

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

MALDEN HOUSING AUTHORITY

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

**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: MALDEN HOUSING AUTHORITY (“MHA”)

PHA Number: MA022

PHA Fiscal Year Beginning: (mm/yyyy) 10/2006

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 2006 - 2010
[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 MHA's mission is consistent with that of the Department of Housing and Urban Development: To increase homeownership, support community development, and increase access to affordable housing, free from discrimination. To fulfill this mission, the MHA will strive to embrace high standards of ethics, management, and accountability, and will attempt to forge partnerships that leverage other public and private resources in order to improve the MHA's ability to be an effective affordable housing provider at the community level.

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: only to the extent related to potential voluntary conversions of existing or acquired public housing units through an approved demolition and disposition program.
 - Reduce public housing vacancies: by reducing unit turn-over time.
 - Leverage private or other public funds to create additional housing opportunities: create an identity of interest non-profit entity designed to operate in either a for-profit or not for profit environment in order to pursue tax credit and other forms of mixed finance housing opportunities.
 - Acquire or build units or developments with particular emphasis given to the absorption or acquisition of existing units currently operated under the MHA's Massachusetts state housing program.
 - Other (list below)
 - Seek to Project-base up to twenty (20%) percent, or up to 113 Vouchers in addition to 21 previously awarded, of the MHA's 670 Tenant-based Housing Choice Vouchers.

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score) 89
 - Improve voucher management: (SEMAP score) 63
 - Increase customer satisfaction: the MHA will strive to achieve a perfect RASS score (on the present scale of 10).
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: inclusive of increasing energy efficiencies and water conservation measures.
 - Demolish or dispose of obsolete public housing: if warranted following a professional assessment of the MHA's entire public housing inventory.
 - Provide replacement public housing: for any lost through demolition, disposition or conversion.
 - Provide replacement vouchers: to the extent the same may be made available related to any future MHA demolition, disposition or conversion project.
 - Other: (list below)
 - Redesign and modernize underutilized space in existing federal developments to allow for better administration and fuller utilization of the same.

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling: particularly in connection with any demolition and disposition project undertaken by the MHA.
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program: the MHA is assessing the administrative and financial viability of creating a program in conjunction with the City of Malden and the Malden Redevelopment Authority.
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers: As may relate to the MHA's potential acquisition or absorption of its State housing program units on the federal side, or if determined required or desired by the MHA following an assessment of the condition of each of the MHA's existing public housing developments.
 - Other: (list below)
 - Implement site-based waiting lists for all Section 8 Project-based Voucher assisted developments.
 - Project-base up to twenty (20%) of the MHA's Section 8 Tenant-Based Voucher Program, or up to 134 Vouchers (of which 21 have previously been awarded).

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: particularly as concerns any MHA family or scattered-site development.
 - 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: the MHA will provide both enhanced surveillance and security measures for MHA developments to ensure the highest degree of safety and security for MHA residents.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities): the MHA may attempt to designate one or more of its developments for elderly housing.
 - Other: (list below)

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: both by establishing a preference for working families at the time of admission and by providing access to MHA supported community leveraged educational, training and supportive service opportunities thereafter.
 - Provide or attract supportive services to improve assistance recipients' employability: the MHA will partner with local community service providers to provide educational, training and supportive service opportunities designed to lead to economic self-sufficiency and better employment opportunities for MHA residents.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities: with particular emphasis on "aging in place" supportive service programs.
 - 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)

The Malden Housing Authority will continue to strive to create new and expanded affordable housing opportunities for low, very low and extremely low income families through housing acquisition, conversion and rehabilitation activities.

The MHA will form an identity of interest non-profit subsidiary corporation to take full advantage of HUD options which may become available through systemic Section 8 Housing Choice Voucher and Low Rent Public Housing program revisions. The MHA will seek to create mixed finance housing development opportunities by combining capital fund, operating subsidy, low rent public housing reserves and/or voucher funding with tax credit, grant and other HUD approved sources of finance inclusive of, but not limited to, bond issue and capital fund leveraging.

The MHA will continue to partner with various local housing and supportive service providers such as Tri-City Family Housing, Tri-City Homeless Task Force, Inc., Tri-Cap, Shelter Inc., the Massachusetts Departments of Mental Health and Mental Retardation and other qualified non-profit and for-profit providers in order to assist homeless and elderly and disabled individuals and families in becoming and remaining housed.

The Malden Housing Authority will strive to become a HUD designated “High Performer” under both the SEMAP and PHAS scoring systems in order to allow the MHA to seek HUD approval, should the opportunity arise, in becoming a Moving to Work (“MTW”) Agency so as to best administer both its Low Rent Public Housing and Section 8 Housing Choice Voucher Programs.

The MHA is also currently assessing the economic and administrative viability of creating and administering a Voucher Homeownership program to be operated in conjunction with the City of Malden and the Malden Redevelopment Authority (“MRA”). Impediments to the establishment of such a program appear to be local area housing market value and reductions in Community Development Block Grant funding awarded to and administered by the MRA, significantly reducing that agency’s ability to contribute requisite down-payment assistance funding. The MHA anticipates making a determination as to the viability of undertaking a Voucher Homeownership program during the FY 2006 Annual Plan year.

Annual PHA Plan
PHA Fiscal Year 2006
[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.

In response to major systemic revisions to both the Section 8 Housing Choice Voucher and Public Housing Low Rent Programs at the federal level, the Malden Housing Authority (“MHA”) undertook a major planning initiative during calendar years 2004 – 2005 in order to prepare its Five-Year and Annual Plan as required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). This planning effort continues in 2006.

The MHA worked with HUD, State of Massachusetts and City of Malden officials, and various consultants in order to determine the future administrative direction of the MHA; to assess the present physical condition of the MHA’s public housing inventory; to contemplate the creation, acquisition, absorption and/or conversion of properties by the MHA, inclusive of the MHA’s existing State Public Housing Program; and to formulate a flexible and fungible capital plan allowing for the modernization and continuing improvement of existing MHA developments.

Local housing and supportive service providers were also consulted in order to perform an assessment of local housing needs. The MHA will work with the City of Malden, the Malden Redevelopment Authority and other qualified providers to the fullest extent fiscally feasible in attempts to create and administer both a Voucher Homeownership Program and to Project-base up to twenty (20%) percent of the MHA’s existing Section 8 Tenant Based Voucher Program in order to create additional local affordable housing opportunities.

Finally, the Resident Advisory Board (RAB), residents of the Malden Housing Authority and the community at large played a critical role in the development of the annual plan and revised 5 year plan, which are intended to form the “blue print” or template for MHA operations for the foreseeable future.

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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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 – **Attachment A**
- FY 2005 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 2005 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**

Other (List below, providing each attachment name)

Attachment F - Pet Policy

Attachment G - Community Service

Attachment H - MHA Resident Advisory Board Members

Attachment I - MHA Resident Member of the Board of Commissioners

Attachment J - Mission and Goals Statement of Progress

Attachment K - Voluntary Conversion Required Initial Assessment

Attachment L - Section 8 MHA Project-Based Voucher Statement

Attachment M - MHA Voucher Homeownership Statement

Attachment N - MHA Energy Audit Compliance Statement

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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
X	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
N/A	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

[24 CFR Part 903.7 9 (a)]

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	Over all	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,357	5	5	2	3	1	1
Income >30% but <=50% of AMI	1,878	5	5	2	3	1	1
Income >50% but <80% of AMI	2,211	5	4	2	3	1	1
Elderly	2,553	5	4	N/A	N/A	N/A	N/A
Families with Disabilities	1,050	5	4	N/A	N/A	N/A	N/A
Race/Ethnicity/Black	225	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity/Asian	315	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity/Hispanic	170	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over all	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity/White	2,500	N/A	N/A	N/A	N/A	N/A	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: North Suburban Consortium 2nd Year Consolidated Plan and 2006-2007 Action Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) Data Book 2000.
- 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)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing: Mixed Population Developments (5)		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	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	2,715	100	
Extremely low income <=30% AMI	1,708	63	
Very low income (>30% but <=50% AMI)	835	31	
Low income (>50% but <80%	172	6	

