annually
Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
Success rates of assisted families
Rent burdens of assisted families
Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
\$0
\$1-\$25
\$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached. **Attachment C**

A brief description of the management structure and organization of the PHA follows:

Centralized operation with decentralized site management.

B. HUD Programs Under PHA Management

_ List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	438	20
Section 8 Vouchers	619	60
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management:
- (2) Section 8 Management:

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
 - PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment B - Capital Improvement Needs**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment D – 5 Year Action Plan**

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
--

1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) Part of the development Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description
Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA’s Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

<p>5. If approved, will this designation constitute a (select one)</p> <p>New Designation Plan</p> <p>Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p>Part of the development</p> <p>Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<p>Assessment underway</p> <p>Assessment results submitted to HUD</p> <p>Assessment results approved by HUD (if marked, proceed to next question)</p> <p>Other (explain below)</p>
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<p>Conversion Plan in development</p> <p>Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p>Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p>Activities pursuant to HUD-approved Conversion Plan underway</p>

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
HOPE I	
5(h)	
Turnkey III	
Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
Approved; included in the PHA's Homeownership Plan/Program	
Submitted, pending approval	
Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
Part of the development	
Total development	

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HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	50	7

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

The BHA continues to market the Federal Self Sufficiency Program to participants and persons involved in their housing search. The program success had been difficult due to town rents and age of participants. This was acknowledged by HUD in October 1997. BHA continues to take all feasible efforts to expand the program.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

Informing residents of new policy on admission and reexamination

Actively notifying residents of new policy at times in addition to admission and reexamination.

Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

Establishing a protocol for exchange of information with all appropriate TANF agencies

Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

3. Which developments are most affected?

B. Crime and Drug Prevention activities the PHA has undertaken or plans to

undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? **MA3301**

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

Which developments are most affected? **MA3301**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: **PHEDP 200?**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Attachment G – One page summary of Pet Policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the

PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
no, skip to component 17.) (If
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
Not applicable
Private management
Development-based accounting
Comprehensive stock assessment
Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at **Attachment F – Resident Advisory – Community Meeting**
Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Attachment H - Pets

Other:

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: **Town Wide Election**

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **Town of Brookline, MA**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

- Attachment A - BHA Mission Statement
- Attachment B - Capital Improvements Needs
- Attachment C- BHA Organization Chart
- Attachment D - 5 Year Action Plan for Capital Fund
- Attachment E - Resident Advisory Community Meeting
- Attachment F - Resident Advisory list of Members
- Attachment G - Pet Policy
- Attachment H - Substantial Deviations Modifications
- Attachment I - Progress Report on Mission Statement
- Attachment J - Performance & Evaluation Report FY01
- Attachment K - Performance & Evaluation Report FY00
- Attachment L - Performance & Evaluation Report FY99
- Attachment M - Deconcentration and Income Mixing
- Attachment N - Name & term of Resident Board Member

Table Library

BHA Mission Statement

The Brookline Housing Authority is committed to providing the highest quality affordable housing and making every effort to develop additional affordable housing options in the Town of Brookline.

We shall partner with businesses, landlords, other housing agencies, **Town Departments and our residents to achieve this mission.**

We shall carry out all activities in a public, fiscally efficient, non-discriminatory, ethical and professional manner. We do this with pride and commitment to excellence.

To achieve our mission we challenge ourselves to these goals:

- ▲ To manage the agency in full compliance with all applicable laws, regulations and statutes.
- ▲ To manage the agency to be a HUD High Performer under Public Housing Management Assessment & Section Eight Management Assessment and other Regulatory Compliance Audits.
- ▲ To increase availability of affordable options and safe homes for eligible families, seniors and persons with disabilities.
- ▲ To promote an efficient customer-friendly environment through capable and trained employees committed to excellence in public service.
- ▲ To develop service components for residents in need so they may maintain their apartment or Rental Assistance Certificate.
- ▲ To provide resources for residents to achieve self-sufficiency.
- ▲ Through all our actions, to become the affordable housing landlord of choice for eligible residents in the community.
- ▲ To provide economic & social diversity within the Public housing community.

