Cambridge Housing Authority

Moving To Work Deregulation Demonstration Program

Annual Plan

Fiscal Year 2006

January, 2005

CAMBRIDGE HOUSING AUTHORITY

75 Massachusetts Avenue, Cambridge, MA 02139 p 617 864 3020 / TDD 800 545 1833 x112 • f 617 868 5372 • w www.cambridge-housing.org

February 11, 2005

Dear Colleague:

As longtime participants in the Moving To Work (MTW) Deregulation Demonstration Program, we at the Cambridge Housing Authority (CHA) have found our experience to be extremely rewarding. Enclosed for your review is a copy of our FY 2006 MTW Annual Plan.

In FY2006, we will continue CHA's successful major programs and develop new initiatives that expand some of our current activities. Despite the challenges faced by all housing authorities, CHA will maintain our high standard of administration and innovation. We believe that addressing local priorities in locally determined ways is requisite to the long-term survival of both conventional public housing and housing choice voucher programs.

The attached plan includes these local priorities and CHA's efforts to address them. Some of our new initiatives may be of interest to you, they include: a comprehensive rent simplification program; a benchmarking study; a service trust fund for resident services; development of more radical efforts to bring homeownership options to low-income families in high-cost Cambridge; and exploring new income sources.

Among the Demonstration's great rewards have been the relationships—with other participant sites, advocacy groups, academic institutions, observers and students of affordable housing policy. CHA has routinely distributed copies of our Annual Plans and Reports to facilitate the exchange of information, ideas, and lessons. In this spirit, we forward you the enclosed materials.

Please feel free to contact me at (617) 864-3020, or Tory Gunsolley of my staff at (617) 520-6336, with any comments or questions you might have regarding this document or our participation in this important program.

Sincerely,

Gregory P. Russ
Executive Director

Equal Housing Opportunity

Annual Plan

CHA
MBRIDGE HOUSING AUTHORITY

MASSACHUSETTS AVENUE, CAMBRIDGE, MA 02139 p 617 864 3020 / TDD 800 545 1833 x112 • f 617 868 5372 • w www.cambridge-housing.org

January 31, 2005

Mr. Milan Ozdinec
Deputy Assistant Secretary
Office of Public Housing Investments
US Department of Housing and Urban Development
451 7th Street SW, Room 4130
Washington, D.C. 20410

Milan
Dear ~~Mr. Ozdinec~~,

This transmits to you the Cambridge Housing Authority (CHA) MTW FY06 Annual Plan, covering the period from April 1, 2005 – March 31, 2006. This is CHA's seventh year of MTW participation. In this transmittal, we request certain policy and administrative actions, including the filing of separate HUD waiver requests and the application for extension of CHA's MTW status. Waiver requests include previously submitted requests for relief of mixed finance regulations, filed sub-bid laws, and community service requirements. These requests will be submitted separately, and are not a formal part of our Annual Plan submission; they are noted here for your reference and as a part of our public review process. The plan itself is complete in accordance with Appendix B of the MTW Agreement. CHA will also submit under separate cover, the signed MTW amendment related to the pet policy waiver.

This year's demonstration continues many of CHA's successful major initiatives and a number of new initiatives that expand some of our current activities:

Comprehensive Rent Simplification Program
CHA has to date established alternative deductions to encourage work and to simplify the income disallowance. In the coming year we will build upon this alternative framework by investigating changes to the methods used to consider assets and asset income. Developing and testing new systems will remain a priority, while noting that with just one year remaining on CHA's existing MTW agreement, a fully comprehensive overhaul of income and rent structures may be out of reach. Pending an extension of MTW status, we would plan to finalize and implement system-wide changes in the years beyond.

Benchmarking and Cost Analysis
CHA proposes to explore relationships with either a local university or consultant to establish reliable protocols for measuring the cost impact of MTW initiatives. This would include benchmarking of current practices, along with careful monitoring to

determining if there is a role for employer-assisted housing that could be structured with a strong secondary benefit to low-income families.

We believe that we can build on the ongoing successes achieved through CHA's MTW program. We intend to maintain a very high standard of administration and innovation through the coming year despite increasing challenges facing the public housing industry at both the federal and state levels. We have taken to heart the notion that local determination of priorities is central to the survival of both the conventional public housing and housing choice voucher programs, and we take our lead from the resident community as well as our Board of Commissioners, who are increasingly concerned about the lack of growth in both the Section 8 and Comprehensive Grant Programs.

Gregory P. Russ
Executive Director

Introduction

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Introduction

The Cambridge Housing Authority (CHA) is one of only thirty-two Public Housing Authorities nationwide designated by the United States Department of Housing and Urban Development (HUD) to participate in the Moving To Work (MTW) Deregulation Demonstration program. MTW provides CHA and other designated Housing Authorities with significant budget flexibility and regulatory relief in order to promote national and locally determined MTW goals and to encourage entrepreneurial ventures.

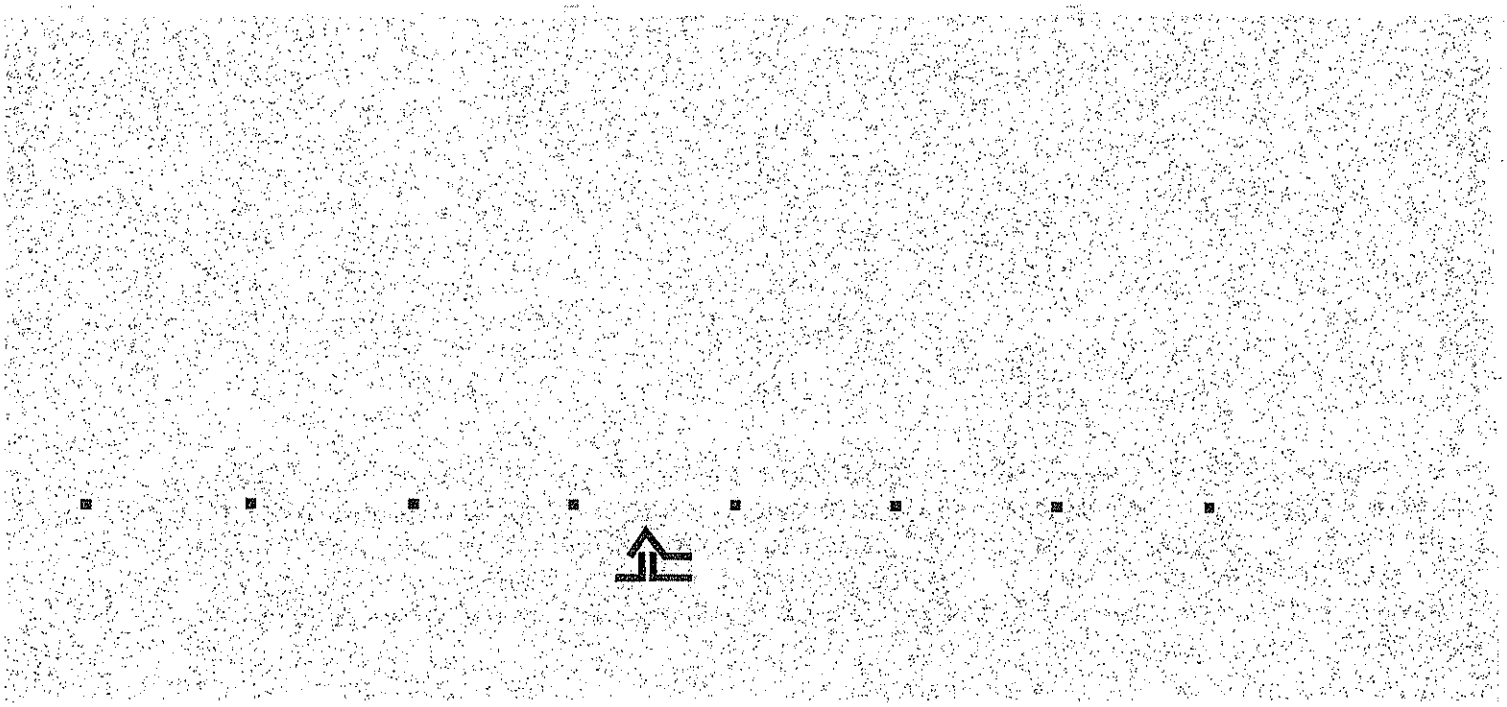
In Cambridge, which is one of the most expensive housing markets in the country, MTW status has been a critical component of the CHA's successful efforts to protect, preserve and expand the supply of affordable housing. CHA's stated MTW goals include:

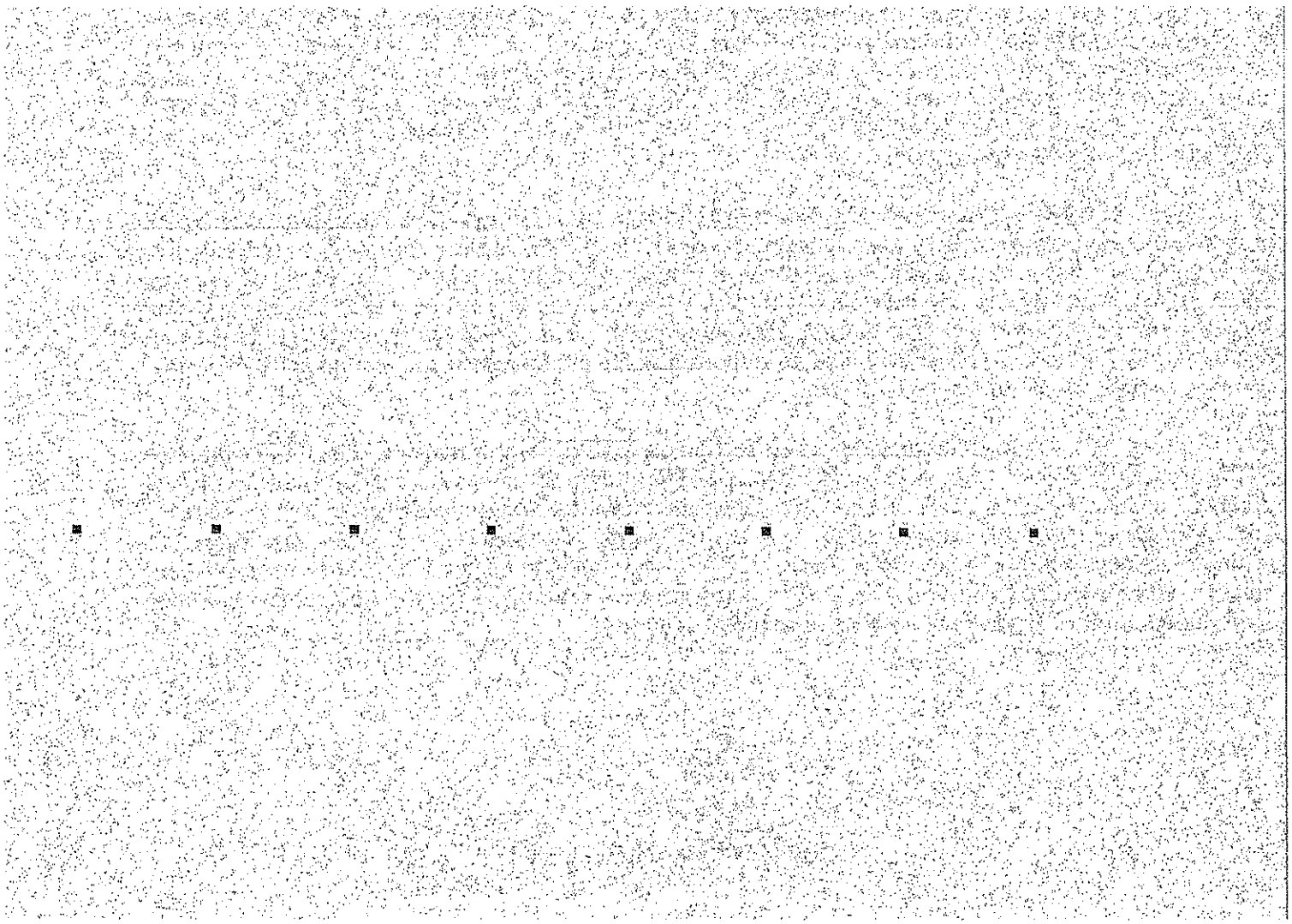
- To preserve the current public and leased housing inventory;
- To secure additional permanent affordable housing in Cambridge;
- To assist residents in moving off public assistance and increasing household income; and,
- To better address local housing needs in locally determined ways.

During the first six years of participation in the MTW demonstration, the CHA has achieved documented, quantifiable outcomes in each of these goal areas. The CHA is particularly proud of our success in increasing the supply of affordable housing through creative acquisitions, new housing development initiatives, and expansion of the Local Leased Housing program. An extensive discussion of MTW outcomes and initiatives can be found in CHA's previously published MTW Annual Reports for Fiscal Years 2000 through 2004.

The FY06 MTW Annual Plan provides information on CHA's planned programs, policies and initiatives for the period April 1, 2005 through March 31, 2006. The format and contents of the MTW Annual Plan are defined in the MTW Agreement between HUD and the CHA. The following chapters of the Annual Plan include extensive detail on CHA's plans for the seventh year of MTW participation including initiatives in the public housing, leased housing, capital improvement, development and resident service areas. CHA has provided an opportunity for public review and comment of this Plan, which is incorporated into Appendix Seven.

This year's Annual Plan includes a new section on MTW Major Initiatives. The CHA's planned MTW initiatives include continuation of existing MTW programs as well as implementation of new programs and strategies designed to streamline program administration, promote the long-term viability and affordability of CHA's housing assets, increase the supply of affordable housing in Cambridge and promote resident economic self sufficiency. CHA also intends to expand its efforts to implement creative, entrepreneurial solutions to respond to the extremely difficult fiscal environment facing Public Housing Authorities in Massachusetts and around the country.





The new rent policy, or any material changes to the rent policy, will be effective upon submission to HUD of the board resolution as described above.

Major Initiative 2: Continue enhanced capital programs and development projects

Approximately $4 million in MTW Block Grant funding is available to support enhanced capital improvement and new development initiatives in the coming year. CHA will use MTW funding flexibility to enhance its extraordinary maintenance program for existing public housing units. At present, CHA estimates that there are approximately $42.1 million dollars in backlogged needs to fix "as is" problems. This figure does not include "soft costs", and averages to approximately $22,600 per unit.

In addition to improvements to existing units, CHA will continue to identify and take advantage of opportunities to expand the supply of affordable housing through use of non-profit affiliates. In light of the extremely high cost of housing in Cambridge, these opportunities are limited. As opportunities become available, a high level of innovation and funding flexibility is often key to success. Therefore, CHA will continue using MTW funding flexibility wherever feasible and appropriate to support the agency's mission. The City and CHA have worked together to creatively leverage and use resources, and this has resulted in new CHA-managed units funded in part from the City's affordable housing trust and other sources.