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	1,926	71	
Elderly families	647	24	
Families with Disabilities	142	5	
Race - White	1,746	64	
Race - Hispanic	249	9	
Race - Black	415	15	
Race - Indian	27	1	
Race - Asian	278	11	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	1,765	65	
2 BR	570	21	
3 BR	325	12	
4 BR	51	1.9	
5 BR	4	0.1	
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing: General Occupancy (Family) Development (1)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	195	100	
Extremely low income <=30% AMI	126	65	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	69	35	
Low income (>50% but <80% AMI)	0	0	
Families with children	119	61	
Elderly families	13	7	
Families with Disabilities	63	32	
Race - White	111	57	
Race - Black	21	11	
Race - Indian	2	1	
Race - Asian	61	31	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	63	32	
2 BR	63	32	
3 BR	57	29	
4 BR	12	7	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 24 Months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance: MassNahro Centralized HCV Waiting List		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	44,798	100	
Extremely low income <=30% AMI	40,865	91	
Very low income (>30% but <=50% AMI)	3,760	8	
Low income (>50% but <80% AMI)	220	1	
Families with children	28,323	63	
Elderly families	2,512	6	
Families with Disabilities	14,392	32	
Race - White	20,590	46	
Race - Black	8,573	19	
Race - Hispanic	14,054	31	
Race - Asian	1,393	3	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance: <u>Cross Street Family Project-Based Wait List</u>		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	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	33	100	1
Extremely low income <=30% AMI	33	100	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	25	76	
Elderly families	1	3	
Families with Disabilities	7	21	
Race- White	16	49	
Race - Black	12	36	
Race - Hispanic	2	6	
Race - Asian	3	9	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	0	0	
2 BR	18	55	
3 BR	11	33	
4 BR	4	12	
5 BR	0	0	
5+ BR	0	0	

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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)
Assessing each federal development's potential for voluntary conversion.

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

Select all that apply

- Apply for additional section 8 units should they become available: to the extent the same may relate to housing for the elderly.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Absorb the MHA's current State Public Housing Program into its existing federal inventory; and create additional Project-Based Voucher and Voucher Homeownership opportunities for low, very low and extremely low MHA applicants/residents.

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)
Administer admissions preferences that support and encourage work.

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: (list below)

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)

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 2005 grants)		
a) Public Housing Operating Fund	2,278,458	Assisted Housing
b) Public Housing Capital Fund	1,708,236	Cap/Operating
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,806,746	Assisted Housing
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Shelter Plus Care	100,286	Assisted Housing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP MA06P02250105	1,821,830	
3. Public Housing Dwelling Rental Income	3,852,580	Assisted Housing
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Non-Dwelling Income	60,000	Assisted Housing & Tenant Services
Excess Utilities	44,367	Assisted Housing & Tenant Services
4. Non-federal sources (list below)		
Interest	149,774	Assisted Housing & Tenant Services
Total resources	17,822,277	

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: (state time)
- Other: (describe)
When the family is selected from the waiting list.

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)

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)
The MHA will attempt to establish a procedure for same in conjunction with the Malden Police Department.

(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 for all Elderly/Disabled Residential Developments.
 Sub-jurisdictional lists for the Newland Street and scattered-site Family development
 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?

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?

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)
Threat of Physical Harm or Criminal Activity
Location Closer to Employment
Reasonable Accommodation
 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) (list below)

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.

4 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)

- 3 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 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) (list below)

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)

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)

The MHA will attempt to establish a procedure for same in conjunction with the Malden Police Department.

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

Criminal or drug-related activity

Other (describe below)

Responsibility of Landlord to Screen Prospective Tenants

Prospective Tenant Name and Last Known Address

(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)

In addition to participating in the centralized HCV Tenant-Based Voucher waiting list administered by MASSNAHRO, the MHA administers a Project-Based HCV waiting list for the Cross Street Family Housing PBV Program (19 Vouchers).

- 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)

The main administrative office of any Massachusetts PHA currently participating in the Section 8 Centralized Waiting List administered by MASSNAHRO.

(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:

The MHA will automatically approve one (1) 30-day extension upon written request from the family. Additional extension(s) are granted at the discretion of the MHA's Section 8 Program Manager and only under the following circumstances:

- Reasonable Accommodation
- Extenuating Circumstances (i.e. Illness or Death in the Family, Family Emergency, Obstacles due to Employment, Previous submission(s) of Request for Tenancy that were not approved, Family Size or other special conditions that make finding a unit difficult.)

(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) (list below)

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.

4. 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)

- 3 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) (list below)

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)

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)
Any time there is a change in family/household composition

- 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)

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)
 - Funding Availability (how many families can be assisted)
 - Quality of Selected Units
 - Changes in Rent to Owner
 - Unit Availability

(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 903.7 9 (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.
- A brief description of the management structure and organization of the PHA follows:

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	987	100
Section 8 Vouchers	670	34
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	13 FSS 1 Domestic Violence	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

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: (list below)
 - Drug Free Workplace
 - Personnel Policy
 - Sexual Harassment Policy

- Family and Medical Leave Policy
- Procurement Policy
- Admission and Continued Occupancy Policy
- Investment Policy
- Disposition Policy
- Grievance Policy
- Vehicle Usage Policy
- Transfer Policy
- Resident Handbook
- Pest Control Policy
- Preventative Maintenance Policy
- Pet Policy
- Capitalization Policy
- Administration of a Community Service and Economic Self-Sufficiency Program

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

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 B**

-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**

-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:
The MHA intends to attempt to acquire/absorb its existing State Housing Program units on the federal side, and will consider the use of Project-based assistance; the creation of a Voucher Homeownership Program; and/or the applicability of mixed financing resources in order to accomplish this goal.

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 <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> 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.)

The MHA intends to continue to administer its five (5) mixed population housing developments located in Malden, Massachusetts, known as 630 Salem Street, 120 Mountain Avenue, 557 Pleasant Street, 89 Pearl Street and Suffolk Manor as housing for mixed populations of elderly families and persons with disabilities in accordance with the terms and requirements of HUD Notice PIH 2005-2 (HA).

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 <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Conversion Plan in development

<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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)</p> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to 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 (1)]

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)
The MHA has met with and cooperated with the local TANF agency. Although no formal cooperative agreement exists, MHA has partnered with the local TANF in a variety of working programs.

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)
Cross Street Family Hsg PBV	19 PBV	Site Based	MHA Main/Site-Based	Sect. 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 06/15/06)
Public Housing	N/A	N/A
Section 8	18	13

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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? (list below)

MA022-1 Newland Street Family
 MA022-6 557 Pleasant Street

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)
 Installation of video surveillance systems throughout all developments.

2. Which developments are most affected? (list below)

MA022-1 Newland Street Family
 MA022-6 557 Pleasant Street

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 MHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

MA022-1 Newland Street Family
 MA022-6 557 Pleasant Street

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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))?
(If no, skip to component 17.)
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)
 - Development-based budgeting
 - Development-based maintenance with access to specialized trades (plumbing, electrical, etc.) outsourced by MHA central office.
 - Development-based management systems.
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 E**
 - 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:
 - Other: (list below)

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: (describe)

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)

North Suburban Consortium, consisting of the following seven (7) communities: Malden, Melrose, Medford, Chelsea, Arlington, Revere and Everett

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. (list below)
 - Creation and development of additional Affordable Housing opportunities, inclusive of Voucher Homeownership.
 - The MHA will continue to participate in the Commonwealth of Massachusetts' Transitional Housing Demonstration Program by making 8 to 12 public housing units available for transitional housing during the fiscal year.
- Other: (list below)
 - Both the City of Malden and the MHA continue to support resident initiatives and self-sufficiency by encouraging residents to participate in the

North Suburban Consortium's First Time Homebuyer Program and in the MHA's HCV (Section 8) Family Self-Sufficiency Program.

- The MHA, City of Malden and YMCA continue to provide elderly/disabled transportation services and youth after-school/summer programs (Newland Street)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
The City of Malden continues to work with the MHA to seek out additional federal/state funding to provide increased rental assistance.
 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.

With the submission of this Plan, the Malden Housing Authority's definition of a Substantial Deviation, Significant Amendment or Modification to the Plan is modified as follows:

The Malden Housing Authority defines a Substantial Deviation from or Significant Amendment or Modification to the MHA's Five year and Annual PHA Plan as discretionary changes in MHA plans or policies that fundamentally change the MHA's mission, goals, objectives, or programs, and which require formal approval of the Board of Commissioners. Any changes in the MHA's plans or policies that are adopted pursuant to changes in HUD appropriations or regulatory or program requirements will not be considered significant amendments by the MHA.

