

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Marlborough CDA-Housing Division</u> PHA Code: <u>MA070</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>135</u>				
3.0	Submission Type X 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at Five-Year Plan update.				
5.1	<p>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Marlborough Community Development Authority is to provide and promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. We will continue to strive to improve the quality of housing within our community. Each individual that comes in contact with the MCDA-Housing Division will be treated with respect, dignity and understanding. The MCDA-Housing Division recognizes the importance of a compassionate and dedicated staff to meet the needs of diverse populations. Together with the support of the Board of Commissioners, employees and residents and community members, the MCDA-Housing Division will strive to assist everyone in securing affordable housing and an environment in which they can continue to be valuable members of the community.</p> <p>The MCDA-Housing Division has prepared this Plan in compliance with ensuing HUD requirements. We have adopted HUD's mission statement to guide activities of the MCDA-Housing Division.</p> <p>Our current plan continues to be based on the premise that as we accomplish our goals and objectives, we will be working toward the continued achievement of our mission.</p>				
5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous Five-Year Plan.</p> <p>The Marlborough CDA-Housing Division has continued to provide improved quality of housing as demonstrated by our SEMAP scores. The MCDA-Housing Division continues to meet their increase assisted housing choice objectives by continuing to provide voucher mobility counseling and conduct outreach efforts to potential voucher landlords.</p> <p>It continues to be the goal of the MCDA-Housing Division to ensure equal opportunity in housing for all qualified applicants. This is to be accomplished by taking appropriate affirmative measures to ensure access to assisted housing regardless of race, sex, family status, religion and disability. The MCDA-Housing Division attempts to provide housing opportunities to minority populations through its participation in the MassNahro Centralized Waiting List. To ensure fair and affirmative housing opportunities the MCDA-Housing Division will continue to inform the public, owners and potential tenants about existing fair housing laws.</p> <p>The MCDA has received funding from the Federal Neighborhood Stabilization Fund and the State Attorney General's Office. We have used the funding for the purchase and rehab of five (5) foreclosed properties in Marlborough. Current plans are to hold at least a couple of the units for several years for rental to <50% median income families. If we decide to sell any of the units in the future, we will attach a deed restriction ensuring a fifteen (15) year LMI ownership. Income received from the sale of the NSP properties will be used for future purchase and rehab and again ensure LMI rental/ownership.</p> <p>The MCDA has considered and will attempt to Project Base up to fifteen percent (15%) of its total Housing Choice Voucher Program for use in buildings owned by public agencies, housing authorities, non-profit groups or private development entities for the purpose of providing additional affordable housing.</p>				
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the Five-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. (c) No revisions have been made to our prior Plan.</p> <p>The Five-Year and Annual Plan, including attachments, can be located at MCDA-Housing Division office located at 255 Main Street, Suite 212, Marlborough MA 01752</p>				

7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA Five-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Financing Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. The MCDA-Housing Division participates in the centralized Section 8 waiting list administered by MASS NAHRO with more than 80 housing authorities throughout MA. Participation in this waiting list assures that applicants will come from all geographical, ethnic, racial groups, including elderly families and families with disabilities. The majority of our Section 8 vouchers serve extremely- low income . We will continue to work closely with local public, non-profit, and governmental agencies during these very difficult economic times. When available we will apply to HUD for additional vouchers. The most currently available Centralized Section 8 Waiting list is attached hereto as attachment A describing the appropriate housing needs.
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the Five-Year Plan. We will continue to work with the Marlborough Community Development Authority, the City of Marlborough, and the Commonwealth of Massachusetts in their effort to meet the needs of low and lower- income residents and applicants. As vouchers become available, we will pull from that waiting list to fully utilize our 135 vouchers.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the Five-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” The Marlborough CDA – Housing Division hereby defines substantial deviation and significant amendment or modification as any change in policy which significantly and substantially alters the Authority’s stated mission and the persons the Authority serves. This would include admissions preferences, demolition or disposition activities. Discretionary or administrative amendments consistent with the Authority’s stated overall mission and basic objectives, and required regulatory changes will not be considered substantial deviations or significant modifications. Through the past 5 years the authority has maintained a high utilization rate for the Housing Choice Voucher Program using available funds to issue vouchers. We work hard to guarantee that the maximum number of families are provided for based on the dollars we have been allotted. Staffing constraints and economic downturn have had an influence on local housing markets which in turn have an impact on our PHA program. We continue to maintain Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. We market the program to potential landlords and effectively screen Section 8 applicants for eligibility to increase owner acceptance of the program. We strive to evaluate and promote the financial independence of residents through our policies.
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

VIOLENCE AGAINST WOMEN ACT OF 2005 (VAWA) STATEMENT

THE MARLBOROUGH COMMUNITY DEVELOPMENT HOUSING DIVISION'S (MCDA-HD) VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY FOLLOWS:

THE MCDA-HD SUPPORTS THE GOALS OF THE VAWA AND WILL COMPLY WITH ITS REQUIREMENTS.