Major Initiative 3: Establish a resident supportive services trust fund

During FY06, CHA will develop and implement a resident supportive services trust fund to facilitate ongoing support and expansion for programs such as the existing Work Force and Bridge to College programs. Recognizing that federal funds for supportive services programs are likely to continue to decrease, CHA intends to provide start up and seed funding for the trust fund using MTW Block Grant funding. The objective will be to raise funds to continue and expand supportive service programs for the benefit of CHA residents. The trust fund will have an independent Board of Directors (including CHA appointees) and will provide a vehicle for identifying and securing corporate, private, and foundation funding to support programs that could benefit by both increased enrollment and a reliable stream of funding.

Major Initiative 4: Develop new affordable homeownership program

CHA will continue its efforts to implement a small-scale homeownership initiative. As noted, the cost of housing in Cambridge is out of reach to even middle income households. For example, in 2002 the median price of a 2-bedroom condo was $348,500, the median price of a single-family home was $610,000. "Affordability" for a first-time homebuyer through the City's Homebuyer Assistance program is defined as $96,960. Clearly, the gap between affordability and market conditions is enormous. Therefore, CHA will expand its collaborative efforts to bring homeownership options to low-income families in Cambridge. This may include administrative changes designed to encourage savings by public housing and housing voucher families, as well as assessing the feasibility of a community homeownership trust. The trust may be a "silent" partner or co-owner making bridge contributions in support of the families purchase. These ideas are in the formative stages, but this effort will also require time to develop and bring to implementation.

Inventory

The Cambridge Housing Authority (CHA) currently manages 1,857 federally-assisted and 663 state-assisted conventional public housing units. In addition, three federal units are currently used for non-housing purposes, including social services and support functions. The HOPE VI revitalization of John F. Kennedy (JFK) Apartments converted ownership of 83 units to an alternate form (John F. Kennedy Limited Liability Corporation), including conversion of some public housing units to housing choice voucher project-based assistance and the addition of scattered site units. Federal leased housing subsidies number 2,528, and state leased housing subsidies total 163 (the Massachusetts Rental Voucher Program, MRVP, with 135; and the Alternative Housing Voucher Program, AHVP, with 28). Of the total in-place subsidies, 2,012 are part of the MTW Deregulation Demonstration. The remaining federal leased housing subsidies are in programs outside MTW.

Public & Affiliate Housing

Public & Affiliate Housing

The existing public housing stock is the core of CHA's program; there is no activity more central to the Authority's mission than the stewardship of this bricks and mortar legacy. This section of the plan describes CHA's current and anticipated performance in managing its conventional housing developments. This plan also addresses property and asset management issues related to new units developed or rehabilitated by CHA's affiliates: Cambridge Affordable Housing Corporation (CAHC); Essex Street Management, Inc. (ESMI); Kennedy Management, Inc. (KMI) and Lancaster Apartments LLC. In addition to information on MTW initiatives for the coming year and planned capital improvements, the MTW Annual Plan for FY06 also includes information on areas that HUD has traditionally used to measure Housing Authority management performance: occupancy levels, rent collection, work orders, inspections and security, as well as new initiatives in budgeting, management

expanded extraordinary maintenance schedule has allowed the Authority to move forward on physical improvement efforts at our Federal public housing sites. The significant increase in resources over what CHA would have provided to these efforts absent the demonstration has also meant that capital planning and on-site management coordination has improved, and collaborative efforts expanded.

Statement of Existing Needs

The total backlog needs of CHA (construction costs to fix "as-is" problems) are estimated at $42.1 million dollars, or about $22,600 per unit, exclusive of soft costs. In comparison, the agency has received an annual average of about $3.7 million, or about $2,000 per unit, under the Capital Fund Program (CFP) over the past three years. Of this total, roughly $2.65 million has been allocated to construction, versus associated design and administrative costs, as well as management improvements activities. At the most nominal level, this funding will provide only about 32 percent of the funding needed to restore CHA's federally-assisted portfolio to optimum condition over the next five years.

The identified capital needs are based on a Capital Improvements Plan (CIP) completed in February 2001. Development of the CIP was a yearlong effort involving CHA staff, professional design and engineering consultants, and extensive input from CHA residents, both on the development level and authority-wide. The CIP is the basis of the Five-Year Capital Plan, included in Appendix Three, Table 3-8. In FY06 CHA will prepare a Request for Proposals for an update to the CIP.

The major improvements and construction expenditures proposed in FY06 are described below:

Washington Elms Roofs Replacement and Drain Repairs – Roofs in 15 buildings will be replaced at Washington Elms, and necessary repairs to the roof drains completed. It is estimated that 75% of the roofing will be replaced and drains repaired during FY06 at a cost of $944,000. The remaining 25% of this work is underway and will be completed during FY 05.

Jackson/Fairmont/Valentine Streets Stairs and Balcony Replacement – Concrete exterior stairs and fire balconies at these three buildings are exhibiting severe spalling; especially at the upper stairs and balcony railing attachments. The exterior stairs need to be replaced. Deterioration in the balconies is generally confined to areas around the bases of the large posts where plates were added. Concrete in these areas is to be reconstructed and new anchors installed.

DF Burns/LB Johnson Elevator Repairs – Since the buildings were occupied in the mid-1970s, elevators at these two elderly/disabled developments have seen only limited upgrades, mostly to comply with ADA and fire code requirements, with very minimal mechanical upgrades. As a consequence, substantial upgrades to the mechanical equipment (controllers, selectors, and door hardware), are required.

Millers River Elevator Installation – Millers River, a 302-unit building housing elderly and disabled residents, currently has two elevators which are slow and inadequate for the needs of the building. Plans are being finalized that allow for the installation of a third elevator at the site. This third elevator will decrease tenant wait times, better serve the needs of the resident population, and provide access for future modernization.

River Howard Comprehensive Modernization – These buildings were structurally under-built, allowing deflection and lateral movement due to under-designed floor joists and insufficient bracing at the wall framing. CHA is addressing these structural issues by undertaking a $3 million dollar building envelope upgrade and interior refurbishment. Funding for this work is split among three years: FY06, FY07, and FY08.

Jefferson Park Stoop Repairs, Enclosures and Site Improvements – The apartments in this development have their own entry doors, accessible by a series of exterior stairs. The structural decks of these stairs are deteriorated and need replacement. Beneath the decks are resident storage areas currently protected by chain link fencing, which is difficult to secure and requires replacement. In addition to dealing with the condition of the stoop decks and enclosures, the final phase of a four-phase site improvement effort will be completed. The total projected cost for these improvements is roughly $200,000 for initial repairs in FY06 (Phase 1) and $1.8 million dollars for full replacement and site work in FY07.

A major planning initiative underway for future year construction funding is described below:

As anticipated in our FY 05 Plan, the Miller River Energy Savings project was successfully bid in the Spring of 2004. Construction work that incorporates the energy savings measures is underway and is projected to be completed by January 2006.

Extraordinary Maintenance

In the FY06 operating budget, Extraordinary Maintenance spending totals $756,300 compared with $5,396,000 budgeted in FY05. This is a drastically reduced budget level. This represents only the "A Level" of extraordinary maintenance needs. "B Level" extraordinary maintenance projects will be conducted as funding permits through the MTW Block Grant Fund. The complete schedule (A and B Levels) is found in Appendix Three Table 3-9. Examples of some projects planned in FY 06 include:

- Replacement at Washington Elms of deteriorated copper hot water lines– $40,000

Public Housing Management

Continuing initiatives not directly related to the regulatory relief provided by MTW are an essential component of an overall framework of MTW-related efforts. The Demonstration's emphasis on deregulation requires CHA to reevaluate and strengthen its operations; internal controls and procedures; and accountability. In FY06, CHA intends to address the following:

- Continued evaluation and refinement of budgeting practices and procedures, including site-based budgeting consistent with HUD's proposed changes in the Public Housing Operating Fund Program, and enhanced financial reporting consistent with private and nonprofit housing management systems;
- Increased training to support stronger site-based management and property level budgeting, planning and supervision of staff;
- Development of site-based management plans that support stronger site-based planning, property and asset management;
- Review options and initiate methods of simplifying rent computation;
- Finalize the pet policy, in light of the recent waiver and MTW amendment;
- Rewrite the Admissions and Continued Occupancy Plan and revise the lease;
- Updates and revisions to the Manager's Desk Guide that incorporate improved operating standards and procedures;
- Comprehensive assessment of the agency's maintenance operations to enhance basic and preventive maintenance systems and procedures; and,

above 98%. This information is contained in Appendix Three, Table 3 – 3. Some public housing authorities have trouble leasing units on turnover, or retaining tenants, giving them a low occupancy percentage; CHA's high occupancy percentage and low turnover rate seem largely due to the high quality of the units, as well as the lack of alternative affordable housing in the area.

Development Choice

In the first year of the MTW Demonstration, CHA implemented a new public housing unit assignment system based on site-based development choice. Full conversion to site-based development choice was completed by April 2000. Statistics on development choice show that CHA developments currently represent households with a broad mix of incomes, with no development significantly better or worse off than another, nor does data show significant trends in racial concentration among residents.

Independent tests of CHA's site-based development choice application process by the Fair Housing Center of Boston were conducted in FY02 and FY04 and confirm that there are no findings of steering or that the application process was race-related. Since the development choice policy continues to operate smoothly, CHA will continue site-based waiting lists in FY06. Demographics will be reported in the FY05 MTW Annual Report and the Fair Housing Center of Boston (or another qualified tester) will conduct biannual testing of the development choice policy in FY06.

Waiting Lists

Over 75% of families on the Authority's family development waiting lists are in need of studio, one- or two-bedroom units, with less than a quarter requiring three-bedrooms or larger. As one would expect, the elderly development wait lists are primarily made up of single applicants in need of studio or one-bedroom apartments. Over 65% of all applicants on CHA's conventional housing waiting lists are racial/ethnic minorities. Over 85% of applicants on both the family and elderly conventional housing waiting lists earn below 30% of the Area Median Income (AMI).

Appendix Two of this Plan, Tables 2 – 7 and 2 – 9, shows the number and racial/ethnic characteristics of applicants currently on the Federal and Cambridge Resident Federal public housing waiting lists (as of November 2004). Table 2 – 6 in Appendix Two provides a breakdown of demand for each unit size in the conventional public housing program, while Table 2–8 in Appendix Two shows the number and percentage of applicants falling into the various AMI levels (see an abbreviated Appendix Two, Table 2 – 5 above for corresponding dollar figures for each group). The race/ethnicity of all applicants on CHA's development choice waiting lists can be found in Appendix Two, Table 2 - 12.

CHA Resident Survey

As allowed by the MTW agreement and included in the FY02 through FY05 MTW Plans, HUD approved a CHA resident survey form to replace the survey usually conducted under the PHAS system.

Rent and Occupancy Policies

In past years CHA has experimented with a targeted deductions approach to provide work incentives. These changes are permitted under MTW and described in past plans. This year CHA will review ways of enhancing and simplifying occupancy and rent policies in its Conventional Public Housing programs. There are several major initiatives. 1.) CHA will pursue several options that will move away from a complicated deduction-based rent system, to a more easily understood and administered simplified rent system. 2.) CHA will rewrite both the Admissions and Continued Occupancy Plan and the lease. A list of initiatives (including those approved in prior MTW Plans) includes:

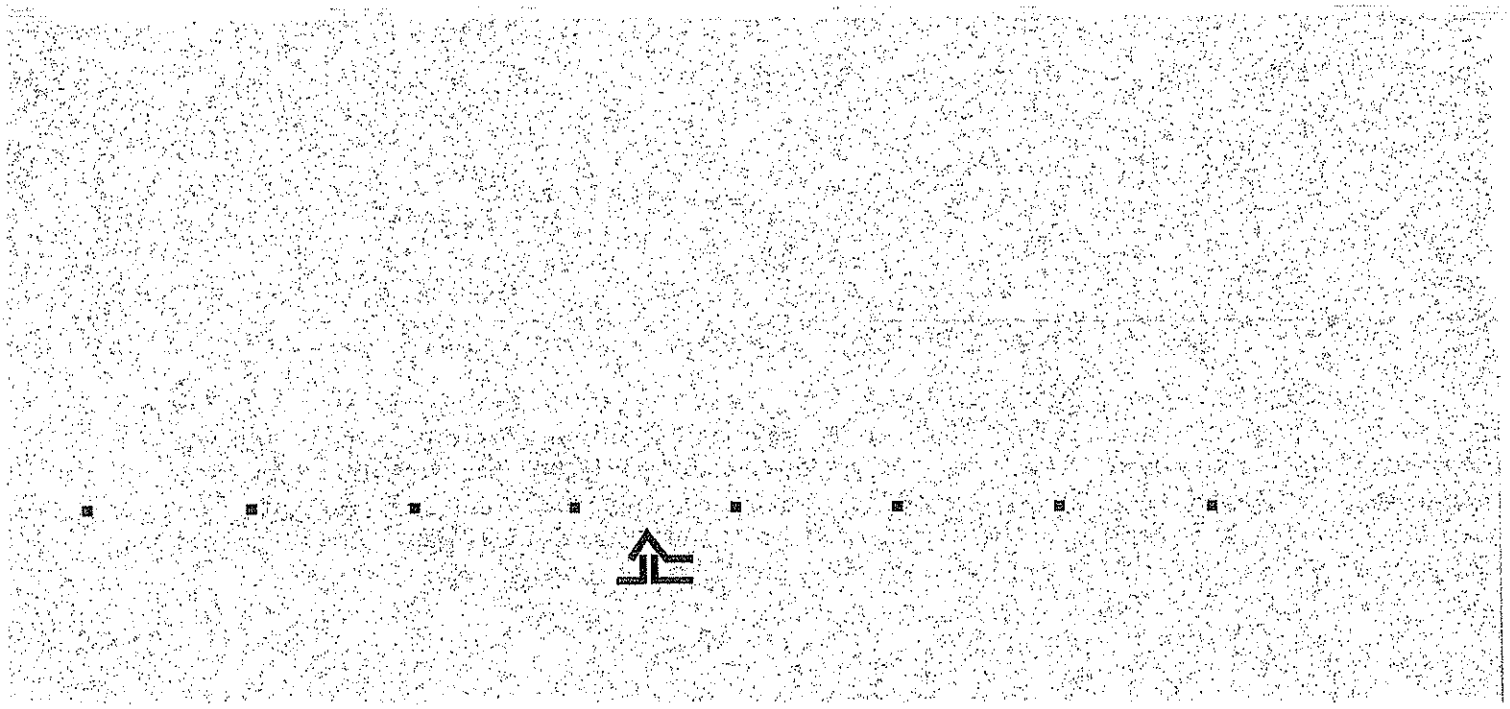
- Rent simplification system that mitigates the complexity of current asset income calculation and medical deductions;