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

Attachments

Required Attachments:

Attachment A Admissions Policy for Deconcentration
Attachment B Capital Fund Program Annual Statement

Optional Attachments:

Attachment C PHA Management Organizational Chart
Attachment D FY 2005 Capital Fund Program 5 Year Action Plan
Attachment E Comments of Resident Advisory Board

Attachment F	Pet Policy
Attachment G	Community Service Requirements
Attachment H	MHA Resident Advisory Board
Attachment I	MHA Resident Board Member
Attachment J	Mission and Goals Statement of Progress
Attachment K	Voluntary Conversion Required Initial Assessment
Attachment L	Section 8 MHA Project Based Voucher Statement
Attachment M	MHA Voucher Homeownership Statement
Attachment N	MHA Energy Audit Statement

Attachment A

DECONCENTRATION OF POVERTY AND INCOME-MIXING [24 CFR 903.1 AND 903.2]

The MHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the MHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The MHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

The MHA presently administers only one (1) general occupancy development, the Newland Street Family Development.

Attachment B

CAPITAL FUND PROGRAM ANNUAL STATEMENT

Annual Statement/Performance and Evaluation Report

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

PHA Name: Malden Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06PO2250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
Performance and Evaluation Report for Period Ending: 9/30/06

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	215,520.00	215,520	215,520	
3	1408 Management Improvements	0	200,000	200,000	
4	1410 Administration	20,000.00	143,221	143,221	
5	1411 Audit	0	2,000	2,000	
6	1415 Liquidated Damages	0	0	0	
7	1430 Fees and Costs	100,000.00	122,000	122,000	
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	1,388,972.00	1,217,764	1,217,764	
11	1465.1 Dwelling Equipment—Nonexpendable	100,000.00	0	0	
12	1470 Nondwelling Structures	186,000.00	0	0	
13	1475 Nondwelling Equipment	0	27,743	27,743	
14	1485 Demolition	0	0	0	
15	1490 Replacement Reserve	0	0	0	
16	1492 Moving to Work Demonstration	0	0	0	
17	1495.1 Relocation Costs	0	0	0	
18	1499 Development Activities	0	0	0	
19	1501 Collateralization or Debt Service	0	0	0	
20	1502 Contingency	0	82,244	82,244	
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 2,010,492	\$ 2,010,492	\$ 2,010,492	\$ -
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund - 2006 Capital Fund Program Grant No: MA06PO2250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Name/HA-Wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency-wide	Operations	1406		20,000	215,520	215,520	215,520	
Agency-wide	Management Improvements	1408		8,020	200,000	200,000		
Agency-wide	PNA \$50000 Procurement and other P & P and Training \$80000 Implementation of Sub. H (Asset Mgmt.) \$50000	1408		0	200,000	200,000		
	Administration	1410		20,000	143,221	143,221		
H/A Wide	Adminstration	1410	-	20,000	143,221	143,221	2,000	
	Audit	1411		0	2,000	2,000		
	CFP Annual and AMCC Audits	1411	2	0	2,000	2,000		
	Fees and Costs	1430		100,000	122,000	122,000		
	A&E Services	1430		100,000	122,000	122,000	21,538	
	Dwelling Structures	1460		0	1,217,764	1,217,764		
MA 22-6	Roof Replacement	1460	1	0	17,764	17,764		
MA 22-9	Window Replacement	1460	100%	0	600,000	600,000		
MA 22-2	Window Replacement	1460	100%	0	600,000	600,000		
	Non-Dwelling Equipment	1475		0	27,743	27,743		
MA 22-3	Replace Electrical Panels		2	0	27,743	27,743		
	1502 Contingency		8%		82,244	82,244		
	TOTAL			148,020	2,010,492	2,010,492	239,058	

Annual Statement/Performance and Evaluation Report

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

PHA Name: Malden Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06PO2250105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
Performance and Evaluation Report for Period Ending: 9/30/06

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	268,000.00	268,000		
3	1408 Management Improvements	155,000.00	100,000		
4	1410 Administration	50,000.00	12,000		
5	1411 Audit	0	2,000		
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	100,000.00	100,000		
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0	20,000		
10	1460 Dwelling Structures	963,330.00	1,248,464		
11	1465.1 Dwelling Equipment—Nonexpendable	67,500.00			
12	1470 Nondwelling Structures	20,000.00			
13	1475 Nondwelling Equipment	198,000.00	18,000		
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0	53,366		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 1,821,830	\$ 1,821,830	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06PO2250105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development 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	Funds Obligated	Funds Expended	
Agency-wide	Operations	1406		268,000	268,000			
Agency-wide	Management Improvements	1408		155,000	100,000			
Agency-wide	Staff Training	1408	20	30,000	30,000			
Agency-wide	Upgrade/Replace HA Database	1408		70,000	70,000			
	Comprehensive Stock Assessment	1408		20,000				
	Implementation of Sub. H (Asset Mgmt.)	1408		35,000				
	Administration	1410		50,000	12,000			
	Audit	1411		0				
	CFP Annual Audit and AMCC Audits	1411	1	0	2,000			
	Fees and Costs	1430		100,000	100,000			
	A&E Services	1430		100,000	0			
	Dwelling Equipment	1465		67,500	0			
Agency-wide	Appliances	1465		67,500	0			
	Site Improvement	1450		20,000	20,000			
MA 22-3	Restore Foot Bridge at Rear	1470	1	20,000	20,000			
	Dwelling Structures	1460		963,330	1,248,464			
Agency-wide	Nonroutine Unit Painting	1460	48%	48,464	48,464			
MA 22-9	Kitchen Renovations	1465.1	110 Units	664,866.00	1,200,000			
MA 22-2	Replace Boilers & Dom. Hot Water	1460		250,000.00				
	Non-Dwelling Equipment	1475		198,000	18,000			
Agency-wide	Security Hardware Upgrades	1475		180,000	0			
Agency-wide	New Computer Hardware	1475		18,000	18,000			
	1502 Contingency			0	53,366			
	TOTAL			\$1,821,830	\$1,821,830			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Malden Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06PO2250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 160,000			
3	1408 Management Improvements	\$ 220,000			
4	1410 Administration	\$ 140,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 65,500			
8	1440 Site Acquisition	\$ 100,000			
9	1450 Site Improvement	\$ 359,130			
10	1460 Dwelling Structures	\$ 68,606			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$ 520,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$ 75,000			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 1,708,236	\$ -	\$ -	\$ -
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 379,130			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$ 532,000			
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