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
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 No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	95,000			
	Management Improvements Hard Costs				
4	1410 Administration	67,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	48,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000			
10	1460 Dwelling Structures	341,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	75,000			
19	1502 Contingency	4,160			
20	Amount of Annual Grant: (sum of lines 2-19.)	670,160			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wi de Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised		

MA 33-1 Remove VAT, install VCT upon vacancy 1460	10,000	Walnut St. Replace interior doors upon vacancy 1460	10,000	Apts. Replace water heater, boiler controls		
1460 80,000 Insulate heating pipes 1460	20,000	MA 33-2 Remove VAT, install VCT upon vacancy 1460	6,000	Sussman Replace awning windows in bedrooms		
1460 25,000 House Renovate 1 apt. for accessibility 1460	100,000	Insulate heating pipes 1460	15,000	Repave parking lot and walks 1450	20,000	MA 33-3
Repave parking lot and walks 1450	20,000	O'Shea House	MA 33-5 Replace windows in bedrooms	75,000	Morse Apts.	MA 33-7 (no work planned)
Kickham Apts.						

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	

HA-Wide Service Coordinator 1408 35,000	Mgmt. Imp. Development Planner 1408 35,000	Computer Learning Center Staff 1408 25,000	HA-Wide Development Activities
Administration 1410 67,000	HA-Wide A/E Fees and Misc. Costs 1430 48,000	HA-Wide Leverage Unit Acquisition Funds 1499 75,000	

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program No: MA06P033501-02 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 33-1	6/30/04			6/30/06			
MA 33-2	6/30/04			6/30/06			
MA 33-3	6/30/04			6/30/06			
MA 33-5	6/30/04			6/30/06			
MA 33-7	6/30/04			6/30/06			
HA-Wide:							
Mgmt. Imp.	6/30/04			6/30/06			
Fees & Costs	6/30/04			6/30/06			
Dev. Activities	6/30/04			6/30/06			

Capital Fund Program Five-Year Action Plan

Attachment D

Part I: Summary

PHA Name: Brookline Housing		Authority		Original 5-Year Plan Revision No:	
Development Number/Name/HA -Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2007
	Annual Statement				
MA 33-1, Walnut		150,000	260,000	114,800	110,000
MA 33-2, Sussman		79,500	17,500	3,500	3,500
MA 33-3, O'Shea		26,000	164,000	350,000	0
MA 33-5, Morse		76,000	15,000	0	215,000
MA 33-7, Kickham		30,000	0	13,000	155,000
HA-Wide Activities And Costs		308,660	213,660	188,860	186,660
CFP Funds Listed for 5-year planning		\$670,160	\$670,160	\$670,160	\$670,160
Replacement Housing Factor Funds					

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

Activities for Year: <u>4</u> FFY Grant: 2005 PHA FY: 2006			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MA 33-1	Windows in low-rise buildings	100,000	MA 33-1	Replace kitchen faucets	20,000
Walnut St. Apts.	Storm doors at townhouses	4,800	Walnut St. Apts.	Selective countertop replacement	30,000
	Replace VAT (vacancy)	5,000		Replace bathroom lighting	20,000
	Replace doors (vacancy)	5,000		Renovate site at Juniper St.	30,000
	SUBTOTAL	114,800		Replace VAT (vacancy)	5,000
				Replace doors (vacancy)	5,000
MA 33-2	Replace VAT (vacancy)	3,500		SUBTOTAL	110,000
Sussman House	SUBTOTAL	3,500			
			MA 33-2	Replace VAT (vacancy)	3,500
MA 33-3	Electric heating units	50,000	Sussman House	SUBTOTAL	3,500
O'Shea House	Kitchen & baths, phase2	300,000			
	SUBTOTAL	350,000	MA 33-3	(no work planned)	0
			O'Shea House	SUBTOTAL	0
MA 33-5	(no work planned)	0			
Morse Apts.	SUBTOTAL	0	MA 33-5	Sliding doors, phase 1	80,000
			Morse Apts.	Renovate reception area	35,000
MA 33-7	Paint common areas	13,000		Kitchen & baths, phase1	100,000
Kickham Apts.	SUBTOTAL	13,000		SUBTOTAL	215,000
			MA 33-7	Windows, phase 1	55,000
			Kickham Apts.	Kitchen & baths, phase1	100,000
				SUBTOTAL	155,000
Total CFP Estimated Cost					
		Cont. next page			Cont. next page

Attachment E

Resident Advisory Community Meeting 2002

May 1, 2002

90 Longwood Ave

4:00 PM

Mr. Cloonan thanked all in attendance and asked everyone to sign-in.