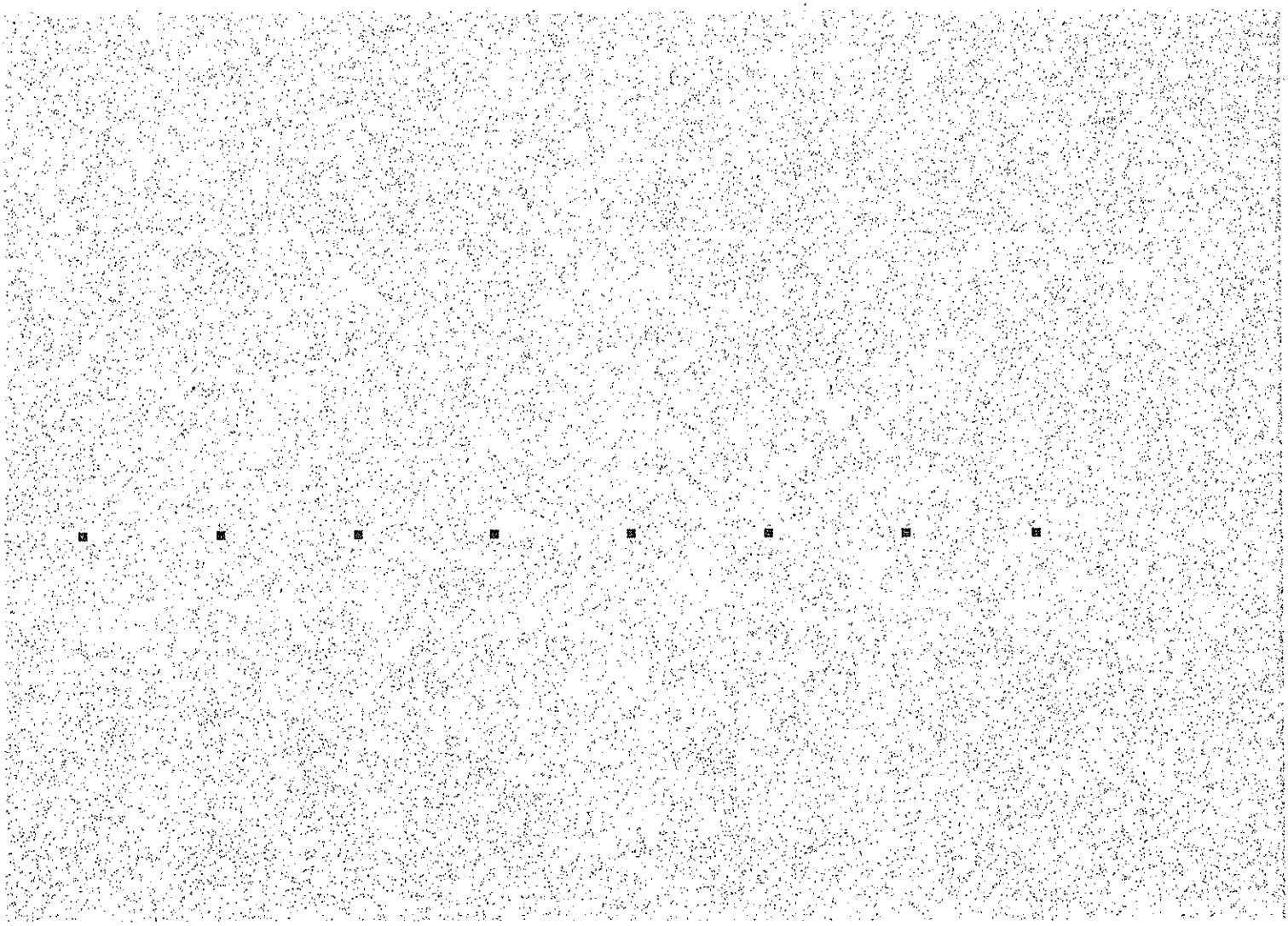
- CHA reserves the right to implement a revised definition of "elderly" that includes applicants no younger than 60 years of age, although there are no current plans to do so.
- CHA will continue to implement and track rent policies set forth in the FY 2000 MTW plan (see Appendix Four).
- CHA will retain a modified Income Diversification policy, which reserves 75 percent of CHA's family units for very low-income families (households with incomes below 50 percent of AMI), 25 percent of units for low-income families (households between 50 percent and 80 percent of AMI), and which grants a local preference for applicants with incomes 40 percent or higher of the Area Median Income. This policy previously dictated an alternate feed of one-for-one placements in each category. However, partially in response to public comments from the advocacy community, the Authority now imposes a policy of one placement in the 40-80% of AMI category for every two placements in the very-low income category, thus slowing the diversification pace while preserving stronger access to units for very low-income applicants. CHA reserves the right to reverse this decision and, with Board approval, revert to the one-for-one placement system.
- CHA has implemented ceiling rents for public housing residents. These rents are revised annually by the change in the Annual Adjustment Factor related to the Leased Housing Program; revised rent levels are included in Appendix Three, Table 3-7.

More detailed statements of Rent and Occupancy policies are included in Appendix Four.

State Public Housing Management

CHA manages 663 units of state public housing. These units are in need of repair because of the infrequency of available State Capital Funds. The State has not given any increase to its funding commitment in three years. This, along with chronic underfunding, has presented numerous management challenges. The State also has its own set of regulations and rules governing the management of public housing, many of which are different from Federal regulations. This has caused confusion in the administration of these programs and in the residents' understanding of them.





▪ Local Leased Housing Program

The MTW Agreement authorizes CHA to establish a Local Leased Housing Program to administer its housing vouchers in locally determined ways. This flexibility allows us to meet local needs and allows CHA's leased housing program to survive—and even thrive—in one of the nation's most expensive real estate markets.

MTW flexibility allows CHA to provide incentives to owners and housing search assistance to participants that provides the edge needed to compete with market-rate tenants for the shrinking pool of affordable housing units. Although the market's cost escalation has recently diminished and has even reversed to a certain degree, Cambridge remains an expensive and highly competitive housing market. Low-income families without subsidies are priced out of the market, making many that work in the City or have lived here all their lives relocate to other communities. Despite the increased need for vouchers in Cambridge, CHA's focus for FY06 will be to level off and reduce our utilization. It is our belief that requisite utilization reductions can be limited to attrition of existing units and that we will not be forced to terminate vouchers. At the same time CHA is faced with a substantial commitment to Project-Based units. As such, CHA plans to make a concerted effort to market available Project-Based units to existing voucher holders to avoid the otherwise counterproductive affect that the lease-up of these units would have on our utilization reduction efforts. Recent Congressionally mandated changes in the funding formula may force even more drastic changes to operation of the leased housing program. These may include a distributed reduction in the payment standard based on the percentage over FMR an owner receives, and/or other factors.

Closing the Waiting List

CHA closed the leased housing waiting list on April 30, 2003. The list was closed to all applicants with the exception of those meeting the criteria for emergency status as outlined in CHA's Admissions and Continued Occupancy Plan and Administrative Plan. The waiting list is also being purged of non-active applicants.

Currently there are 1,886 applicants qualifying as Cambridge residents on the leased housing waiting list and an additional 6,473 applicants who are considered non-residents for a total of 8,359 applicants. Given current projections and the lack of additional vouchers, CHA does not foresee opening the waiting list in FY06.

Project-Based Leased Housing Program

In FY05, CHA found it necessary to cease the acceptance of new applications for Project-Based Assistance (PBA) funding. At the time, it was hoped that this action would be short-term; however, it appears that this may be a long-term action. This is extremely unfortunate since the PBA Program is truly the only "production" program available for long-term affordable housing in Cambridge.

Property Owner Marketing and Incentives

It is important to maintain a strong marketing/public relations program coupled with incentive programs to retain existing property owners, attract new property owners, and generally facilitate the involvement of owners in the leased housing program:

Continuing MTW HCV Initiatives

- Continue to offer multi-year leases for existing housing units based on negotiations with owners;
- Continue to provide damage payments to property owners who agree to continue renting to Leased Housing participants, wherein CHA may reimburse the aggrieved property owner for tenant-related repair costs, up to one month's rent, in cases where a current Leased Housing tenant has caused verified damaged to a unit;

program despite level or reduced funding;

- Informational Newsletters: periodic mailings to property owners, realtors, institutional owners, non-profits, faith-based organizations, and others involved in the affordable housing industry;
- Maintain a website which contains most of the documents that property owners and tenants need to complete the lease-up process;
- Continue to refine direct deposits of HAPs, expedited check processing, and other internal processing improvements to improve program response to property owners needs; and
- Continue to offer voluntary tenant/property owner mediation services through a partnership with local non-profit providers.

HCV Rent and Occupancy Policies

In FY06, CHA will continue or modify a number of previously approved rent and occupancy policies pertinent to the local leased housing program:

- Update both the Administrative Plan and Admissions and Continued Occupancy Plan;
- Waiting List: CHA has closed the waiting list to all but those applicants who meet the emergency status criteria. Unless additional funding is provided in FY06, it is not anticipated that the list will be reopened;

program to be "over leased" in the coming fiscal year. Because CHA determines the appropriate level of vouchers it will issue and can use its MTW fiscal fungibility accordingly, the number of vouchers included in the Plan's Inventory chart (as well as below) is above the number of vouchers CHA would otherwise be allowed to maintain (under the new funding formula, HUD will not provide funds for overleasing. CHA can cover this now under MTW but does not intend to continue leasing at such high levels.) For FY06 CHA will be funded for 1,968 MTW vouchers, as some Non-MTW voucher increments expired and were rolled into the MTW program.

The following table provides a historical perspective on the Authority's leasing performance as well as estimated leasing targets for FY05 and FY06. For information purposes, the 516 Non-MTW vouchers are 100% utilized.

Lease-up Rates MTW Vouchers Only

Year	Potential Units	Number Leased	Percent Leased
FY00 Actual	1500	1328	89%
FY01 Actual	1373	1238	90%
FY02 Actual	1506	1381	92%
FY03 Actual	1508	1481	98%
FY04 Actual	1582	1657	105%
FY05 Budget	1773	1915	108%
FY06 Budget	1968	1968	100%

There are currently 1,853 households involved in the MTW Leased Housing Program. The leased housing stock is comprised of 69% two-bedroom and larger apartments. Of Leased Housing households, 70% earn below 30% of the Area Median Income (AMI), with minority households accounting for approximately 54% of all households in the Program.

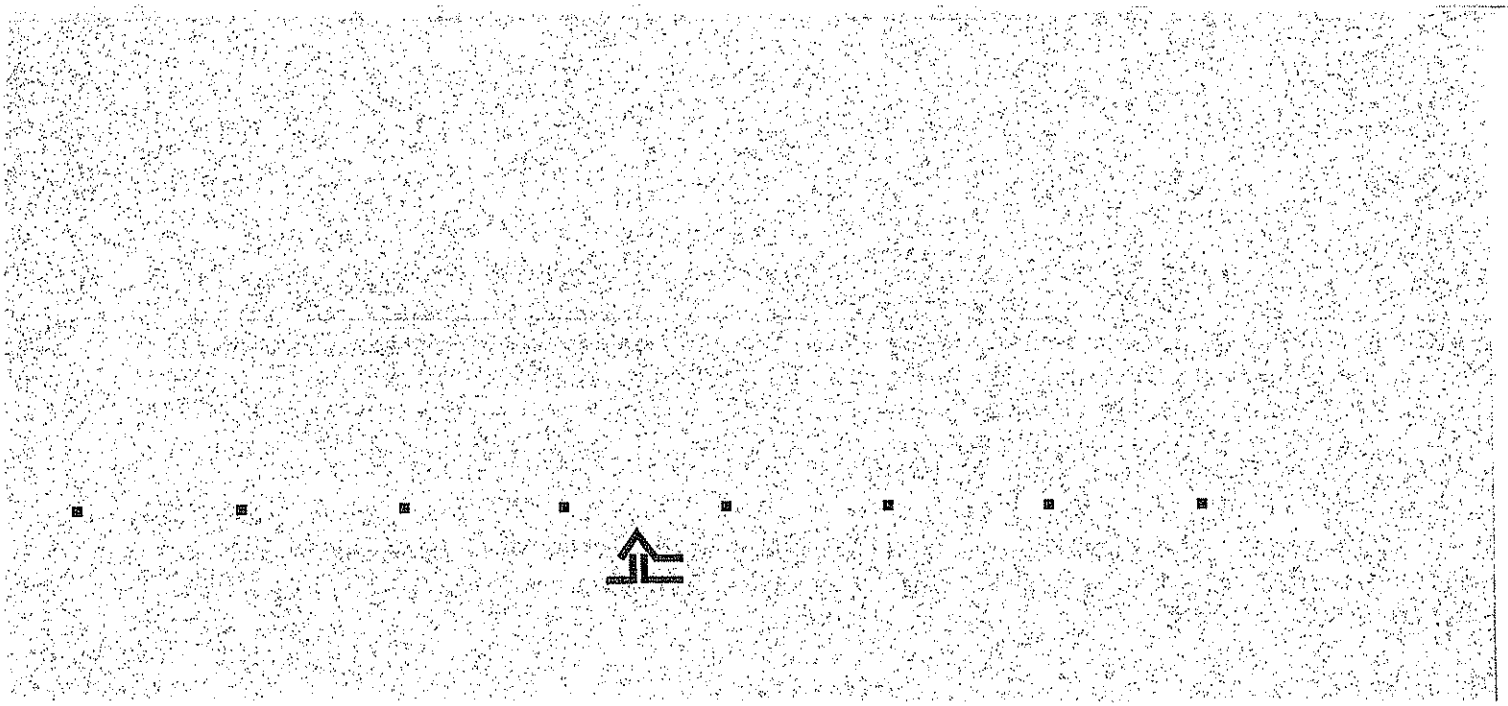
Leased Housing Households Served FY05 - Income Profile 11/26/04*