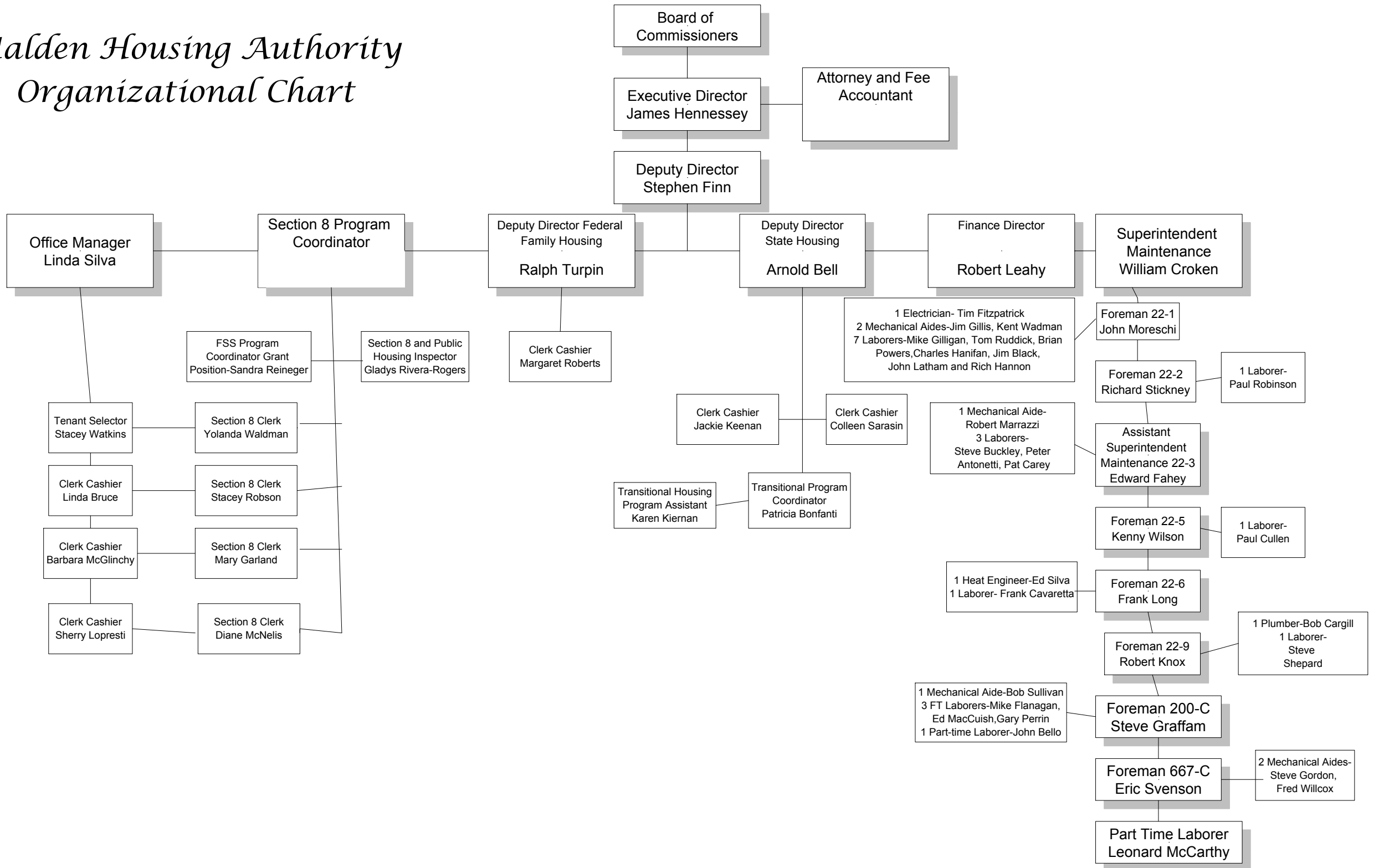
Part III: Implementation Schedule

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund Program No: MA06PO2250106 Replacement Housing Factor No:					Federal FY of Grant: 2006	
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		
Agency-wide	30-Sep-08			30-Sep-10				
05 - Mountain	30-Sep-08			30-Sep-10				
06 - Pleasant	30-Sep-08			30-Sep-10				
03 - Salem	30-Sep-08			30-Sep-10				
02 - Suffolk	30-Sep-08			30-Sep-10				
09 - Pearl	30-Sep-08			30-Sep-10				
01 - Newland	30-Sep-08			30-Sep-10				

Attachment C

MHA MANAGEMENT ORGANIZATIONAL CHART

Malden Housing Authority Organizational Chart



Attachment D

FY 2006 CAPITAL FUND PROGRAM 5 YEAR ACTION PLAN

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Malden Housing Authority				Original 5-Year Plan	
				Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2010
	Annual Statement				
NEWLAND 01		\$ -	\$ 10,000	\$ -	\$ 905,000
SUFFOLK 02		\$ 60,000	\$ -	\$ 250,000	
SALEM 03		\$ -	\$ 890,000	\$ 750,000	
MOUNTAIN 05		\$ 625,900	\$ 500,000	\$ -	\$ 500,000
PLEASANT 06		\$ 38,000	\$ 400,000	\$ -	\$ 65,000
PEARL 09		\$ 505,000	\$ -	\$ -	\$ 15,000
AGENCY WIDE		\$ 605,000	\$ 75,000	\$ 840,000	
CFP Funds Listed for 5-year planning		\$ 1,833,900	\$ 1,875,000	\$ 1,840,000	\$ 1,485,000
Replacement Housing Factor Funds		0	0	0	0

Capital Fund Program Five-Year Action Plan

MALDEN HOUSING AUTHORITY

Part II: Supporting Pages—Work Activities

Activities for Year 1		Activities for Year : 2		Activities for Year: 3		
		FFY Grant: 2007 PHA FY: 2007		FFY Grant: 2008 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Sec	MOUNTAIN 05	REPOINT AND REPAIR MASONRY WALLS	\$ 203,860	SALEM 03	REPLACEMENT OF AIR HANDLERS (CONVERSION TO ABSORPTION CHILLERS)	\$ 100,000
	MOUNTAIN 05	REPLACE/REPAIR FIRE EXITS	\$ 30,000	SALEM 03	REPOINT AND REPAIR MASONRY WALLS	\$ 200,000
	MOUNTAIN 05	REMOVE & REPLACE BITUMEN ROOFING/DECK	\$ 392,040	SALEM 03	REPLACE/REPAIR FIRE EXITS	\$ 200,000
		Subtotal	\$ 625,900	SALEM 03	REMOVE & REPLACE BITUMEN ROOFING/DECK	\$ 390,000
	PLEASANT 06	REPLACE SKYLIGHT	\$ 7,000	Subtotal	\$ 890,000	
	PLEASANT 06	REPLACE/REPAIR FIRE EXITS	\$ 30,000	PLEASANT 06	UNIT REHAB	\$ 300,000
Annual	PLEASANT 06	DUCTWRAP (1-1/2") hw TANK	\$ 1,000	PLEASANT 06	REPLACEMENT OF AIR HANDLERS (CONVERSION TO ABSORPTION CHILLERS)	\$ 100,000
		Subtotal	\$ 38,000	Subtotal	\$ 400,000	
Statement	SUFFOLK 02	INSTALL NEW EXIT SIGNS	\$ 60,000	MOUNTAIN 05	ALL REQUIRED 504 TRANSITION PLAN WORK, INCLUSIVE OF PROVIDING REMOTE ACCESS TO EXTERIOR DOORS	\$ 200,000
		Subtotal	\$ 60,000	MOUNTAIN 05	ACCESSIBILITY WORK 1450	\$ 200,000
	PEARL 09	UNIT REHAB	\$ 265,000	MOUNTAIN 05	REPLACEMENT OF AIR HANDLERS (CONVERSION TO ABSORPTION CHILLERS)	\$ 100,000
	PEARL 09	ALL REQUIRED 504 TRANSITION PLAN WORK, INCLUSIVE OF PROVIDING REMOTE ACCESS TO EXTERIOR DOORS	\$ 150,000	Subtotal	\$ 500,000	
	PEARL 09	REPLACE/REPAIR FIRE EXITS	\$ 30,000	NEWLAND 01	REPLACE NEWLAND STREET SERVICE DROPS	\$ 10,000
	PEARL 09	ACCESSIBILITY WORK 1450	\$ 60,000			
	Subtotal	\$ 505,000	\$ 505,000	Subtotal	\$ 10,000	
	AGENCY-WIDE	UNIT PAINTING	\$ 120,000	AGENCY-WIDE	ACQUISITION AND INSTALLATION OF EXPANDABLE INTEGRATED COMPUTER NETWORK SYSTEM WITH WIRELESS AND BLUE TOOTH TECHNOLOGY FEATURES	\$ 75,000
	AGENCY-WIDE	NEW OFFICE/WAREHOUSE CONSTRUCTION	\$ 400,000			
	AGENCY-WIDE	ACQUISITION AND INSTALLATION OF EXPANDABLE INTEGRATED TELEPHONE SYSTEM WITH ANSWERING, LANGUAGE AND ACCESSIBILITY FEATURES	\$ 85,000			
	Subtotal	\$ 605,000	\$ 605,000	Subtotal	\$ 75,000	
Total CFP Estimated Cost			\$ 1,833,900			\$ 1,875,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2010 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
SUFFOLK 02	ACCESSIBILITY WORK 1460	\$ 230,000	PLEASANT 06	ALL REQUIRED 504 TRANSITION PLAN WORK, INCLUSIVE OF PROVIDING REMOTE ACCESS TO EXTERIOR DOORS	\$ 45,000
SUFFOLK 02	ACCESSIBILITY WORK 1450	\$ 20,000	PLEASANT 06	ACCESSIBILITY WORK 1450	\$ 20,000
Subtotal		\$ 250,000	Subtotal		\$ 65,000
SALEM 03	REMOVE & REPLACE BITUMEN ROOFING/DECK	\$ 500,000	NEWLAND 01	ALL REQUIRED 504 TRANSITION PLAN WORK, INCLUSIVE OF PROVIDING REMOTE ACCESS	\$ 185,000
SALEM 03	ALL REQUIRED 504 TRANSITION PLAN WORK, INCLUSIVE OF PROVIDING REMOTE ACCESS TO EXTERIOR DOORS	\$ 80,000	NEWLAND 01	ACCESSIBILITY WORK 1450	\$ 320,000
SALEM 03	ACCESSIBILITY WORK 1450	\$ 20,000	NEWLAND 01	REMOVE 63 STREET TRAPS AND REPLACE WITH STRAIGHT LINE PIPE WITH BACK-FLOW PREVENTER	\$ 400,000
SALEM 03	BALCONY REPAIR/PAINTING	\$ 150,000			
Subtotal		\$ 750,000	Subtotal		\$ 905,000
AGENCY-WIDE	UNIT PAINTING	\$ 120,000	PEARL 09	REPLACE A/C IN COMMUNITY ROOM 89 PEARL STREET DEVELOPMENT	\$ 15,000
AGENCY-WIDE	NEW OFFICE/WAREHOUSE CONSTRUCTION	\$ 400,000			
AGENCY-WIDE	REPLACE DRAPES AND BLINDS ALL DEVELOPMENT COMMON AREAS	\$ 120,000	Subtotal		\$ 15,000
AGENCY-WIDE	OCCUPIED UNIT CYCLE PAINTING PROGRAM ALL DEVELOPMENTS	\$ 200,000	MOUNTAIN 05	NEW ROOF	\$ 500,000
Subtotal		\$ 840,000	Subtotal		\$ 500,000
Total CFP Estimated Cost		\$ 1,840,000			\$ 1,485,000