Mr. Cloonan outlined the process and the activities of prior RAB meetings and where we were in the timeline. Mr. Cloonan also has agreed to share the plan unofficially on site at other federal BHA developments as part of other agenda's so as many residents as possible can be aware of BHA issues agency wide.

Ms. Dwyer of Sussman House inquired about façade leaks at Sussman House. Ms Correnti of the BHA explained how Capital Funds are scheduled to investigate and prepare remedial options and costs for this problem.

Mr. Wolff also of Sussman house raised issues that Mr. Cloonan of the BHA thought were more routine maintenance (floor polishing and vegetation growth). Mr. Wolff also inquired about being able to access the BHA over the internet. Mr. Cloonan explained he thought we were within a couple of months of accomplishing this item.

Ms. McNally inquired weather PHDEP funds could be used to monitor non-elderly on medications. Mr. Cloonan reviewed the intent of PHDEP, BHA participation and programs under PHDEP and the shut down of that program.

Ms. Correnti reviewed the status of prior work items and the proposed plan for 2002 funds.

The meeting was adjourned at 6:30 PM

Resident Advisory Members

24 Walnut Street, #4
Brookline, MA 02445

Mrs. Terrace James
40 Walnut Street, #2
Brookline, MA 02445

Julia Kashalena
22 High Street, #65
Brookline, MA 02445

Christina Cromartie
22 High Street, #12
Brookline, MA 02445

Lisa Collins
22 High Street, #39
Brookline, MA 02445

Carmel Calixte
22 High Street, #70
Brookline, MA 02445

Lormina Dauphin
36 Walnut Street, #1
Brookline, MA 02445

Bernice Speen
50 Pleasant Street, #2K
Brookline, MA 02446

Steve Daisy
50 Pleasant Street, #8B
Brookline, MA 02446

Eleanor Wendler
50 Pleasant Street, #2G
Brookline, MA 02446

Florence Dwyer
50 Pleasant Street, #8M
Brookline, MA 02446

Suzanne Dewar
50 Pleasant Street, #9C
Brookline, MA 02446

Valencia Sparrow
50 Pleasant Street, #8H
Brookline, MA 02446

Dottie Hinds
61 Park Street, #8d
Brookline, MA 02446

Debbie McKane
61 Park Street, #9H
Brookline, MA 02446

Fiona Cortland
61 Park Street, #5H
Brookline, MA 02446

Ellen Simmons
90 Longwood Ave., #3D
Brookline, MA 02446

Ethel Rabin
90 Longwood Ave., #5J
Brookline, MA 02446

Jean Winn
90 Longwood Ave., #5G
Brookline, MA 02446

Phyllis Kristal
90 Longwood Ave., #6C
Brookline, MA 02446

Rita McNalley
90 Longwood Ave., #6LL
Brookline, MA 02446

Yolanda Bledsoe
90 Longwood Ave., #8D
Brookline, MA 02446

Barbara Morrison
90 Longwood Ave., #10C
Brookline, MA 02446

Dorren Vittori
190 Harvard Street, #500
Brookline, MA 02445

Joan Lamphier
190 Harvard Street, #507
Brookline, MA 02445

John Rubin
190 Harvard Street, #200H
Brookline, MA 02445

Barbara Dugan
8 Walnut Street, #1
Brookline, MA 02445

Agnes Rogers
99 Kent Street
Building 7, Suite #512
Brookline, MA 02445

Attachment G

BROOKLINE HOUSING AUTHORITY PET POLICY
HUD ANNUAL PLAN

The BHA has a pet policy conforming to HUD regulations. To comply with this policy, a tenant must fully register their animal with the BHA before bringing it onto the premises. Tenants are given a copy of the written policy and registration form and must sign and acknowledge the following: the right of the BHA to enter the registered pet owner's dwelling unit when there is evidence that an animal left alone is in danger or distress; that they have received a copy of all animal-related requirements and restrictions administered by the BHA; that failure to abide by any animal-related requirement or restriction constitutes a violation of a BHA tenant's lease and is grounds for lease termination.