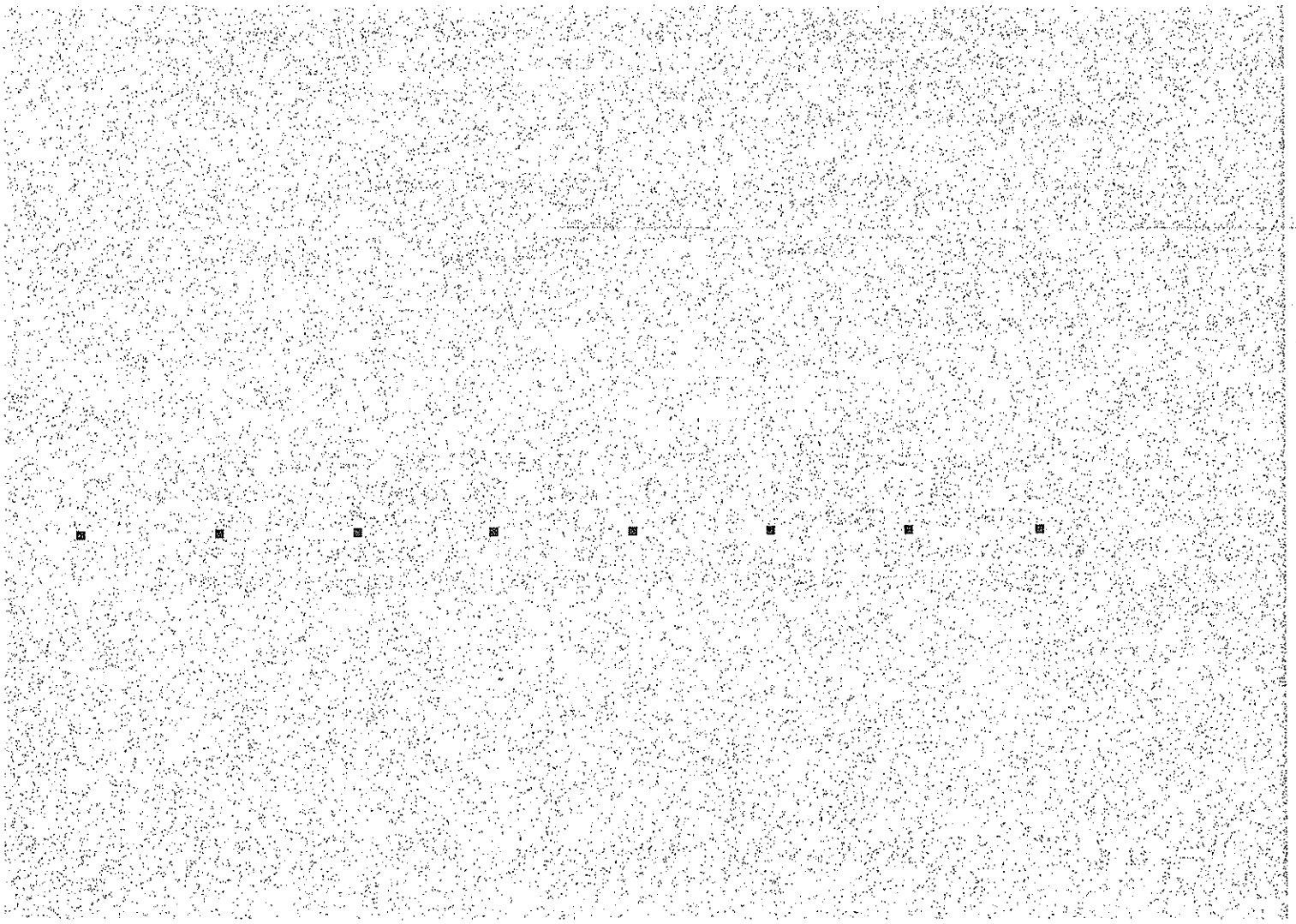
Leased Housing Program Total	Income Ranges							
	< 30% of AMI		30-50%of AMI		50-80% of AMI		> 80% of AMI	
1853	1295	70%	443	24%	106	6%	9	0%

* *For FY06 the number served will be 1,968.*

Waiting List

The Leased Housing waitlist currently has 8,359 total applicants. Of these applicants, 7,582 are families, 566 are disabled and 211 are 60 years of age or over. The majority of applicants, or approximately 87%, earn below 30 percent of AMI. Tables 2-7, 2-8, and 2-9 in Appendix Two show the number and characteristics of applicants currently on the Federal and Cambridge Resident Federal Leased Housing waiting lists. As stated earlier, the waiting list is closed except for applicants who meet the emergency criteria.





▪ Development & Redevelopment

MTW provides CHA an opportunity to conduct new development and redevelopment activities in new and creative ways. One of the most significant changes to occur has been the establishment of a single fund budget. This fungibility provides CHA with full flexibility to move funds among the traditional funding categories and invest federal HUD funds in acquisition of new properties, new construction, and rehabilitation of affordable housing units. This budget flexibility has allowed CHA to pursue development opportunities including the acquisition and rehabilitation of over 316 units of affordable housing. Another significant factor that made this development activity possible is that under the MTW agreement, CHA does not require prior HUD approval to conduct development activities. This allows CHA to respond quickly in the highly competitive Cambridge market.

Other areas of impact on development and acquisition include the ability to locally determine total development costs, which is important given the extremely high cost of development in Cambridge. In addition the expansion of the project-based vouchers program provides needed operating subsidy for development activity. In high-end markets such as Cambridge, the fiscal synergies these features provide are becoming mandatory to a project's financial viability. The following table shows the success that CHA has had in leveraging MTW Funds.

Affiliate	Location	Units	Total Development Cost	MTW Contribution
CAHC	97 Brookline St #1	1	$185,000	$51,730
CAHC	40 Clifton St #14	1	$129,000	$14,600
CAHC	35 Homer Ave #3	1	$147,000	$33,420
CAHC	285 Harvard St #106	1	$195,800	$52,000
CAHC	2595 Mass Ave #17	1	$146,000	$21,807
CAHC	6 Ashton Place	6	$2,277,073	$1,290,345
CAHC	30 Union St #3	1	$282,250	$60,000
CAHC	2 Crawford St #1	1	$232,575	$49,995
CAHC	217 Western Ave	6	$2,128,074	$1,056,155
CAHC	195 and 203 Prospect St	21	$6,743,877	$2,226,618
CAHC	6 Porter U1R	1	$357,730	$63,313
CAHC	852 Mass Ave #2	1	$316,300	$79,814
CAHC	242 Hampshire St U2	1	$357,600	$96,644
CAHC	47 Homer Ave #62	1	$308,230	$70,686
CAHC	287 Harvard St #27 & #50	2	$715,960	$178,717

- National Equity Fund
- Local Initiatives Support Corporation
- Cambridge Public Health Commission
- Mass. Development Finance Agency
- Wachovia Bank
- Federal Housing Administration

Multi-family Acquisition Program

Through the multi-family acquisition program, CHA seeks to acquire buildings, a number of units within a larger building, or buildable sites. Should the financing structure include low-income housing tax credits, the purchaser is a non-profit affiliate of CHA or a limited liability corporation. Funding sources for acquisition and redevelopment have included funds from CHA through the budget flexibility created by the MTW demonstration as well as conventional debt financing from private banks; grants from the Commonwealth of Massachusetts, the Federal Home Loan Bank, LeadSafe Cambridge and the City of Cambridge's Affordable Housing Trust Fund [illegible]

- **8-10 Lancaster Street:** This 65 unit building was fully occupied when it was acquired in the Summer of 2001. An initial funding award was made in December 2002 in the form of both 4% and 9% Low Income Housing Tax Credits. The building is being renovated in phases, now underway and ongoing through 2005. Occupancy for the first phase is nearing completion. The second phase of construction is scheduled to begin in January 2005. The tax equity closing is also anticipated to occur in January 2005. Lancaster Street is illustrative of the financial complexity, as it required CAHC to assemble funds from eight different sources.

- **195-203 Prospect Street:** In May 2003, CAHC closed on the acquisition of 21 units of family housing at 195 and 203 Prospect Street. The property consists of two buildings, with 20 units located in a former nursing home that had been converted by a developer into market rate housing in 2000. CAHC continues transitioning this building to a fully affordable housing resource as permanent financing is assembled. The twenty-first unit is located in a single-family home that may offer a home ownership possibility to a Section 8-eligible household.

The difficulty of increasing the supply of affordable units in the Cambridge market is well documented. While the total number of units in the CHA "pipeline" might seem minor in scale, given the lack of available sites and high total development costs in the City, these units represent a significant expansion of housing opportunities for low-income Cambridge residents. When taken in combination with the resources CHA provides to outside organizations, as well as its own leased housing initiatives,

Condominium Acquisition Program

In an effort to secure additional affordable housing units in Cambridge's increasingly costly housing market, CHA and its non-profit affiliate, CAHC, created the Condominium Acquisition Program (CAP). The goal of CAP is to acquire scattered-site condominiums, thereby providing additional affordable housing units without the complexity of purchasing and rehabbing entire buildings or undertaking a new construction project.

To identify potential units, CAHC uses brokers, newspaper advertisements, notices of foreclosure sales, and outreach to current Section 8 property owners. In FY04, CAHC obtained its second line of credit from the Cambridge Affordable Housing Trust as well as the Massachusetts Housing Partnership to help finance purchases. Typically, conventional debt financing covers at least 50 percent of the purchase price, and other sources generally fill in the financing gap. If a desired unit is occupied, the residents must be a Section 8 voucher participant or Section 8 income-eligible family. If the unit is vacant, CHA supplies a Section 8 voucher under its project-based assistance.

During FY05, CAHC exhausted its second line of credit with the purchase of 12 units. In FY06 CAHC hopes to obtain a new line of credit from the Cambridge Affordable Housing Trust, Massachusetts Housing Partnership and the Department of Housing and Community Development to recapitalize its CAP program. The goal of this recapitalized program will be to acquire 10 to 15 condominium units during FY06 and FY07.

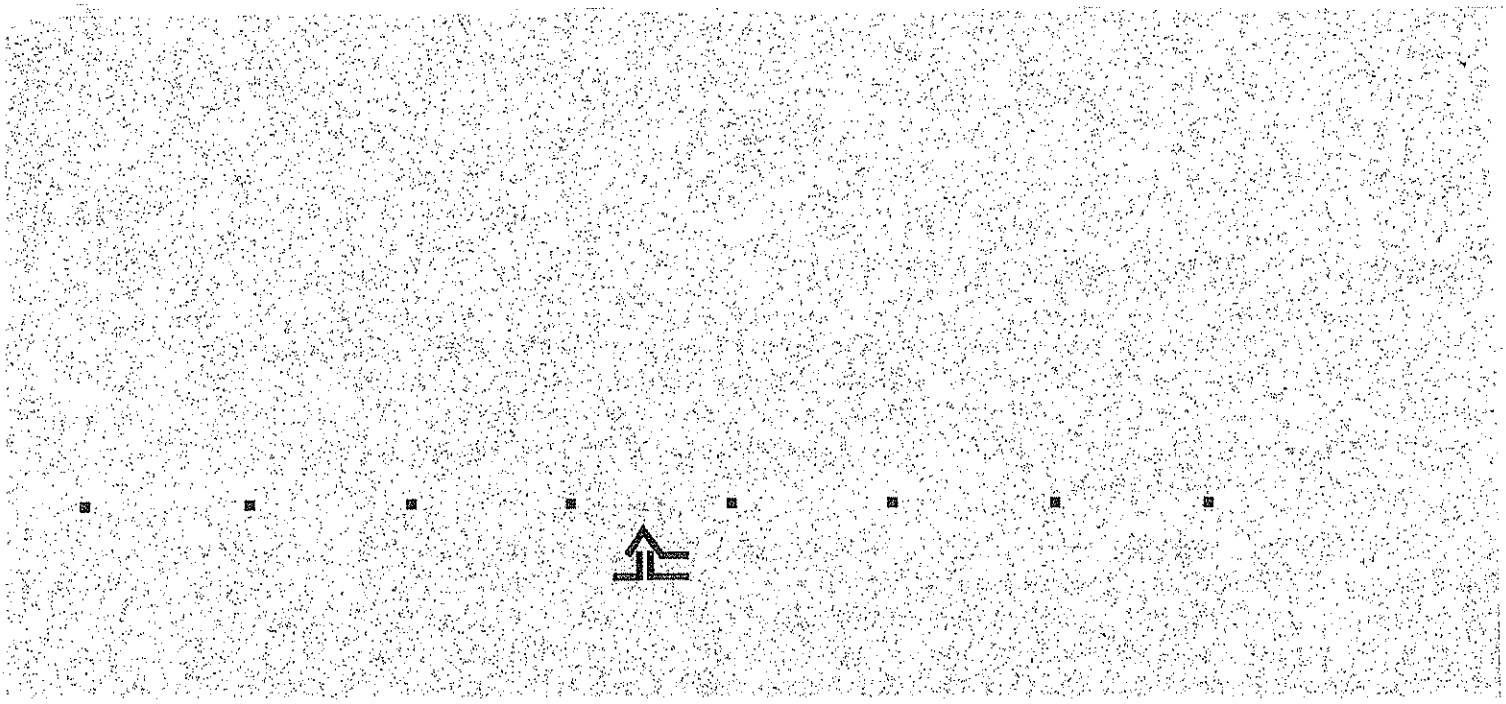
Homeownership

CHA seeks to expand homeownership opportunities for the low-income residents of Cambridge, albeit on a modest scale. A homeownership program can be a contributory resource in efforts to retain affordable housing and a particularly important form of housing opportunity for low-income families. Fortunately, MTW gives CHA flexibility to pursue a variety of homeownership models.

Unfortunately, the high cost of housing in the Boston/Cambridge area is the most basic and substantial barrier to implementing a homeownership program. Despite this significant barrier, CHA believes that there may be ways to overcome this and other obstacles if adequate funding resources can be secured. In FY 2004, even when Section 8 assistance was increased to 120% of fair market rent, CHA identified a funding gap of at least $145,000 to purchase a typical two-bedroom unit in Cambridge. While that gap is daunting, Section 8 assistance combined with the City of Cambridge's Inclusionary Zoning Ordinance might close it. With this belief, CHA continues to explore the possibility with the City of Cambridge of implementing a 10 unit pilot homeownership program utilizing Section 8 assistance, MTW fungibility, and inclusionary zoning regulations.

On-going Collaborative Efforts with the City of Cambridge

A critical reason for CHA's success in developing affordable housing is its relationship with the City of Cambridge Community Development Department. This collaboration takes many forms. With



▪ Resident Services & Economic Development

CHA provides a wide array of supportive services and economic development programs targeted to the needs of both its family and elderly resident communities. In developing and delivering resident services programs, CHA emphasizes partnerships with local service organizations in order to minimize costs, attain leverage, avoid duplication of services, and create successful outcomes.

CHA has carefully targeted the provision of its resident services by addressing the needs of family members in specific age groups, from the youngest residents to the eldest. As CHA's population of retired, senior and frail-elderly residents has grown, the agency has created a separate administrative function geared toward providing services to its elder population. This approach has enabled CHA to focus its planning and implementation efforts and strengthen both family and elder service delivery.