Attachment E

RESIDENT ADVISORY BOARD COMMENTS

MHA RESIDENTS ADVISORY BOARD MEETING

RESIDENT ADVISORY BOARD MEETING - JUNE 26, 2006 – 12:00 PM

Present: Pat Lynch - 630 Salem Street Apt. #403
Brenda Laughton - 246 Newland Street (Newland Street Family)
Beverly McCarthy – 224 Sammett Street (Newland Street Family)
Deborah Schena - 120 Mountain Avenue Apt. C-7
Peg Canterbury - 557 Pleasant Street #531
Joanne Repoza - 35A Sammett Street
Howe Perrigo – 89 Pearl Street
James M. Hennessey, MHA Executive Director
Stephen G. Finn, MHA Deputy Director
William Croken, MHA Superintendent of Maintenance
Edward Fahey, MHA Assistant Superintendent of Maintenance

The Executive Director convened the meeting at 12:00 PM, welcomed all in attendance and thanked them for their service to the tenants of the Malden Housing Authority.

Mr. Hennessey provided a detailed explanation of the Malden Housing Authority's Five Year and Annual Plan filing obligations; the requirement that the members of the Resident Advisory Board ("RAB") participate in the development of those plans; and a detailed presentation of the goals intended to be established and projects intended to be funded by the MHA's anticipated capital fund program.

The Executive Director addressed Newland Street Family Development representatives Beverly McCarthy and Brenda Laughton on an issue each had raised during the 2005 Annual Plan CFP RAB process and reported that HUD and a professional consultant hired to perform a physical assessment of the MHA's developments both recommended replacement of all unit windows for all development dwellings, and informed them that this issue will be addressed through the CFP process.

The Executive Director also informed 89 Pearl Street RAB member Howard Perrigo that the MHA would be contracting for the renovation of all kitchen facilities inclusive of floors at that development as part of the CFP process. Members Joanne Repoza and Deb Schena raised the issue of stove replacement at their respective developments. The Executive Director informed each he would investigate their requests, and noted that the MHA may undertake a program by which gas stoves presently in use at all MHA developments would be replaced with electric stoves.

Each RAB member was then given an opportunity to discuss the issues he/she saw as important to improving the quality of life in each of the MHA's federal developments.

Although much of that discussion related to daily maintenance and administrative issues that were of personal concern to RAB members, specific comments made relating to the capital fund program evidenced that implementation of enhanced security measures, inclusive of increased surveillance systems for all MHA developments, by the MHA was RAB members highest priority. The Executive Director explained that he intended to fund a full roll-out of video security technology throughout MHA developments as a result of RAB members' and other tenants concerns about safety and security previously communicated to MHA administrative staff, and, although the exact locations of such installations would not be revealed so as not to defeat the purpose of implementing such systems, RAB members and all MHA tenants should note major improvements in property surveillance and security, particularly during MHA non-working hours, by the end of the MHA's 2006 fiscal year.

Additionally, 630 Salem Street, 89 Pearl Street and 557 Pleasant Street members expressed concerns about elevator operation and reliability at each of said developments. The Executive Director assured the members that the MHA would continue to prioritize the provision of dependable elevator service both through the CFP process and expenditure of operational funds.

RAB members Deb Schena, Peg Canterbury and Howe Perrigo each raised the need for the MHA to replace deteriorated blinds and curtains in each development's community rooms. The Executive Director informed each that he would look into this request.

Prior to adjourning, the Executive Director expressed his thanks to the members of the Resident Advisory Board for their participation in this process, and all in attendance agreed that RAB meetings would occur on a more regular basis through out the year.

The meeting was adjourned at 1:30 PM.

Attachment F

REGULATIONS PERTAINING TO KEEPING OF PETS IN FEDERALLY AIDED ELDERLY HOUSING

1. Pets to be allowed: Dogs not in excess of 20 lbs, cats, birds in cages, and fish in an aquarium.
2. One such pet to each household, except fish. If the tenant has fish, they should be kept in an aquarium not to exceed 10-gallon capacity.
3. The owners of pets which created a nuisance or interfere with the privacy or peace and quiet of other residents will be given one written notice to control the pet and a second violation will be deemed cause for requiring the removal of said pet from premises. Failure to heed said second notice will be cause for eviction proceedings for violation of lease or reasonable regulations of Malden Housing Authority.
4. Pet owners shall pay a \$150.00 pet deposit to the Malden Housing Authority. This deposit may be used to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacement to, and fumigation of, the tenant; dwelling unit. The Malden Housing Authority shall refund the unused portion of the pet deposit to the tenant.
5. Pets shall be not be allowed in community rooms; laundry rooms or other common areas.
6. Pet owners shall comply, with applicable State and local laws on regulations governing the licensing and inoculation of pets.
7. Pet owners shall not permit their pets to deposit waste on the project premises.
8. Pet owner shall dispose of pet waste in a sanitary manner as outlined by the building foreman.
9. When outside of apartment, pets shall be on a leash at all times.
10. When an owner is incapacitated, he shall designate an individual who shall be responsible for the care of the pet. If no one assumes responsibility of the pet, the Malden Housing Authority shall have the authority to board out the pet at owners' expense.
11. Pet owner is liable for any damage or injury caused by his/her pet.
12. Animals that are used to assist the handicapped are excluded from the pet rules.

THE ABOVE ARE REASONABLE REGULATIONS ADOPTED BY THE MALDEN HOUSING AUTHORITY AND THEREFORE COME UNDER LEASE PROVISIONS.

Attachment G

COMMUNITY SERVICE

RE-INSTATED BY THE MHA BOARD OF DIRECTORS AS OF JUNE 20, 2003

POLICY

Administration of a Community Service and Economic Self-Sufficiency Program

In order to comply with 27CFR Part 960 Subpart F 960.605, the Malden Housing Authority will review data currently on file of all adult (18 – 62 years) members of households residing in the federal family units under the jurisdiction of the Malden Housing Authority.

Those individuals who do not meet the exempt status as outlined below shall be sent a copy of the regulation and a notice of a meeting to discuss the regulation and its implementation.

Residents will be informed that exemption may be confirmed by any of the following third party forms of verification: doctor's letter(s), employer's letter, birth certificate, social security award letter, letter from DTA, letter from self-sufficiency program(s).

Residents will be notified that the community service and self-sufficiency requirement will go into effect on June 15, 2001 and will continue until further notice from the federal government.