The pet policy defines animals that are not permitted. It mandates compliance with state and local ordinances. It also lists registration requirements including evidence that all cats or dogs have been spayed or neutered and designation of an alternative pet care giver. Other restrictions include limits on numbers of pets according to the size of the unit and weight limits for pets.

The pet policy defines ongoing tenant responsibilities including proper pet waste disposal, restraint and confinement of pets, the requirement of the pet owner to prevent the pet from interfering with BHA management and maintenance functions, proper care of the pet, restrictions on housing stray animals, liability for property damage or personal injury caused by a pet, requirement to exterminate for fleas, ticks or other animal-related pests, and pet noise restrictions.

The full BHA pet policy is incorporated as a supporting document to this Annual Plan.

Substantial Deviations Modification

HUD Deficiency – Substantial Deviations Modification

A substantial change in policy would include any changes to policies impacting tenancy status as applicant. Should BHA make any changes in selection or occupancy the RAB will be notified 30 days prior to proposed adoption by the Board of Commissioners. The RAB will be allowed opportunity to speak or write comments pro or con.

Modifications during year will be given as Agenda Item on RAB meetings for the following year Annual Plan which again allows a more formal process for comment *1.

Introduction of new proposals for funds or programs which the BHA will be received at next cycle of RAB meetings. Changes in BHA organizational chart.

Changes in programs funded by HUD Capital Fund, PHDEP, and FSS if they exceed 25% of the grant or 100% of the work item dropped from plan or moved 3 years back will be sent to the RAB for comments 30 days prior to Board consideration. Written or oral comment will be noted and all changes discussed at next cycle RAB.

The BHA quarterly Newsletter also alerts all residents of changes in policies, timetables, personnel and resources.

Included issues are Admissions, eligibility and selection policies, rent determinations, operational management, and conversion, homeownership, demolition disposition, community service and pets.

HUD Deficiency - FSS

The BHA continues to market the Federal Self Sufficiency Program to participants and folks involved in their housing search. The program success had been difficult due to town rents and age of participants. This was acknowledged by HUD in October 1997. BHA continues to take all feasible efforts to expand the program.

Progress Report on Mission Statement

The BHA in year 1999-2000 continued efforts to achieve goals consistent with our Mission Statement. The agency continued to operate without fiscal or regulatory finding conducted though independent audit.

BHA was a Standard Performer under the Management Assessment System. This evaluation has been reviewed to “how can we learn from this tool and do better” despite the flawed and contentious assessment system.

The BHA continues to work with public officials to develop Affordable Housing Opportunities. Units for set aside section 8, project based section 8 and transitional housing for adolescent in distress are anticipated for late 2001.

Three residents have completed contracts for Section 8 Family Self Sufficiency. In addition the BHA will begin discussion with the RAB for considering designated housing or alternatives and development of an assisted or enhanced service building.

All items, included in the 504 Transition Plan including policy review, and physical modification have been completed.

Annual Statement/Performance and Evaluation Report

Attachment J

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P033501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Performance and Evaluation Report for Period Ending: 9-30-01 **Revised Annual Statement (revision no: 1) Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,000	39,600	0	0
3	1408 Management Improvements Soft Costs	110,000	90,000	0	0
	Management Improvements Hard Costs				
4	1410 Administration	64,000	64,700	0	0
5	1411 Audit	1,500	0	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	40,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	411,500	397,700	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	15,099	15,099	0	0
				0	0
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$647,099	\$647,099	0	0
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security – Soft Costs				
	Amount of Line 20 Related to Security– Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
						Waiting for Approval of PHA Plan

MA 33-1 Install new roof, high-rise bldg. 1460 120,000 120,000 0 0 Walnut St. Apts. Install unit interior doors upon vacancy 1460 5,000 5,000 0 0 Remove VAT, install VCT upon vacancy 1460 5,000 5,000 0 0 Install new windows, 3 low-rise bldgs. 1460 32 apts. 170,000 0 Delay to '05 MA 33-2 Install new awning windows in bedrooms 1460 34 apts. 28,000 0 Delay to '02 Sussman House Remove VAT, install VCT upon vacancy 1460 3,500 3,500 0 0 Replace domestic hot water heater 1460 0 71,600 0 0 From '00 MA 33-3 No work planned O'Shea House MA 33-5 Install new windows in bedrooms 1460 99 apts. 80,000 0 Delay to '02 Morse Apts. Upgrade HVAC in offices, comm. rm. 1460 0 149,600 0 0 From '00 MA 33-7 Upgrade HVAC in offices, comm. rm. 1460 0 33,000 0 0 From '00 Kickham Apts. Boiler controls, valves 1460 0 10,000 0 0 From '00