Exploring New Resident Services

CHA will explore implementation of the following new initiatives:

- **Resident Services Endowment Fund** – CHA is exploring the potential for establishing a resident services endowment fund to provide a stable base of funding. Discussions with other authorities which have considered this option will be undertaken in the next year, as well as with a local community foundation, who in turn might serve as a partner and potential management entity for an endowment.
- **Tax Credits and Other Additional Funding Sources** – CHA will explore the possibility of using New Market Tax Credits and other tax credit programs to fund resident services programs. In addition, CHA expanded its solicitation of local foundations with some success and will, in FY06, expand that solicitation to national foundations.
- **Minimum Rent Safety Net** – CHA is evaluating using the recertification process to coordinate service referral/program delivery to residents on minimum rent. CHA intends to identify families new to minimum rent for possible service connections.
- **Employment Linkages to Development Efforts** – As CHA broadens the scope of its development activities (for example, assisted living), accompanying employment opportunities may allow CHA to explore new avenues for jobs-creation linkages.

Ongoing Resident Services

Childcare and Healthcare Services for Families

CHA's youth programs are designed to meet specific needs within each segment of the youth population, from infants and toddlers through the start of young adulthood at college. The following is a list of ongoing programs that will be continued during the next fiscal year, subject to continued funding availability:

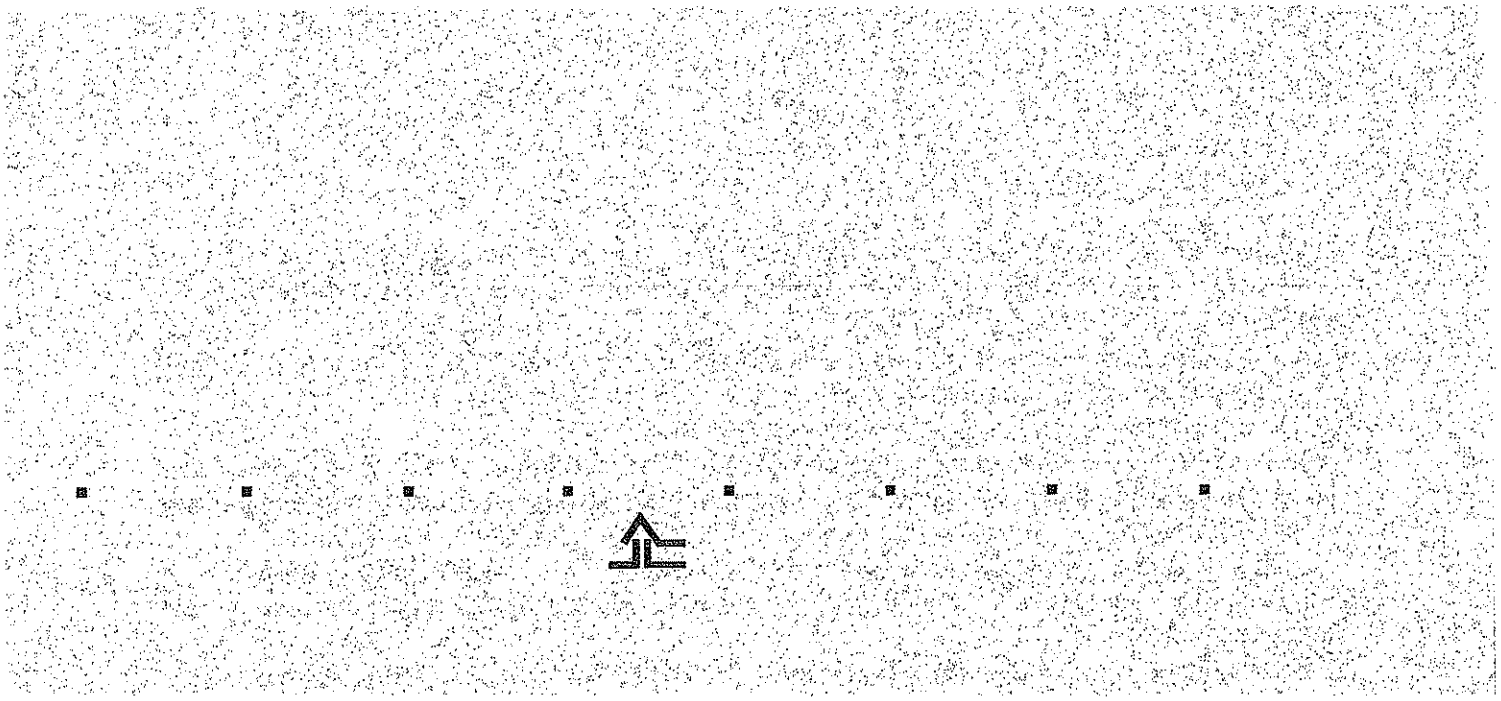
The Work Force will serve 135 students in the coming year and all 135 will participate in the Literacy Initiative. We anticipate that 90% of enrolled high school seniors will graduate and that within six months of graduation, 80% of those graduates will enroll in post-secondary education and 10% will be gainfully employed. Since the inception of The Work Force in 1984, virtually all of its approximately 600 participants have graduated from high school. Since the institution of the program's college preparation component in 1992, over 300 students have gone on to college.

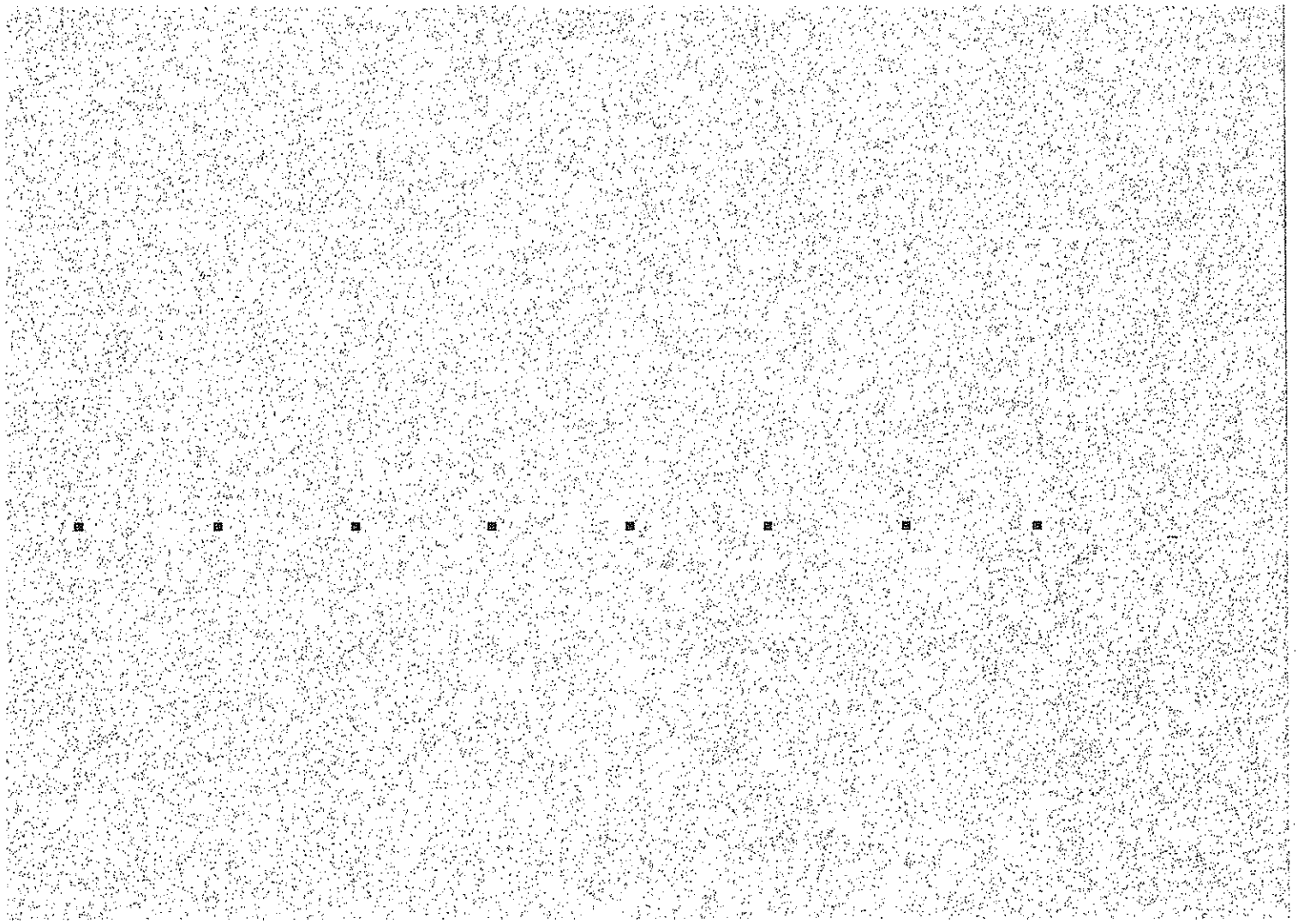
Economic Development and Related Educational Services for Families

CHA will continue to provide an innovative set of programs designed to assist its residents toward upward mobility, economic stability, and self-sufficiency. CHA has developed fundraising strategies and identified several cost-effective ways to continue provision of essential economic development and self-sufficiency related programs, albeit on a more modest scale. The continued reductions in available ROSS funding further threatens CHA's ability to provide economic development services to both adults and adolescents. While we intend to maintain our current level of services

- **CHA/Cambridge Employment Program** – Operated in partnership with the Cambridge Office of Workforce Development, this program provides vocational case management, career counseling, job preparation, career skills development, job placement and follow-up assistance to 50 adult CHA residents annually. In collaboration with the regional Department of Labor-sponsored Service Delivery Area (SDA) last year, the program implemented a CHA-designed Individual Training Account (ITA) program which provides training vouchers of up to $1,000, which participants may use at various public and private education and training sites;
- **Gateways Adult Literacy** – This CHA program will continue its goal of serving 65 adults who seek English proficiency (ESOL) and language-enhanced computer literacy;
- **Community Computer Centers** – These two resource/training centers will continue to serve over 200 residents annually with: 1) introductory and intermediate computer instruction; 2) ESOL literacy instruction; and 3) after-school Homework Help for teens enrolled in The Work Force;
- **Neighborhood Community College** – Cambridge-based community college courses in Computer Technology, Allied Health Careers, Child Development and other fields (offered in conjunction with Bunker Hill Community College) provide 20 CHA residents with semester-long coursework leading to vocational certificates and an Associate's Degree. CHA will continue to strengthen its relationship with the college in offering this popular program,

- Daily hot meals are offered in developments that feature kitchen-equipped community rooms. Otherwise the Meals on Wheels program delivers to individual households upon request;
- CHA also serves the recreational needs of the elderly community in partnership with the City's Department of Human Services through the North Cambridge Senior Center, an on-site facility housed at the Russell Elderly development;
- CHA has instituted a translation service for Haitian Creole residents at LBJ, JFK, and Burns Apartments. Bilingual French Creole speaking staff provides translation services to residents needing assistance with management, maintenance requests and service coordination;
- CHA is collaborating with the Massachusetts Alliance of Portuguese Speakers (MAPS) to provide case management and referral services to elderly residents at Millers River Apartments; and
- CHA developed the new Neville Communities Inc., which operates a 71-unit fully licensed mixed-income, assisted living facility, which provides housing and full assisted-living to 39 very low-income residents.





Funding

Under MTW CHA receives public housing operating subsidy and leased housing program subsidy based on a formula established in the 1999 MTW agreement. CHA also receives an annual amount of Federal Capital Fund budget authority, determined by formula, as well as ROSS, Shelter Plus Care, and Service Coordinators. In addition, CHA receives limited State operating subsidies, small amounts of State Capital Funds, and MRVP funding. In the sources and uses chart below, the amount of monies in the grant programs are represented in terms of the actual monies CHA expects to receive, based on spending, not the budget authority it has.

Moving To Work

Sources	Public Housing*	MTW Housing Choice Vouchers	Capital Fund**	Total MTW Funds
Operating Receipts	7,729,945	21,120	-	**7,751,065**
Subsidy Earned	7,005,380	25,870,104	6,048,000	**38,923,484**
Total Sources	**14,735,325**	**25,891,224**	**6,048,000**	**46,674,549**
Uses				
Administrative	3,390,308	1,764,024	1,552,041	**6,706,373**
Tenant Services	261,960	-	50,000	**311,960**
Maintenance Labor	2,567,228	-	-	**2,567,228**
Materials/Supplies, Contract Costs	1,861,499	-	-	**1,861,499**
Protective Services	53,247	-	-	**53,247**
General Expenses	1,951,198	160,822	240,394	**2,352,414**
Rent Payments	-	22,909,980	-	**22,909,980**
Utilities	4,390,956	-	182,100***	**4,573,056**
Extraordinary Maintenance/Non-Routine	885,032	-	-	**885,032**
Capital Improvements	-	-	4,612,600	**4,612,600**
Development Activities	-	-	-	-
Total Expenses	**15,361,426**	**24,834,826**	**6,637,135**	**46,833,387**
Net Income (Deficit)	**(626,102)**	**1,056,398**	**(589,135)**	**(158,839)**

* Prorated at 97%, pending receipt of final funding notice. However, CHA expects funding may decrease from this level.
** Multiple years of CFP funds are used in FY06.
*** This is an ESCo debt service payment.

In order to address ongoing capital improvement needs, CHA has made a significant commitment to Extraordinary Maintenance and large Capital programs again this year. This commitment results in an initial deficit budget. The funding for the deficit offset comes from Block Grant Fund interfund transfers. The Authority's reserves remain healthy (CHA has budgeted for

State Funds

Sources	State Public Housing	MRVP	State Capital Fund	Other	Total State Funds
Operating Receipts	2,678,263	189	-	1,253,544	**3,931,996**
Subsidy Earned	1,023,396	814,080	2,800,000	-	**4,637,476**
Total Sources	**3,701,659**	**814,269**	**2,800,000**	**1,253,544**	**8,569,472**
Uses					
Administrative	1,197,777	95,983	125,728	257,657	**1,677,144**
Tenant Services	91,798	-	-	3,401	**95,199**
Maintenance Labor	793,538	-	-	170,969	**964,507**
	716,654	-	-	187,200	**903,854**
Net Income (Deficit)	**(1,191,710)**	**(56,101)**	**(168,475)**	**(48,441)**	**(1,464,727)**

This is the first year that CHA has included financial information for its State programs. There are significant budget deficits in State programs, largely because the State Public Housing Program received level funding for three consecutive fiscal years. At the same time fixed costs have increased (especially utilities and labor costs). Using the flexibility afforded by MTW, CHA may use the MTW Fund to make up these deficits, but only if the State refuses to provide the requested level of operating subsidy. As allowed under our agreement, CHA can use MTW funds to subsidize State programs. CHA recognizes that this is a short-term fix, and that MTW support, if needed, cannot be sustained. CHA will aggressively petition the State for adequate funding and explore other financing arrangements (tax credits, bonds, etc.) to allow these properties to operate without a deficit. However, it is our intention to submit a deficit budget and ask the State to fund those properties at an acceptable level.