Residents will be made aware of the fact that non-compliance with these regulations is subject to the Malden Housing Authority's administrative grievance procedure and that, unless the resident enters into an agreement to correct the non-compliance, the lease of the family of which the non-compliant adult is a member may not be renewed. If the non-compliant adult moves from the unit, however, the lease may be renewed.

Prior to the expiration of the lease term, the Malden Housing Authority will offer the resident an opportunity to cure the noncompliance during the next twelve month period; such a cure includes a written agreement by the noncompliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12 month term of the lease.

Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, or/and increase the self responsibility of the resident within the community in which the resident resides. Political activity is excluded.

The Economic Self-Sufficiency Program is any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment training, work placement, basic skills training, education, English

proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In implementing the community service agreement, the Malden Housing Authority will not replace a job at any location where community work requirements are performed.

The Malden Housing Authority will administer the community service directly and will ensure that the programs are accessible to persons with disabilities.

The Malden Housing Authority will annually review and determine the compliance of residents with the requirements at least 30 days before the lease term expires. The Malden Housing Authority will determine any changes to each adult family member's exempt or nonexempt status on an annual basis.

The Malden Housing Authority shall retain reasonable documentation of community service participation or exemption in participant files.

In operating these programs, the Malden Housing Authority will comply with the civil rights requirements in 24 CFR part 5.

The Malden Housing Authority may amend this policy by a majority vote of the Malden Housing Authority Board of Commissioners.

An exempt individual is an adult who:

1. is 62 years or older;
2. (i) is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or (ii) is a primary caretaker of such individual;
3. is engaged in work activities;
4. meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
5. is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Attachment H

MEMBERSHIP OF THE MHA RESIDENT ADVISORY BOARD

NAME:	ADDRESS: (<u>all Malden, MA 02148</u>)
Pat Lynch	630 Salem Street, Apt. 403
Deborah Schena	120 Mountain Avenue, Apt. C-7
Peg Canterbury	557 Pleasant Street, Apt. 531
Howe Perrigo	89 Pearl Street, Apt. 319
Joanne Repoza	35A Sammett Street
Beverly McCarthy	224 Sammett Street (Newland Street Family)
Brenda Laughton	246 Newland Street (Newland Street Family)

Attachment I

MHA RESIDENT BOARD MEMBER

The Malden Housing Authority does have a resident of a federal housing development serving as a member of its Board of Directors.

That Director's name is Mr. William B. Enwright, who is a resident of 37 Sammet Street (MA022-2) Malden, Massachusetts 02148.

Following a thorough review of all resident names submitted by resident councils/clubs, other city officials and other interested parties, Malden Mayor Richard C. Howard appointed Mr. Enwright to the Board on March 16, 2004. Mr. Enwright's term will expire on May 1, 2008.

Attachment J

MISSION AND GOALS STATEMENT OF PROGRESS

The Malden Housing Authority (“MHA”) continues to fulfill its mission by working with community groups and the City of Malden in order to improve the number and availability of safe, sanitary and affordable housing opportunities for eligible families, the elderly and the disabled.

The MHA is participating in a Centralized Waiting List Program administered by Massachusetts NAHRO. The standardized internet based application allows eligible applicants to apply to any of the participating PHA’s and additionally be entered on each member PHA’s waiting list. This greatly increases the availability of affordable housing opportunities for eligible families both in the City of Malden and throughout the Commonwealth of Massachusetts.

The MHA has helped to create a heightened sense of safety and security in its developments by actively participating in community policing programs and crime reporting agreements with the Malden Police Department (“MPD”). As an example of this continuing commitment to make each development safer and more secure, the MHA has been working closely and cooperatively with MPD’s Elderly Affairs Officer, who has made himself visible and available to MHA’s tenants in order to address and mitigate issues and concerns relating to security.

With the assistance of annual capital funding grants from HUD, the MHA continues to implement a needs assessment based physical improvements program that has greatly benefited residents of all MHA administered developments. Additionally, the MHA has continued efforts both to improve management procedures in order to achieve greater customer satisfaction for tenants, and to upgrade technology which allows the MHA to increase operational efficiencies at the same time.

Attachment K

VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENT

The Malden Housing Authority hereby certifies, pursuant to 24 CFR 972.200, that it has reviewed the Newland Street Family Housing (ma022-1) development's operations as public housing; considered the implications of converting the public housing to tenant-based assistance; and concluded that conversion of the development would be inappropriate because removal of the development would not meet the necessary conditions required by said regulation.

In making this determination, the Malden Housing Authority took into account relevant factors concerning this development such as modernization needs, operating cost, ability to occupy the same, FMR levels and/or workability of vouchers in the community, amongst others. The MHA has made available for public review a brief narrative description to document its reasoning with respect to this development.

Component 10 (B) Voluntary Conversion Initial Assessments:

a. How many of the PHA's developments are subject to the Required Initial Assessments?

one

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

five

c. How many Assessments were conducted for the PHA's covered developments?

one

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

none

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

N/A

Attachment L

MHA SECTION 8 PROJECT BASED VOUCHER STATEMENT

In an effort to increase the number and type of affordable housing units available to Section 8 families, as well as to assure the continued availability of such units, the Malden Housing Authority (“MHA”) has implemented a Section 8 project based voucher program consistent with the requirements of 24 CFR 983. The MHA’s Section 8 Program will assist low income families in accessing and renting safe and sanitary privately owned market rate housing. Project basing of units will ensure that more affordable housing choices will be available for longer periods of time to eligible families selected from the relevant waiting list. Due to the difficulty voucher recipients experience leasing eligible privately owned units in a tight rental market, the MHA has determined that the project basing of units is an appropriate option to ensure continued voucher utilization.

HUD regulations allow PHA’s to project base up to 20% of their total tenant based voucher allocation. The MHA intends to project base up to 20% of its total tenant based voucher allocation, or up to a total of 134 of its present 670 total administered vouchers, 19 of which have previously been awarded to the Cross Street Family Housing Project, and 2 to the Kazanek House Single Room Occupancy Project. Site-based waiting lists will be established for each such project receiving an MHA PBV award consistent with the MHA’s Section 8 Housing Choice Voucher Administrative Plan. The MHA will not site project based assistance in areas where census tract data reflects a poverty rate of less than 20% unless HUD has approved an exception to this requirement, nor exceed the 25% cap for dwelling units to be assisted under a Housing Assistance Payment (“HAP”) contract in any eligible building without a waiver in writing issued by HUD expressly authorizing the MHA to exceed such requirement.

For the present, the MHA will continue to attach project based assistance to existing units where the owner will be required to invest less than \$1,000 in order to bring the property up to HQS standards. In the future, the MHA may expand the Project Based Section 8 Program to include and encourage new construction and/or the rehabilitation of existing units in order to continue to further expand affordable housing opportunities for eligible families.

The MHA will ensure that the proposed location of all project based units in Malden will comply with HUD’s goal of deconcentrating poverty, expanding affordable housing opportunities, and affirmatively further fair housing. The MHA will advertise the availability of project based assistance as required by HUD regulations. All eligible property owners will be required to respond in full to the relevant advertisement and file a completed application for assistance together with all requested documentation. The MHA will screen and evaluate all applications received in order to determine that each proposal to be considered achieves the goals recited above.

Attachment M:

Homeownership Capacity Statement

CAVEAT: The MHA is also currently assessing the economic and administrative viability of creating and administering a Voucher Homeownership program to be operated in conjunction with the City of Malden and the Malden Redevelopment Authority (“MRA”). Impediments to the establishment of such a program appear to be local area housing market value and reductions in Community Development Block Grant funding awarded to and administered by the MRA, significantly reducing that agency’s ability to contribute requisite down-payment assistance funding. The MHA anticipates making a determination as to the viability of undertaking a Voucher Homeownership program during the FY 2006 Annual Plan year.

The intent of the Plan is to develop specific local homeownership policies within program regulations designed to allow HCV program participants to become homeowners, while including adequate safeguards to protect program integrity, the Malden Housing Authority and program participants.

Prior to providing details of the Administrative Plan, the MHA feels it is important to note that it is committed to operating an on going Homeownership Program. The Program will be operated pursuant to federal, Commonwealth of Massachusetts, and City of Malden regulations and shall be open to qualified households. The Administrative Plan has been developed in compliance with all known HUD regulations and with knowledge gained from past experience derived from other PHA’s existing Homeownership Programs.