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	

HA-Wide Resident Services Coordinator 1408	30,000	30,000	0	0	Management	Improvements Resident Activities Coordinator 1408	30,000	0	Dropped
Computer learning center staff 1408	30,000	30,000	0	0	Random digit dial rental market study 1408	20,000	0	Dropped	Housing Development Planner 0
From '03	HA-Wide Audit 1411	1,500	0	To operating	HA-Wide A/E Fees and misc. costs 1430	40,000	40,000	0	0

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P033501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies **Revised Annual Statement (revision no: 1)**
Performance and Evaluation Report for Period Ending: 9-30-01 **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	63,429	0	0
3	1408 Management Improvements Soft Costs	70,000	0		
	Management Improvements Hard Costs				
4	1410 Administration	55,000	63,429	63,429	50,144
5	1411 Audit	1,500	0		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,293	58,451	24,625	0
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000	0		
10	1460 Dwelling Structures	437,500	448,984	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19.)	634,293	634,293	88,054	50,144
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance	13,000	0		
	Amount of line 20 Related to Security --Soft Costs				
	Amount of Line 20 Related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	

MA 33-1 Site work, pave parking areas & walks 1450 25,000 0 Moved up to '99 Walnut St. Apts. Upgrade unit electric breaker panels 1460 35,000 50,000 0 0 Bidding Upgrade alarm panels, smoke detectors 1460 35,000 192,000 0 0 Bidding Remove VAT, install VCT upon vacancy 1460 5,000 5,000 0 Soliciting prices Replace unit interior doors upon vacancy 1460 5,000 5,000 0 Soliciting prices MA 33-2 Install lighting & switches in bedrooms 1460 20,000 29,500 0 0 Bidding Sussman House Upgrade domestic hot water system 1460 40,000 0 Delay to '01 Upgrade heat, cooling in community rm. 1460 20,000 0 Dropped Upgrade alarm panels, smoke detectors 1460 15,000 0 Dropped Remove VAT, install VCT upon vacancy 1460 3,500 3,500 0 0 Soliciting prices Upgrade community room entrance 1460 8,000 0 Dropped MA 33-3 Install lighting & switches in bedrooms 1460 15,000 29,500 0 0 Bidding O'Shea House Upgrade kitchens & baths, phase 1 1460 140,000 0 Delay to '04 MA 33-5 Install lighting & switches in bedrooms 1460 15,000 29,500 0 0 Bidding Morse Apts. Install GFI's in kitchens & baths 1460 13,000 17,817 0 0 Bidding Upgrade HVAC in offices & comm. rm. 1460 0 75,667 0 0 From '99, bidding MA 33-7 Install lighting & switches in bedrooms 1460 8,000 11,500 0 0 Bidding Kickham Apts. Upgrade HVAC in offices & comm. rm. 1460 30,000 0 Delay to '01 Upgrade boiler controls 1460 30,000 0 Delay to '01 A/E for Oil Tank/Site Clean-Up 1430 22,901 22,901 22,901 0 In Progress

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost Original Revised	Total Actual Cost Obligated Expended		Status of Work

HA-Wide Service Coordinator 1408 35,000 0 Alt. Funding Mgmt. Imp. Computer Learning Center Staff 1408 35,000 0 Alt. Funding HA-Wide Audit 1411
 1,500 0 To Operations HA-Wide A/E for Mech./Elec. Imp. & Misc. Costs 1430 22,392 23,050 1,724 0 In Progress Other A/E Fees 1430 0 12,500 0 0 Preparing RFP

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program No: MA06P033501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 33-1	6/30/02	3/31/03		12/31/03	3/31/05		Signing of ACC was delayed until 5/29/01 Request additional time accordingly For all work items.
MA 33-2	6/30/02	3/31/03		12/31/03	3/31/05		
MA 33-3	6/30/02	3/31/03		12/31/03	3/31/05		
MA 33-5	6/30/02	3/31/03		12/31/03	3/31/05		
MA 33-7	6/30/02	3/31/03		12/31/03	3/31/05		
HA-Wide:							
Mgmt. Imp.	6/30/02	3/31/03		12/31/03	3/31/05		
Fees & Costs	6/30/02	3/31/03		12/31/03	3/31/05		