MTW Estimated Operating Reserves

The anticipated consolidated available reserve as of 3/31/06 is projected to be $4,848,000. This is the reserve from both the MTW Housing Choice Voucher and federal public housing programs. This represents a reasonable and prudent level of operating reserve for these programs, especially given uncertainty over available funding.

Appendix Three: Housing Inventory

Appendix Four: Rent & Occupancy Policies

Appendix Five: Resident Survey

Appendix Six: Development Choice

Appendix Seven: Public Comments

Appendix Eight: Submissions for Funding

Appendix Nine: Certifications & Authorizations

Appendix One

MTW Background

Appendix One

MTW Deregulation Demonstration Program Background and Requirements

CHA is one of thirty-two public housing agencies chosen for participation in the Moving To Work Demonstration Deregulation program (MTW). MTW allows unprecedented fiscal and regulatory flexibility in hopes of increased efficiency, while asking PHAs to provide economic incentives and opportunities to residents to encourage work.

This flexibility represents an opportunity to address the local housing market with locally-based solutions. MTW allows CHA latitude to make decisions in ways that make the

is seeking work; or is preparing for work by job training, educational programs, or to assist people to obtain employment and become economically self-sufficient; and,

- to increase housing choices for low-income families.

This expansive demonstration allows participating HAs to combine public housing operating and modernization assistance and the assistance provided under Section 8 to develop a fungible pool of resources. CHA, in its Annual Plan, uses this flexibility and combines the three funding streams through the creation of an MTW Fund.

HUD requires participants to meet all existing contractual obligations to third parties, as well as any purpose for which HUD has expressly dedicated funds (such as HOPE VI). CHA remains accountable for pass-through expenditures and is subject to independent audits. However, programmatic rules such as reporting requirements will be suspended as necessary, to implement the MTW agreement for the duration of the demonstration. The legislation authorizing the demonstration provides that the amount of assistance an authority receives will not be diminished by its participation in the demonstration.

Under the demonstration, CHA must meet additional requirements for participation. These requirements are in the form of assurances that CHA will:

- provide that at least 75 % of families assisted during MTW will be very low-income (households below 50% of Area Median Income)
- establish a reasonable rent policy to encourage work and self-sufficiency

Appendix Two

Demographic Information

Appendix Two

Demographic Information

2 -1 Households Served - Unit Bedroom Size Profile: 11/2/2004

PROGRAM	TOTAL UNITS	BEDROOM SIZE											
		Studio		1BR		2BR		3BR		4+BR			
TOTAL	3,514	448	13%	898	26%	1181	34%	812	23%	175	5%		

* *Excludes J.F. Kennedy Apts., CHA's HOPE VI program.*

** *This includes only the Section 8 certificates and vouchers eligible for inclusion in the Demonstration program.*

2 - 2 Households Served - Income Profile, FY 2005: 11/2/2004

PROGRAM	TOTAL	INCOME RANGES							
		< 30% of AMI		30-50% of AMI		50-80% of AMI		> 80% of AMI	
Public Housing									
Family	1091	619	57%	298	27%	145	13%	29	3%
Elderly*	575	484	84%	79	14%	11	2%	1	0%
P. H. Subtotal	**1666**	**1103**	**66%**	**377**	**23%**	**156**	**9%**	**30**	**2%**
HCV									
HCV Subtotal	**1853**	**1295**	**70%**	**443**	**24%**	**106**	**6%**	**9**	**0%**
CHA TOTAL	**3519**	**2398**	**68%**	**820**	**23%**	**262**	**7%**	**39**	**1%**

* *Excludes J.F. Kennedy Apts., CHA's HOPE VI program.*

** *Any discrepancy between the number of units in Tables 3-1, 3-2 and 3-3 are due to vacancies, mostly units off-line for modernization.*

2 – 5 FY2005 Area Median Income (AMI) Limits By Household Size: 1/28/04

Household Size	30% AMI	40% AMI	50% AMI Very -Low	80% AMI Low-Income	100% AMI
1	17,350	23,125	28,950	46,300	57,813
2	19,850	26,421	33,100	52,950	66,054
3	22,350	29,744	37,200	59,550	74,360
4	24,800	33,040	41,350	66,150	82,600
5	26,800	35,677	44,650	71,450	89,192
6	28,800	38,314	47,950	76,750	95,784
7	30,750	40,951	51,250	82,050	102,377
8	32,750	43,614	54,600	87,350	109,035

2 – 6 Waiting List Data, Conventional Public Housing – Bedroom Profile: 11/2/04

HOUSING TYPE	WAITLIST	UNIT SIZE									
		Studio		1BR		2BR		3BR		4+BR	
Family	7721	63	0.8%	3302	42.8%	2566	33.2%	1494	19.3%	296	3.8%
Elderly	1870	1410	75.4%	344	18.4%	105	5.6%	6	0.3%	5	0.3%
P.H. Subtotal	**9,591**	**1473**	**15.4%**	**3646**	**38.0%**	**2671**	**27.8%**	**1500**	**15.6%**	**301**	**3.1%**
HCV	8,359	HCV waitlist does not contain bedroom size data									
Total	**17,950**										

* *The totals don't match the chart below because an individual may be on more than one list of different bedroom sizes, whereas they can only be one race.*

2 – 7 Federal Waiting List – Race/Ethnicity: 11/2/04

HOUSING TYPE	TOTAL	RACE/ETHNICITY											
		Am Indian		Asian		Black		Hispanic		White		Other	
Family	**7692**	124	2%	312	4%	3785	49%	1362	18%	2007	26%	102	1%
Elderly	**1869**	32	2%	57	3%	494	26%	154	8%	1123	60%	9	0%
P.H. Subtotal	**9561**	**156**	**2%**	**369**	**4%**	**4279**	**45%**	**1516**	**16%**	**3130**	**33%**	**111**	**1%**
HCV*	**8359**	131	2%	269	3%	3,555	43%	1348	16%	2523	30%	533	6%
CHA TOTAL	**17920**	**287**	**2%**	**638**	**4%**	**7834**	**44%**	**2864**	**16%**	**5653**	**32%**	**644**	**4%**

The Section 8 Waiting List contains partially entered statistics for non-residents. Many were not coded for race and ethnicity and are listed as other.

FEDERAL FAMILIES IN OCCUPANCY:

2 - 10 Income Profile at Family Developments (by AMI): 11/2/04

DEVELOPMENT	INCOME RANGES								TOTAL
	0-30%		30-50%		50-80%		> 80%*		
	#	%	#	%	#	%	#	%	
Washington Elms	93	53.1%	53	30.3%	24	13.7%	5	2.9%	175
Corcoran Park	81	53.3%	46	30.3%	22	14.5%	3	2.0%	152
Putnam Gardens	74	60.7%	32	26.2%	14	11.5%	2	1.6%	122
Newtowne Court	171	63.8%	61	22.8%	31	11.6%	5	1.9%	268

2 - 11 Income Profile at Elderly Developments (by AMI): 11/2/04*

DEVELOPMENT	INCOME RANGES								TOTAL
	0-30%		30-50%		50-80%		> 80%		
	#	%	#	%	#	%	#	%	
H. S Truman Apts.	51	86.4%	8	13.6%	0	0.0%	0	0.0%	59
Daniel F. Burns	126	74.1%	38	22.4%	6	3.5%	0	0.0%	170
Millers River	185	87.7%	21	10.0%	4	1.9%	1	0.5%	211
Lyndon B. Johnson	103	89.6%	11	9.6%	1	0.9%	0	0.0%	115
Robert S. Weaver	19	95.0%	1	5.0%	0	0.0%	0	0.0%	20
CHA TOTAL	**484**	**84.2%**	**79**	**13.7%**	**11**	**1.9%**	**1**	**0.2%**	**575**

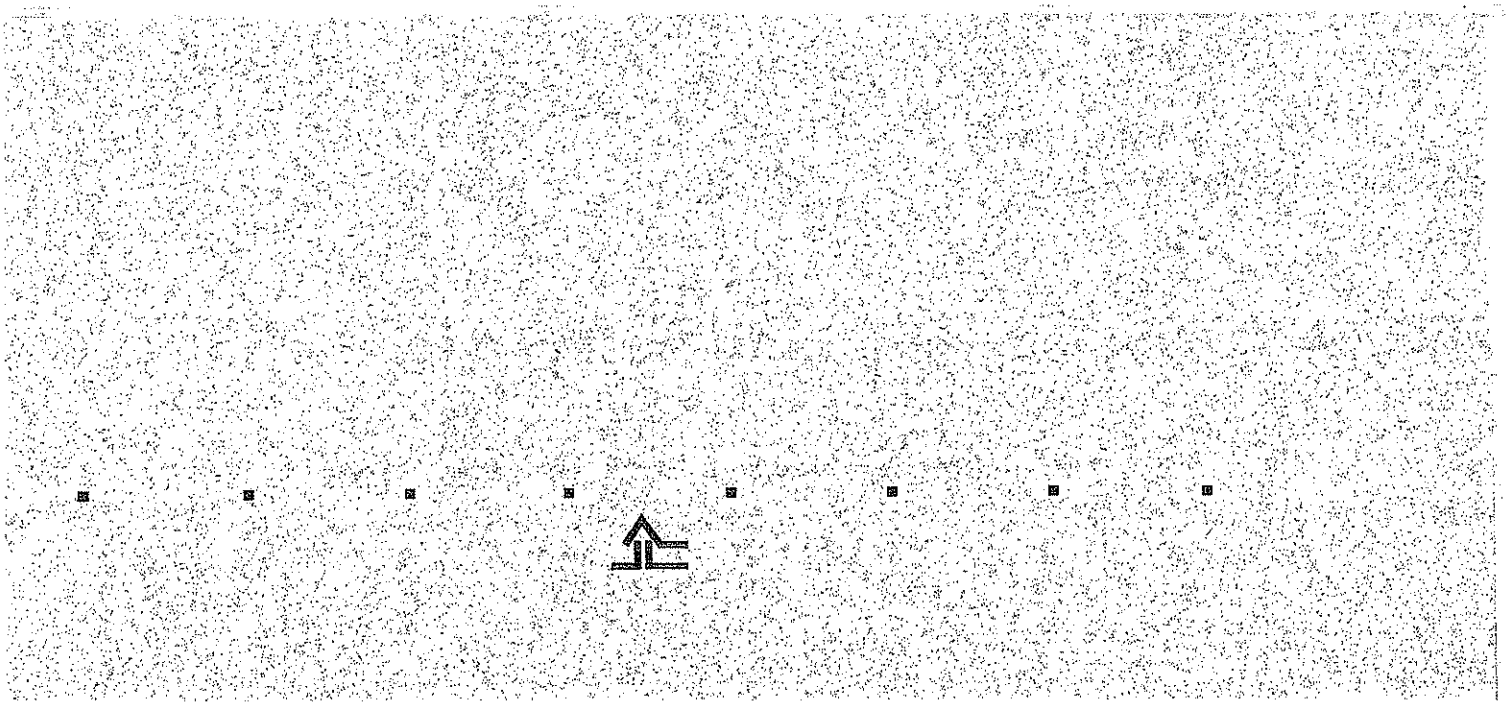
* *Excludes J.F. Kennedy Apts., CHA's HOPE VI program.*

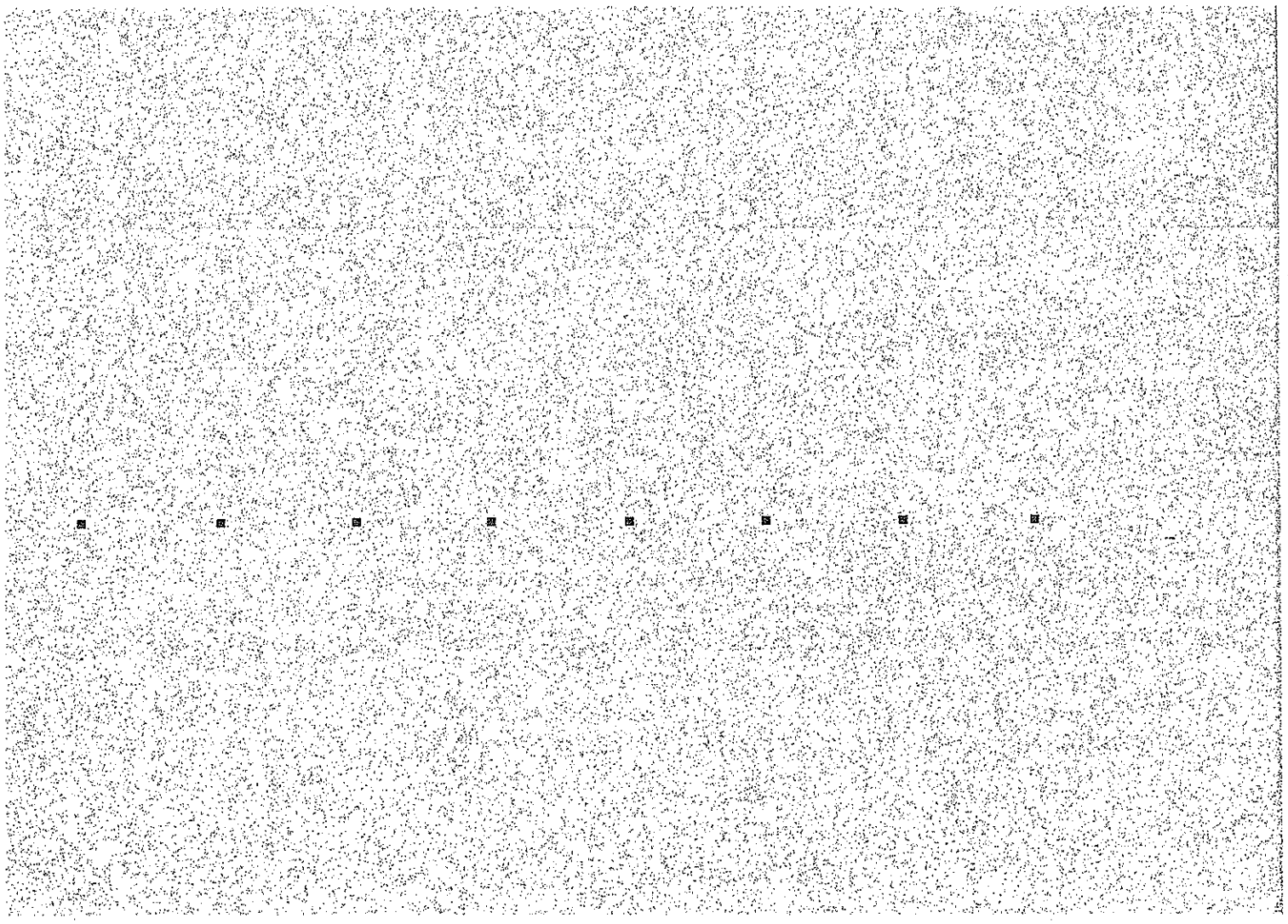
2 - 13 CAMBRIDGE RESIDENTS - Race/Ethnicity of Site-Based Waiting Lists: 11/2/04