1. HUD REQUIREMENTS

Program participants will be selected from the current base of HCV participants. Additionally, in addition to recognizing all other preferences adopted by the MHA Board of Commissioners, if the agency operates a Family Self-Sufficiency Program (FSS), a preference for current participants of any FSS Program will be granted. All participants must meet the following minimum requirements as mandated by HUD.

- Must be a first time homeowner as defined by HUD. Specifically, applicants cannot have owned a home within the past three years.
- Both the family and the adult members who will own the home must be able to document a minimum annual income (excluding welfare) of \$10,300.
- One or more adult family members must be able to document that he or she has been continually employed (at least 30 hours per week) during the prior year. An interruption of 4 weeks or less is not considered a break in continuity. Considerations will be given for longer breaks in employment if the adult family members were

working an average of 20 hours per week and attending school or job training for 10 hours a week or more. Exemptions shall be granted to elderly and disabled participants.

- Must complete a HUD certified homeownership counseling program authorized or provided by the Malden Housing Authority.
- Must not have defaulted previously on HCV Homeownership Assistance.
- Program participant(s) must determine and document whether or not the unit is located in an airport runway clear zone or an airfield clear zone.
- Program participants must determine and document whether or not the unit is located in a flood hazard area. Units in flood hazard areas must retain flood insurance.

2. MHA BRIEFING AND HOMEOWNERSHIP COUNSELING

While the Malden Housing Authority realizes that not all HCV tenants are ready, willing and able to purchase a home, once the program is officially adopted by the MHA Board

of Commissioners, the MHA plans to notify all current HCV program participants in writing of the newly enacted Homeownership Option and provide a brief description of the program and the possible benefits thereof.

If a tenant responds to the initial letter, the tenant will be mailed an application for entry into the Homeownership Option Program. Once the application has been completed and returned, the Malden Housing Authority will order and pay for a credit report in the name(s) of the applicant(s), perform an employment verification for all applicant(s) and determine the applicant's ability to qualify for financing and the amount of said financing. At this point, an individual briefing session will be scheduled.

At the briefing session, the applicant(s) and at least one Malden Housing Authority staff person currently involved with the Authority's Homeownership Program will be in attendance. The Malden Housing Authority will provide the program participant(s) with information regarding geographic choice, portability and benefits of purchasing in low poverty areas. Additionally the participant's application, including their verified employment history and their current credit report, will be discussed and a determination of participant readiness to purchase will be made.

In creating an active Homeownership Program, Malden Housing Authority staff will work closely with officials of the City of Malden, the Malden Redevelopment Authority and local banks who are familiar with qualifying ratios and bank formulas used for evaluating home loan applications. Using income information supplied and verified by the applicant(s) employer and credit information taken from the applicant(s) credit report, Malden Housing Authority staff will determine if the applicant(s) income, credit history and current monthly installment debt are such that said applicant(s) is likely to qualify for a home loan and, if so, the approximate amount of the loan.

Assuming the applicant(s) is likely to qualify for a home loan in an amount sufficient to purchase a suitable home, the Malden Housing Authority will proceed to enroll the applicant in any HUD certified and approved homebuyer counseling program.

Homebuyer counseling will include the following elements:

1. Home maintenance
2. Budgeting and money management
3. Credit Counseling
4. Negotiate purchase price
5. Financing
6. Home search
7. Advantages of purchasing in areas that do not have high concentrations of low income families
8. Information regarding fair housing
9. Information relative to settlement procedures, truth in lending laws and loan terms

The Malden Housing Authority will strongly consider local circumstances and the needs of individual families when providing briefing and counseling. The Malden Housing Authority plans to require that program participants enroll in and complete post purchase counseling for a period of one year. The one-year local requirement may be extended at the discretion of the Malden Housing Authority.

3. SEARCH TIME / OPTIONS FOR HOUSEHOLDS UNABLE TO BUY

The Malden Housing Authority has chosen not to establish a minimum/maximum search time for program participants to select and purchase a home. Also, the Malden Housing Authority will not require program participants to provide periodic reports regarding the home search process.

4. UNIT ELIGIBILITY / INSPECTION REQUIREMENTS

In terms of unit eligibility, the Malden Housing Authority is required to enforce specific unit eligibility standards. One such standard is the type of unit a program participant may purchase. Under program guidelines, participants are restricted to purchasing existing or new single-family homes, condominiums and cooperatives units. The purchase of multi unit structures, including two family dwellings, is prohibited.

In terms of unit inspections, the Homeownership Option requires two pre-purchase inspections. One will be performed by a qualified Malden Housing Authority employee, while the second inspection is to be performed by a privately employed qualified professional Home Inspector. There will be no fee associated with the Malden Housing Authority inspection. However, the program participant must pay for the cost of the inspection done by a professional Home Inspector. The Malden Housing Authority will review the inspection performed by the professional Home Inspector and determine if the

dwelling is suitable for purchase and eligible for sale to a program participant. The Malden Housing Authority may disapprove a unit based on information provided in the Inspection Reports.

The Malden Housing Authority plans to utilize the same procedure for unit inspection as it now uses for HCV rental units. Currently, the Malden Housing Authority has qualified staff persons designated to perform unit inspections prior to occupancy. The inspection conducted by the Authority will be used to determine compliance with Housing Quality Standards.

When a HCV unit is ready for inspection, the Malden Housing Authority inspector will gain access to the unit by coordinating with the property owner. The Malden Housing Authority inspector then conducts a thorough room-by-room inspection of the premises, including the basement and any and all mechanical systems, all common areas and the exterior. The inspection results are written on the Malden Housing Authority standard unit inspection form and maintained on file. The unit must meet the inspection criteria of Housing Quality Standards in order to qualify for the Homeownership Program.

If the unit fails the inspection, the owner of the property will be required to make needed repairs in order to bring the unit into compliance with Housing Quality Standards.

As part of its homebuyer program, the Malden Housing Authority will require a home inspection by a qualified home inspector. In an effort to provide potential HCV buyers with a choice of qualified home inspectors, the Malden Housing Authority will develop a list of local qualified home inspectors. Each applicant will be given a copy of the list and the potential homebuyer(s) may select whomever they want. It should also be mentioned that prior to placing a home inspector's name on the list, the Malden Housing Authority will require said home inspector to provide their qualifications to the Malden Housing Authority.

If the applicant wishes to utilize a home inspector who is not on the list the Malden Housing Authority will permit the applicant to do so. However, the Malden Housing Authority will require that the selected home inspector provide the Malden Housing Authority and the applicant with qualifications that are acceptable to the Malden Housing Authority.

5. CONTRACT OF SALE / BUYER PROTECTION

In terms of the contract for sale, the Malden Housing Authority will utilize a revised Greater Boston Realtor's Purchase and Sales Agreement for its ongoing homebuyer program.

The contract for sale will contain an additional list of provisions including the following:

- The price and other terms of sale.

- The purchaser will arrange for a pre-purchase inspection to be performed by an independent inspector selected and paid for by the purchaser.
- The purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the Malden Housing Authority.
- The purchaser is not obligated to pay for any repairs.
- The seller certifies that he or she has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

6. FINANCING

The Malden Housing Authority plans to develop financing programs appropriate to the program.

The financing package is as follows:

First mortgage	---	Balance of purchase price after items 2,3,4 and 5
Second mortgage	---	As determined by the HAP payment purchase price
Third mortgage	---	(only if public subsidy is involved)
Subordinate mortgage	---	As may be appropriate
Buyer cash	---	Minimum 3% of purchase price

The Malden Housing Authority plans to utilize a “Soft Second” Mortgage financing program funded through funds administered by the Malden Redevelopment Authority. Basically, the “Soft Second” Program will offer borrowers a reduced percent rate of interest over a 15-year period, without charging points and will use the HAP payment to service the debt. HCV Homeownership Program participants will apply for both first and second mortgages as desired. If there is another public subsidy involved, a third mortgage will be required. The MHA may arrange for or provide subordinate mortgage financing to secure its down payment assistance and closing costs loans.

The aforementioned financing package has several positive aspects, which work to the advantage of the purchaser including the following:

1. Minimum buyer cash down (3%)
2. Second mortgage requires no payments from the HCV participant
3. Purchaser not required to pay private mortgage insurance

The program participant will be required to have adequate funds (buyer cash) to meet the 3% down payment amount. Through its Downpayment Assistance Program, the MHA will provide financing for all or a portion of the closing costs. Assessments of costs involved will be completed on a case-by-case basis.