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P03370799 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Performance and Evaluation Report for Period Ending: 9-30-01 **Revised Annual Statement (revision no: 2) Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	81,000	43,005	43,005	43,005
	Management Improvements Hard Costs				
4	1410 Administration	52,421	52,421	52,421	52,421
5	1411 Audit	1,500	0	0	
6	1415 Liquidated Damages				
7	1430 Fees and Costs	43,154	145,280	145,280	89,802
8	1440 Site Acquisition				
9	1450 Site Improvement	0	71,000	71,000	0
10	1460 Dwelling Structures	232,743	152,989	152,989	145,912
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	113,400	59,523	59,523	4,808
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19.)	524,218	524,218	524,218	335,948
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security --Soft Costs				
	Amount of Line 20 Related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P03370799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999		
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	

MA 33-1 Upgrade Parking Lot Ramp 1450 5,500 5,500 5,500 0 Construction Walnut St. Apts. Handrails at Retaining Wall 1450 3,000 3,000 3,000 0 Construction Site Work, Pave
Parking Areas & Walks 1450 0 62,500 62,500 0 From FY00 A/E for Site Improvements 1430 0 17,850 17,850 0 From FY00 Repair & Upgrade Roof 1460 42,000 0 Delay to '01
MA 33-2 Community Room Upgrade 1460 15,000 3,732 3,732 3,732 Completed Sussman House Community Room Equipment 1475 12,000 15,386 15,386 478 In Progress Upgrade
Kitchens & Baths, phase 3 1460 125,243 132,240 132,240 132,240 Completed MA 33-3 A/E for Kitchens and Baths 1430 19,500 0 Delay to '03 O'Shea House Community
Room Upgrade 1460 15,000 6,729 6,729 2,249 Completed Community Room Equipment 1475 12,000 22,304 22,304 736 In Progress Lower Elevator Controls in Cab 1460 10,000 0
To Operating MA 33-5 Common Area HVAC 1460 77,400 0 Delay to '00 Morse Apts. Community Room Upgrade 1460 15,000 7,691 7,691 7,691 Completed Community
Room Equipment 1475 12,000 21,833 21,833 3,594 In Progress Install Magnetic Door Holds 1460 1,200 1,700 1,700 0 Construction MA 33-7 Install Magnetic Door Holds
1460 800 897 897 0 Construction Kickham Apts. A/E for Oil Tank/Site Clean-up 1430 23,654 98,054 98,054 76,466 In Progress

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P03370799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	

HA-Wide Service Coordinator 1408 10,000 38,056 38,056 38,056 On-going Mgmt. Imp. Computer Learning Center Staff 1408 35,000 0 Alt. Funding Rental Market Study
 1408 10,000 0 Deleted Non-Housing Service Planner 1408 20,000 0 Alt. Funding MIS Software Training & Support 1408 6,000 4,949 4,949 4,949 Completed HA-Wide
 Audit 1411 1,500 0 To Operations HA-Wide A/E for Mech./Elect. Imp. & Misc. Costs 1430 0 29,376 29,376 13,336 From FY00

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program No: MA06P03370799 Replacement Housing Factor No:	Federal FY of Grant: 1999
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 33-1	6/30/01		6/30/01	12/31/02			
MA 33-2	6/30/01		6/30/01	12/31/02			
MA 33-3	6/30/01		6/30/01	12/31/02			
MA 33-5	6/30/01		6/30/01	12/31/02			
MA 33-7	6/30/01		6/30/01	12/31/02			
HA-Wide:							
Mgmt. Imp.	6/30/01		6/30/01	12/31/02			
Fees & Costs	6/30/01		6/30/01	12/31/02			
Audit	6/30/01		6/30/01	12/31/02			

Component 3, (6) Deconcentration and Income Mixing

a. **No:**

Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete.

Brookline Housing Authority Resident Board Member:

Ms. Barbara Dugan, Treasurer
Elected to serve through **2005**