SITE-BASED WAITING LIST	TOTAL	RACE/ETHNICITY											
		AmIndian		Asian		Black		Hispanic		White		Other	
Federal Sites													
Burns Apartments	42	0	0.0%	2	4.8%	12	28.6%	3	7.1%	25	59.5%	0	0.0%
Corcoran Park	314	5	1.6%	9	2.9%	181	57.6%	40	12.7%	79	25.2%	0	0.0%
H.S. Truman Apartments	41	1	2.4%	2	4.9%	7	17.1%	3	7.3%	28	68.3%	0	0.0%
Jefferson Park	418	7	1.7%	28	6.7%	263	62.9%	42	10.0%	78	18.7%	0	0.0%
L.B. Johnson	48	0	0.0%	0	0.0%	16	33.3%	3	6.3%	29	60.4%	0	0.0%
Miller's River	89	0	0.0%	2	2.2%	26	29.2%	8	9.0%	53	59.6%	0	0.0%
Newtowne Court	557	3	0.5%	35	6.3%	324	58.2%	85	15.3%	110	19.7%	0	0.0%
Putnam Gardens	423	6	1.4%	21	5.0%	235	55.6%	51	12.1%	110	26.0%	0	0.0%
River Howard Homes	294	7	2.4%	18	6.1%	155	52.7%	47	16.0%	67	22.8%	0	0.0%
Roosevelt Towers	659	7	1.1%	26	3.9%	364	55.2%	105	15.9%	157	23.8%	0	0.0%
Scattered Sites*	510	3	0.6%	22	4.3%	298	58.4%	63	12.4%	124	24.3%	0	0.0%
Washington Elms	512	7	1.4%	31	6.1%	305	59.6%	78	15.2%	91	17.8%	0	0.0%
Weaver Apartments	27	0	0.0%	1	3.7%	10	37.0%	3	11.1%	13	48.1%	0	0.0%
Fed Eld/Dis First Available	177	4	2.3%	5	2.8%	64	36.2%	12	6.8%	92	52.0%	0	0.0%
Fed Family First Available	1157	19	1.6%	53	4.6%	569	49.2%	163	14.1%	353	30.5%	0	0.0%
Federal Subtotal	**5268**	69	1.3%	255	4.8%	2829	53.7%	706	13.4%	1409	26.7%	0	0.0%
State Sites													
Lincoln Way	104	0	0.0%	2	1.9%	68	65.4%	10	9.6%	24	23.1%	0	0.0%
Linnaen Street	63	1	1.6%	2	3.2%	11	17.5%	5	7.9%	44	69.8%	0	0.0%
Jackson Gardens	310	2	0.6%	20	6.5%	176	56.8%	39	12.6%	73	23.5%	0	0.0%
Manning	165	2	1.2%	9	5.5%	57	34.5%	16	9.7%	81	49.1%	0	0.0%
Putnam School	71	1	1.4%	1	1.4%	22	31.0%	11	15.5%	36	50.7%	0	0.0%
Putnam Square Apartments	118	1	0.8%	9	7.6%	33	28.0%	13	11.0%	62	52.5%	0	0.0%
Russell Apartments	116	2	1.7%	6	5.2%	35	30.2%	9	7.8%	64	55.2%	0	0.0%
Willow Street	181	4	2.2%	12	6.6%	75	41.4%	26	14.4%	64	35.4%	0	0.0%
Woodrow Wilson	322	7	2.2%	19	5.9%	151	46.9%	43	13.4%	102	31.7%	0	0.0%
State Subtotal	**1450**	20	1.4%	80	5.5%	628	43.3%	172	11.9%	550	37.9%	0	0.0%
TOTAL**	**6718**	**89**	1.3%	**335**	5.0%	**3457**	51.5%	**878**	13.1%	**1959**	29.2%	**0**	0.0%

* *Scattered sites include Jackson Street, Fairmont Street, Valentine Street and Garfield Street.*

** *This total number on all site-based waiting lists differs from the total number of applicants on the Cambridge Resident Federal Waiting List (Table 2 – 8) because applicants may choose to be placed on up to three site-based waiting lists and because this table (2 – 13) includes site-based waiting lists for state developments.*





Appendix Three

CHA MTW Housing Inventory Information

3 – 1 Number of MTW units in Inventory from Start of Demonstration (4/1/99) thru beginning of FY06 (4/1/05)

PROGRAM	TOTAL UNITS		BEDROOM SIZE									
			Studio		1BR		2BR		3BR		4+BR	
	4/1/1999	4/1/2005	4/99	4/05	4/99	4/05	4/99	4/05	4/99	4/05	4/99	4/05
Public Housing												
Family	1095	1095	-	-	151	151	460	460	383	383	101	101
Elderly**	766	759	546	532	217	224	3	3	-	-	-	-
J.F. Kennedy	83	**	20	**	63	**	-	-	-	-	-	-
P.H. Subtotal	**1944**	**1854**	**566**	**532**	**431**	**375**	**463**	**463**	**383**	**383**	**101**	**101**
HCV*												
HCV units	**1382**	**2012**	72	94	449	581	591	783	231	472	39	82
TOTAL	**3326**	**3866**	**638**	**626**	**880**	**956**	**1054**	**1246**	**614**	**855**	**140**	**183**

* *These reflect only MTW units at the beginning of the Demonstration, which do not include Section 8 Moderate Rehabilitation Units; the Shelter Plus Care Program; developments with funding sources outside the Demonstration's scope, including Roosevelt Towers Mid-Rise building (mid-rise only) and Putnam Square; "sticky voucher" Section 8 subsidies at 929 House; two hundred Section 8 Vouchers for persons with disabilities (which are rolled into the Demonstration upon renewal) that are related to CHA's elderly allocation plan; and CHA's HOPE VI elderly redevelopment grant for Kennedy Apartments.*

** *Excludes J.F. Kennedy Apts., CHA's HOPE VI program.*

3-2 Projected Number of Units in Inventory (MTW Units) as of 3/31/06

PROGRAM	TOTAL UNITS	BEDROOM SIZE				
		Studio	1BR	2BR	3BR	4+BR
Public Housing						
Family	1,095	0	151	460	383	101
Elderly	759	532	224	3	0	0
P.H. Subtotal	1,854	**532**	**375**	**463**	**383**	**101**
Section 8						
Section 8 units	1,968	**79**	**538**	**820**	**476**	**55**
Total	3,822	**611**	**913**	**1283**	**859**	**156**

3 - 4 Rent Collection Levels, Federal Public Housing: 11/29/04*

PROPERTY	2004 YTD ACTUAL	FY06 EXPECTED
Washington Elms	97.53%	98%
Corcoran Park	98.82%	98%
Putnam Gardens	96.55%	98%
Newtowne Court	98.37%	98%
Jackson St.	94.66%	98%
Fairmont St.	94.66%	98%
Valentine St.	94.66%	98%
River Howard	98.60%	98%
Weaver	99.48%	99%
TOTAL	**98.32%**	**99%**

* *This chart calculates the total rent billed for 2004 divided by the current balance not including prepays or other credits. Excludes J.F. Kennedy Apts., CHA's HOPE VI program.*

3-7 FY 2005 Ceiling Rent

Family					
1BR	2BR	3BR	4BR	5BR	6BR
$763	$920	$1,061	$1,124	$1,244	$1,363

Elderly	
Studio	1BR
$908	$1,022

3-9 Extraordinary Maintenance Schedule

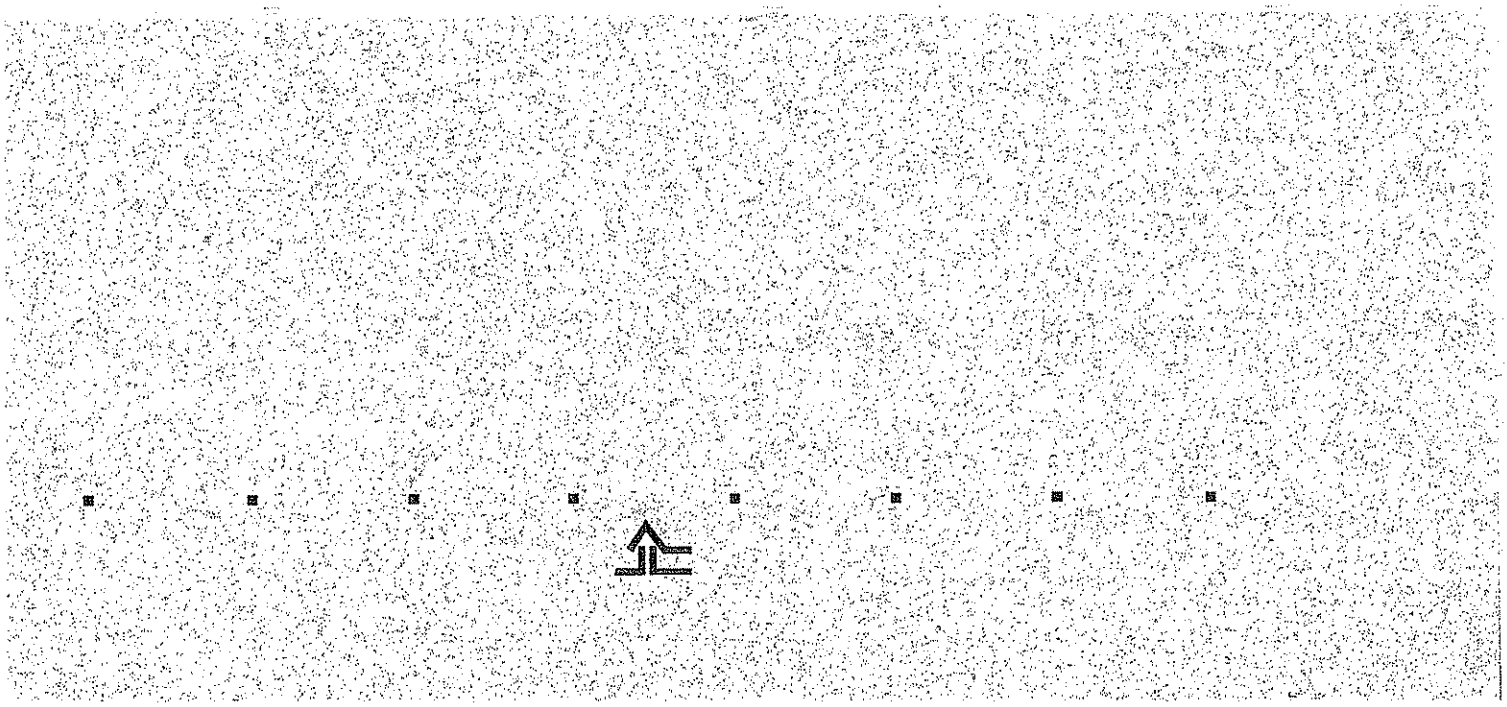
FEDERAL DEVELOPMENTS			
Development / Extraordinary Maintenance	**A Level**	**B Level**	**Notes**
Washington Elms -301			
Playground re-surface		10,000	
Re-pointing		25,000	
Cement repairs-stairs/walkways			Future need
Boilers	10,000		
Deteriorated Copper HW Lines	40,000		
Security cameras-Garage/Pisani exterior	10,000		
Storm door & limited entry door replace	25,000	20,000	
Replace trash compactor	[illegible]		
Sidewalk repairs - from pipe work	10,000		
Replace compactor powerpacs		5,000	
Install test connectors to sprinklers (6)		7,200	
Installing cover doors in penthouse		8,000	
Boiler controls		10,000	
Underground heat lines	40,000		
Sub-Total Extraordinary Maintenance	**$75,000**	**$45,200**	
Newtowne Court - 305			
Heat circulator pumps			Future need
Expansion tanks	10,000		
Add/upgrade security lighting	10,000		
Paint common hallways			Future need
Clean dryer exhaust stacks	10,000		
Basement plumbing/DHW boilers	15,000	10,000	
Re-finish wrought iron fences	25,000		
Sub-Total Extraordinary Maintenance	**$70,000**	**$10,000**	
Harry S. Truman Apartments - 306			
Upgrade intercom system		30,000	If not completed in FY05
Replace common hallways - carpeting	16,000		
Kitchen/bathroom floors	3,000		
Roof repairs/correct leaks in mailroom	4,000		