In addition to the financing package previously described, the Malden Housing Authority plans to implement the following requirements as per HUD regulations:

1. Prohibit balloon payments
2. The Malden Housing Authority reserves the right to approve or reject financing terms and conditions
3. Allow seller financing on a case by case basis
4. Purchasers may not exceed qualifying ratios and must meet all other financing requirements established by the first mortgage lender.

7. AMOUNT OF ASSISTANCE

The amount of the Homeownership Assistance Payment shall be a sum equal to the lower of:

1. The payment standard minus the total tenant payment
2. The family's monthly homeownership expenses minus the total tenant payment

The payment standard for a family is the lower of:

1. The payment standard for the family unit size
2. The payment standard for the size of the home

The Malden Housing Authority will use the same payment schedule, payment standard amounts and subsidy standards for the Homeownership Option as for the Rental Voucher Program. The Malden Housing Authority will conduct an annual reexamination of program participants in order to update income, family size and other relevant data and adjust the payment standard accordingly.

The Malden Housing Authority will adopt for each participant an estimate of homeownership expenses in accordance with HUD requirements:

1. Principal and interest on initial mortgage(s) debt including refinancing if any
2. Real estate taxes
3. Sewer and water fees
4. Trash pick up and disposal fees
5. Homeowners insurance costs
6. Allowance for maintenance expenses
7. Allowance for costs of major repairs and replacements
8. Utility allowance
9. Principal and interest on debt incurred to finance major repairs or handicap accessible modifications.

If the home is a cooperative or condominium unit, homeownership expenses will include maintenance fees assessed by the condominium or cooperative homeowner association. Additionally, if a Housing Trust is established to provide second mortgages for homebuyers, the Malden Housing Authority will make its HAP payment directly to the second mortgage lender. If the HAP exceeds the amount due the second mortgage lender,

the Malden Housing Authority will pay the difference directly to the homeowner. If the HAP is less than the second mortgage payment, the homeowner will pay the difference to the second mortgage lender from their own funds. If the Housing Trust is not established or designated by the MHA, the preferred payment approach will be to make the HAP directly to the first mortgage lender on behalf of the homeowner.

The term of homeowner assistance (HAP) shall be fifteen (15) years if the term of the first mortgage is twenty (20) years or longer, except in the case of elderly and disabled program participants where the maximum term of fifteen (15) years does not apply. In all other cases, the term shall be ten (10) years.

8. POST PURCHASE REQUIREMENTS FOR FAMILIES

The family must sign a statement of homeowner obligations before the start of homeownership assistance agreeing to comply with all obligations under the program.

In keeping with HUD regulations, the Malden Housing Authority has imposed the following post purchase requirements:

- The family must reside in the home. If the family moves out of the home, the Malden Housing Authority will not continue homeownership assistance payments following the month during which the family moves out.
- The Malden Housing Authority will require each family receiving homeownership assistance to attend and participate in post purchase counseling. The counseling sessions will be administered by either Malden Housing Authority staff or a certified post purchase counseling agent and will focus on home maintenance issues, family finances and budgeting and maintaining good credit by ensuring that the family is paying off its credit card and other monthly debt in a timely fashion.
- The family must comply with the terms of all mortgage(s) securing debt incurred to purchase the home and any refinancing debt, if applicable.
- The family must not convey or transfer ownership of the home while receiving homeownership assistance.
- The family may grant a mortgage on the home for debt incurred to finance the purchase of the home or any refinancing of such debt.
- After the death of a family member who holds title to the home, homeownership assistance will continue pending settlement of the estate provided that the family continues to occupy the home.
- The family must comply with all requirements of the Homeownership Program or be subject to termination of assistance.

- The family must allow the Malden Housing Authority access to the home for the purpose of performing inspections, if so required.

The family must supply the Malden Housing Authority with the following information upon request:

- Information relative to any mortgage(s) secured by the property.
- Any sale or transfer of any interest in the home.
- The family must provide the Malden Housing Authority with its homeownership expenses.
- The family must notify the Malden Housing Authority before moving out of the home.
- The family must notify the Malden Housing Authority if it defaults on any mortgage securing debt incurred to purchase the home. If the family defaults on the mortgage, the Malden Housing Authority may choose to issue a Voucher to the family to facilitate a move to a rental unit and continue rental assistance. However, the determination will be at the Malden Housing Authority's discretion, based on the good faith efforts of the family to meet its obligations and prevent default.
- Proof that no family member has an ownership interest in other real estate while receiving homeownership assistance.

9. PORTABILITY

The Malden Housing Authority will recognize the doctrine of Portability as the same has been established by current federal regulation, and will accept portable voucher holders into the program, to the extent required by HUD. If a family currently participating in the Malden Housing Authority's HCV Rental Voucher Program wants to purchase a home outside of the Malden Housing Authority's jurisdiction under the Homeownership Option, the family may do so provided that the receiving PHA is accepting new homeownership families and provided that the family meets all the requirements of the receiving PHA. The MHA will not recognize Portability as being applicable to its Program in the future should current federal regulation be amended or revised to so allow.

10. RECAPTURE OF HOMEOWNERSHIP ASSISTANCE

The MHA has adopted the certain recapture restrictions which may affect HCV Program recipients who participate in the Homeownership Option. Such families may be subject to recapture provisions if they sell their unit within five (5) years of initially purchasing the unit. In accordance with HUD regulations, the following restrictions cannot be applied to the HAP assistance:

At the time of sale of a unit by a family participating in the Homeownership Option occurring on or within five (5) years of the family's initial purchase of the unit, the Malden Housing Authority will place a lien on the property in accordance with HUD regulations. The lien will be drawn up in such a way that it is consistent with State and local law. The amount of homeownership assistance subject to recapture will be the lesser of the following two recapture options:

1. The amount of homeownership assistance (other than HAP payments), subject to recapture will automatically be reduced over a five-year period, beginning from

the purchase date, in annual increments of twenty percent. At the end of the five-year period, the amount of homeownership assistance subject to recapture will be zero.

2. The difference between the sales price and the purchase price of the home minus the costs of any capital expenditures, the costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the HCV Homeownership Option and any amounts that have been previously recaptured.

In the case of a refinancing of the home, the recapture will be an amount equaling the lesser of:

1. The amount of homeownership assistance (other than HAP payments) subject to recapture will automatically be reduced over a five-year period, beginning from the purchase date, in annual increments of twenty percent. At the end of the five-year period, the amount of homeownership assistance subject to recapture will be zero.
2. The difference between the current mortgage debt and the new mortgage debt minus the costs of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

In the case of identity-of-interest transactions, the Malden Housing Authority will establish a sales price based on fair market value.

11. ELIGIBLE UNITS

The units which can be purchased under this program can be a single family house (attached or detached), a condominium unit or a cooperative share. A manufactured home is also eligible under certain conditions.

12. OTHER PROVISIONS

The MHA will administer its Voucher Homeownership Program in a manner consistent with current federal regulation. A family receiving homeownership assistance will be allowed to move to a new unit with homeownership assistance as long as the family is in compliance with program requirements, no family member has any ownership interest in the prior unit, and the Malden Housing Authority has sufficient funds. To move with continued homeowner assistance, families must again meet all eligibility requirements. A family may not move more than one time per year. Such portability may not be recognized in the future if to do so would be inconsistent with applicable regulation, as the same may be amended or revised.

Attachment N

MHA ENERGY AUDIT STATEMENT

The MHA has completed and filed with the HUD Local Field Office in Boston, Massachusetts, its required 5 Year PHA Energy Audit. The MHA's energy consultant, Perrigrine White of LCI Energy, conducted a Grade A Energy Audit of each of the MHA's 6 federal developments, inclusive of all scattered site units. In completing this audit, Mr. White studied and investigated the MHA's energy infrastructure and analyzed MHA water and energy bills and other relevant data in order to establish both frozen and rolling utility baselines that can be certified to HUD, and from which the MHA intends to generate new temporary revenues through the recapture of savings resulting from the implementation of a comprehensive energy conservation program, utility rate negotiations and the acquisition and application of new power generating technologies (Cogeneration) through the procurement of an energy performance contract with a qualified and nationally recognized energy services company ("ESCO").