THE MCDA-HD WILL CONTINUE TO ADMINISTER ITS HOUSING PROGRAMS IN WAYS THAT SUPPORT AND PROTECT SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PARTICIPANTS AND APPLICANTS WHO MAY BE VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING.

NO APPLICANT FOR PUBLIC HOUSING WHO HAS BEEN A VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING SHALL BE DENIED ADMISSION INTO A PROGRAM IF THEY ARE OTHERWISE QUALIFIED.

AN INCIDENT, INCIDENTS, ACTUAL OR THREATENED DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING WILL NOT BE CONSTRUED AS A SERIOUS OR REPEATED VIOLATION OF THE LEASE BY THE VICTIM OR THREATENED VICTIM OF THAT VIOLENCE, AND SHALL NOT BE GOOD CAUSE FOR TERMINATING THE ASSISTANCE, TENANCY, OR OCCUPANCY RIGHTS OF THE VICTIM OF SUCH VIOLENCE.

THE MCDA-HOUSING DIVISION MAY TERMINATE ASSISTANCE TO REMOVE A LAWFUL OCCUPANT OR TENANT WHO ENGAGES IN CRIMINAL OR THREATENING ACTS OF VIOLENCE OR STALKING OF FAMILY MEMBERS OR OTHERS WITHOUT TERMINATING THE ASSISTANCE OR EVICTING VICTIMIZED LAWFUL OCCUPANTS.

THE MCDA-HD MAY HONOR COURT ORDERS REGARDING THE RIGHTS AND ACCESS OR CONTROL OF THE PROPERTY AND OTHER ORDERS ISSUED TO PROTECT THE VICTIM AND ADDRESS THE DISTRIBUTION OR POSSESSION OF PROPERTY AMONG HOUSEHOLD MEMBERS WHERE THE FAMILY "BREAKS UP".

THERE ARE NO LIMITATIONS ON THE ABILITY OF THE MCDA-HD TO EVICT FOR OTHER GOOD CAUSE UNRELATED TO THE INCIDENT OR INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING OTHER THAN THE VICTIM MAY NOT BE SUBJECT TO A "MORE DEMANDING STANDARD" THAN NON-VICTIMS.

THERE IS NO PROHIBITION OF THE MCDA-HD EVICTING IF IT "CAN DEMONSTRATE AN ACTUAL AND IMMINENT THREAT TO OTHER TENANTS OR THOSE EMPLOYED AT OR PROVIDING SERVICE TO THE PROPERTY.."

ANY PROTECTION PROVIDED BY LAW WHICH GIVING GREATER PROTECTION TO THE VICTIM, ARE NOT SUPERSEDED BY THESE PROVISIONS.

THE MCDA-HD MAY REQUIRE CERTIFICATION BY THE VICTIM OF VICTIM STATUS ON SUCH FORMS AS THE OHA AND/OR HUD SHALL PRESCRIBE OR APPROVE.

FINALLY, MCDA-HD WILL SUPPORT ANY ACTIVITIES, SERVICES OR PROGRAMS PROVIDED DIRECTLY OR IN PARTNERSHIP WITH OTHER SERVICE PROVIDERS TO CHILD OR ADULT VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING. SAFETY.

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

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

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

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

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

Attachment A

Items	# of Families	%of Total Families
Waiting List Total	104251	
Extremely Low Income >30% AMI	100226	96.14%
Very Low Income >30% but <=50% AMI	4325	4.15%
Low Income >50% but < 80% AMI	251	0.24%
Families w/ Children	37224	35.71%
Elderly Families	6088	5.84%
Families w/ Disabilities	34055	32.67%
White	45794	43.93%
Black	19791	18.98%
Asian	3121	2.99%
American Indian	1739	1.67%
Pacific Islander	356	0.34%
Hispanic	38001	36.45%

Items	# of Families	%of Total Families
Marlborough Local Applicants Waiting List Total	645	
Extremely Low Income >30% AMI	405	62.79%
Very Low Income >30% but <=50% AMI	15	2.33%
Low Income >50% but < 80% AMI	3	0.47%
Families w/ Children	130	20.16%
Elderly Families	25	3.88%
Families w/ Disabilities	114	17.67%
White	134	20.77%
Black	24	3.72%
Asian	11	1.71%
American Indian	2	0.31%
Pacific Islander	2	0.31%
Hispanic	172	26.74%

Attachment B

Resident Advisory Board

Marlborough Community Development Authority – Housing Division conducts outreach to the families on our Section 8 Housing Choice Voucher Program to encourage participation on our Resident Advisory Board. This outreach is conducted annually, at the families annual recertification signing, and randomly, as needed.

The Resident Advisory Board assists by offering any input, including recommendations regarding the development of the Five Year Plan and Annual Plan.

Following are the current members of our Resident Advisory Board:

- Allison Beck
- Karen Kenney
- Sabrina Uhlman
- Diane Souhlaris-Colgate