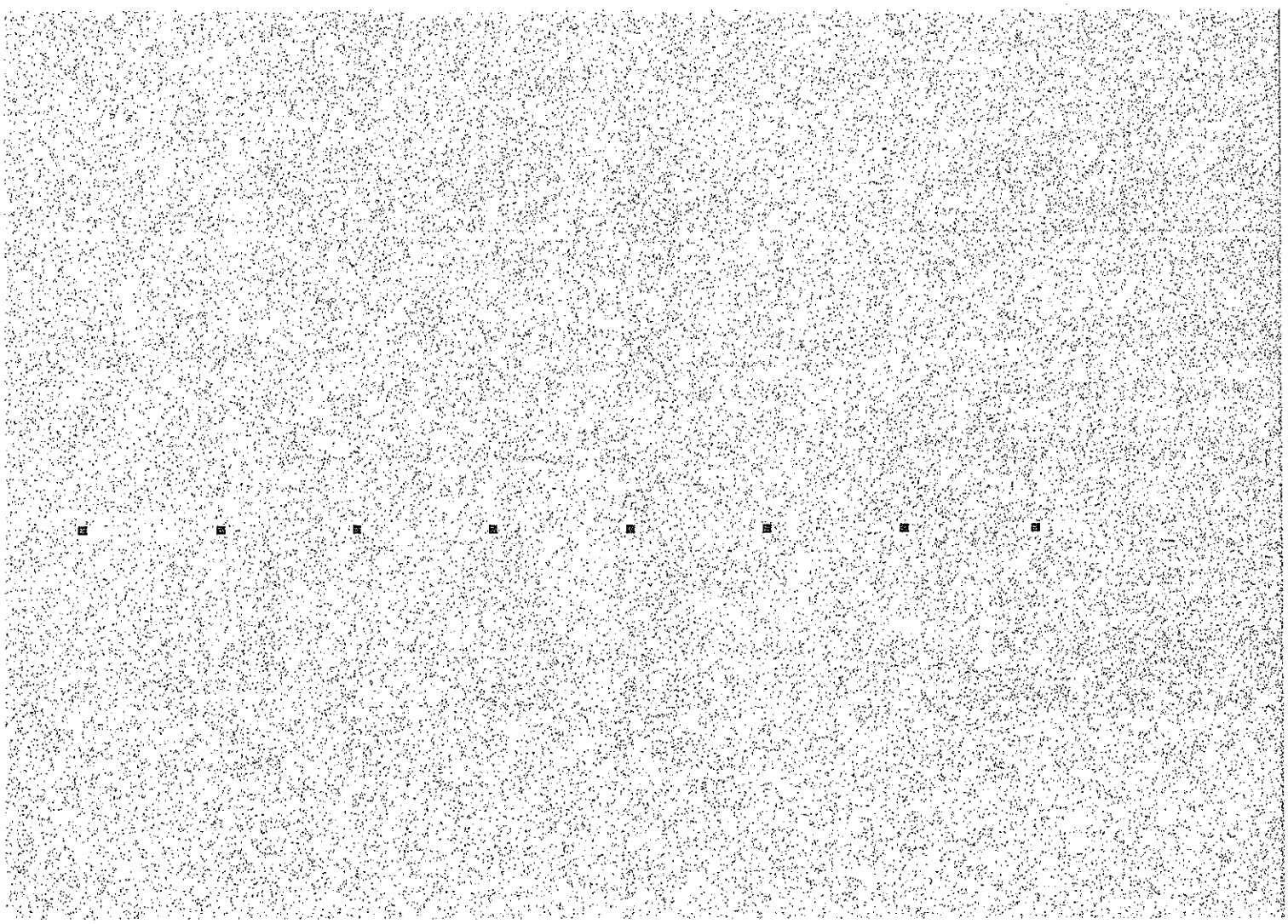
Development / Extraordinary Maintenance	A Level	B Level	Notes
Robert C. Weaver Apartments - 312			
Common area painting-laundry/tv/ common room		2,000	
Upgrade intercom system		6,000	
Kitchen cabinet replacement (per LB)	15,000		
Replace kitchen floors	2,000		
Sub-Total Extraordinary Maintenance	**$17,000**	**$8,000**	
Jackson Street - 314			
Boilers	5,000		
Heater covers	15,000		
Front stair and railing repair		20,000	
Railings			Future need
Gutters/ drain pipe repair	2,500	2,500	
Sub-Total Extraordinary Maintenance	**$22,500**	**$22,500**	
Fairmont Street - 314-0002			
Replace/repair baseboard heaters	15,000		
Upgrade/repair fire escapes		4,000	
Boilers	8,000		
Railings	2,500	2,500	
Gutters		10,000	
Sub-Total Extraordinary Maintenance	**$25,500**	**$16,500**	
Valentine Street - 314-0003			
Replace/repair baseboard heaters	9,000		
Restripe parking lot		3,000	
Repair catch basins	2,000		
Replace boards under gutters	4,000		
Boilers	8,000		
Upgrade/repair fire escape/fencing		8,000	
Apt. railings raise height		10,000	
Gutters	2,500	2,500	
Repair irrigation		5,000	
Sub-Total Extraordinary Maintenance	**$25,500**	**$28,500**	
River-Howard Homes - 319			
Benches			Future need
Parking lot sealing/restriping		4,000	
Sidewalk repairs - middle courtyard		4,550	
Boilers	2,000		
Sub-Total Extraordinary Maintenance	**$2,000**	**$8,550**	

Development / Extraordinary Maintenance	A Level	B Level	Notes
Corcoran Park - 343			
Painting Boiler Rooms			Future need
Bulkhead repairs			Future need
Replace entrance columns & paint		10,000	60 @ $1000
Sidewalk repair	10,000		30 squares @ $800
Fence repair/replacement (back fence)		8,000	
Replace kitchen countertops			Future need
Replace storm doors		12,000	153 x $400
Kitchen floor replacement			Future need
Boilers	10,000		
Replace glass/paneling in vestibules	2,000	4,000	
Replace 3 basement doors	3,000	4,500	
Piping & new controls	5,000		
Sub-Total Extraordinary Maintenance	**10,000**	**8,500**	
Jefferson Park - 201			
Sealcoat and restripe parking lots		2,000	Both sites
Install security cameras	2,000		Both sites
New key system	2,000		Both sites
Common stair tread installation	15,000		
Boilers	5,000		
Sub-Total Extraordinary Maintenance	**24,000**	**2,000**	
Lincoln Way - 203			
Parking lot restriping		3,000	
Basement waterproofing (30 units)	15,000		
Sidewalk repairs	2,000	2,000	
Drainpipe repair	8,000		
Underground Utilities	10,000		
Roof repairs	25,000		
Zone valve	3,500		
2 small storage tanks	5,000		

Development / Extraordinary Maintenance	A Level	B Level	Notes
Willow Street Homes - 751			
Repair/Replace fencing		2,500	
Window/Screen Replacement	2,000	5,000	
Tub/wall surround replacement	5,000		
Sub-Total Extraordinary Maintenance	**7,000**	**7,500**	
State Condos - 752			
Paint occupieds	2,000		
Carpet Replacement	3,000		
Interior Light Fixture Replacement		3,000	
Sub-Total Extraordinary Maintenance	**5,000**	**3,000**	
Inman St/Hingham Street - 754			
Seal basement floors in storage room	2,000	2,000	
Boiler	2,500		
Replace 4 shed doors/locks	6,000		
Sub-Total Extraordinary Maintenance	**10,500**	**2,000**	
GRAND TOTAL STATE	**212,875**	**61,100**	

OTHER DEVELOPMENTS			
Development / Extraordinary Maintenance	**A Level**	**B Level**	**Notes**
Putnam School - 631			
Ongoing Window Repair	5,000		
Electrical Outlet Replacement	2,000	4,000	
Replace bath light fixtures	5,000		
Paint 4th and 3rd Floor Common	5,000		
Upgrade Emergency Hallway Lighting	1,500	3,500	
Roof repair	5,000		
Sump Pump/Elevator work	10,000		
Zone valve	2,000		
Total Extraordinary Maintenance	**$35,500**	**$7,500**	
Roosevelt Towers Midrise - 204			
Building Ventilation Cleaning	10,000		
Replace Community Room Lights/Fans	5,000		
Replace Bath Vanities and sinks	2,500	2,500	
Paint Common Hallways	5,000	5,000	
Replace Hallway Carpeting	5,000	5,000	
Broken Seals greenhouse	4,000		
Pumps/Boilers	10,000		
Total Extraordinary Maintenance	**$41,500**	**$12,500**	





Appendix Four

CHA Rent Policies & Occupancy Policies

Public Housing Policies Modified by MTW

Statement of Occupancy Policy

CHA has a number of waiting list preferences for the federal Conventional Housing Program. These preferences are as follows:

- Ranking Federal Preferences – Paying more than 50 percent of gross income for rent of over a year; and displaced by the sale or possession of housing through no fault of the tenant.
- Local Preferences (totaling 50 percent of new placements) – Displaced by the end of rent control; Cambridge residents without a federal preference; families between 40 percent and 80 percent of area median income[1]; and tenants selected for CASCAP set-aside units.
- Federal Preferences – Homeless; substandard housing; and paying more than 50 percent of gross income for rent.

Statement of Rent Policy

CHA's MTW agreement allows that the CHA "may adopt and implement any reasonable policies for setting rents for public housing, or rents or subsidy levels for tenant-based assistance." Under MTW, CHA is also required to provide a Board-approved analysis of the impact of the policies on current households, and households on the waiting list, including an analysis of the severity of rent burdens on such households. Overall, CHA rent policies result in reduced rent charged to tenants. CHA does not anticipate that rents exceeding 30 percent of income will apply to more than two percent of all residents. Further, CHA has adopted a hardship policy that allows the Executive Director (or his designee) to evaluate, on a case-by-case basis, whether the rent policies represent a hardship that can be granted a temporary exemption.

Based on public comment on the FY06 Plan, CHA will also adopt a modified minimum rent hardship policy for the upcoming fiscal year. Minimum rent hardship waivers for persons

[1] As a result of public comment on this year's Plan, CHA intends to suspend this preference effective April 1, 2005.

Household or Member who was receiving SSI/SSDI benefits for a minor or dependent. (Note: This exclusion incorporates the suggested language from comments from CASLS.)

- **Welfare to Work Exclusion:**
  This is a twenty-four month exclusion. In Year One, 100% of wage income above the TANF cash benefit will be excluded for a consecutive 12-month period once a participant has been employed after receiving cash benefits from TANF. Thus in Year One the rent will remain the same as before the resident became employed. (This also includes any other adjustments – meaning the Year One rent will not decrease from the rent paid during receipt of TANF – even if the TANF is adjusted, the rent will remain the same.)

$500 Year Two calculated rent based on $25,000 in wages
-$200 TANF rent Year One
= $300 Difference

$300 Difference from above
X 50%
= $150 Year Two rent increase

$150 Year Two rent increase
+$200 Year One TANF rent
= $350 Year Two rent

- **Elderly Wage Exclusion:**
  25% of earned income will be excluded from the rent calculation for those households 62 and over who live in elderly housing.

Adjusted Income (deductions)

- **Child Care:**
  The current childcare deduction for families has been expanded to cover children 13 and 14 who are enrolled in licensed day care or in an agency based after-school program or camp. For the purposes of this deduction, "agency based after school program or camp" shall include sports, enrichment classes, and other agency-based

- **Transfer Surcharge:**
  Any Household in a family development choosing to move to a larger apartment as a result of overcrowding will pay a maintenance fee of $100. This fee may be paid in installments. A Household that requests a second transfer because of underhousing will also pay a maintenance fee of $100, which may also be paid in installments, but in addition, the Household will be required to pay a monthly surcharge equal to 10% of its rent.

  A Household who transfers for medical reasons, would not be required to pay the transfer surcharge or maintenance fee.

  A Household with children over 18 sharing a room may request a transfer to a larger apartment (family must meet minimum occupancy standards). The Household would be eligible for a transfer only after all underhoused families at that development have been offered a transfer. Should a Household request and be offered such a transfer, the household would pay both the $100 one time maintenance fee and the monthly surcharge equal to 10% of rent.

- **Interim Recertifications:**
  The Head of Household will be required to report within seven days any change in household income that is equal to or greater than 10% of total gross household income reported at the last annual recertification. The new rent based on the additional income will become effective on the first day of the month 90 days after the increase in income took effect. Failure to provide documentation within 30 days of the income increase will result in the forfeiture of the 90-day grace period, unless the resident can show good cause that the failure to provide documentation was due to circumstances beyond the control of the resident. The rent change will be retroactive to the date of the increase in Household income.

Statement of Income Deconcentration Policy – Conventional Housing

CHA developments currently represent a broad mix of incomes. CHA's deconcentration policy is to monitor changes in income distribution at each development as rent policies, income diversification, and development choice impact the mix of households.

As illustrated in the table below, CHA would be in compliance with the Deconcentration Final Rule published in December 2000, if the rule applied to the Housing Authority for this Fiscal Year. Currently the only development outside the 15 percent compliance range is Roosevelt Towers. However, Roosevelt Towers is the development at which income diversification was first deployed in a full-scale effort to diversify income in that development. This effort was a success and raised the average income of tenants, as reflected below. The current average AMI percent of all CHA family households is 30.9%. CHA fully expects that, as

Leased Housing Program

Statement of Occupancy Policy

CHA has a number of waiting list preferences for the Leased Housing Program. These preferences are as follows:

- Ranking Federal Preferences – Paying more than 50 percent of gross income for rent of over a year; displaced by the sale or possession of housing through no fault of the tenant; and Cambridge residents in transitional units.
- Local Preferences (totaling 10 percent of Tenant-Based and 33 percent of Project

CHA's MTW agreement allows that the CHA "may adopt and implement any reasonable policies for setting rents for public housing, or rents or subsidy levels for tenant-based assistance." Under MTW, CHA is also required to provide a Board-approved analysis of the impact of the policies on current households, and households on the waiting list, including an analysis of the severity of rent burdens on such households. Overall, CHA rent policies result in reduced rent charged to tenants. CHA does not anticipate that rents exceeding 30 percent of income will apply to more than two percent of all residents. Further, CHA has adopted a hardship policy that allows the Executive Director (or his designee) to evaluate, on a case-by-case basis, whether the rent policies represent a hardship that can be granted a temporary exemption.

Based on public comment on the FY06 Plan, CHA will also adopt a modified minimum rent hardship policy for the upcoming fiscal year. Minimum rent hardship waivers for persons with extreme unreimbursed medical expenses or a death in the family of an income-producing family member will be considered. These waivers would be temporary in duration. The Executive Director will evaluate a hardship claim to see if it meets the above two criteria.

Until CHA adopts a simplified rent system, to be developed in the coming months, the MTW exclusions and deductions as listed in this Appendix replace the income disallowance and modifies pieces of 24 CFR 5. Subpart F.

decrease from the rent paid during receipt of TANF – even if the TANF is adjusted, the rent will remain the same.)

During Year Two the resident's rent will be increased by 50% of the amount of the total rent increase that would otherwise be applicable. For example, if a resident's rent based on TANF was $200 per month, and they became employed earning $25,000 a year they would have a calculated rent of $500 a month, if this exclusion is exercised in the first year their rent would remain $200, in the second 12 month period (Year Two) if their calculated rent remained $500 the increase would be 50% of the difference or $350 per month. This is a one-time exclusion and it is the Head of Household's sole determination when to exercise this exclusion.

$500 Year Two calculated rent based on $25,000 in wages
-$200 TANF rent Year One
= $300 Difference

$300 Difference from above
X 50%
= $150 Year Two rent increase

$150 Year Two rent increase
+$200 Year One TANF rent
= $350 Year Two rent

Adjusted Income (deductions)

- **Child Care:**
  The current childcare deduction for families has been expanded to cover children 13 and 14 who are enrolled in licensed day care or in an agency based after-school program or camp. For the purposes of this deduction, "agency based after school program or camp" shall include sports, enrichment classes, and other agency-based activities. This incorporates the suggested language from comments from CASLS.

- **Expansion of the Tuition Deduction for Post-Secondary Education:**
  A Head of Household or Household member with earned income who is furthering his or her education with part-time college or vocational training courses (2 courses/semester maximum) may receive a deduction for non-reimbursable expenses paid out-of-pocket for tuition and fees that do not exceed the amount of earned income contributed by that individual. A maximum of 20 courses per Resident may be used as a deduction.

Summary Chart

The below table summarizes current MTW CHA rent and occupancy policies and how they align with QHWRA and State regulations. These policies were developed with the best of intentions for specific goals. However, they were developed individually without a view to the overall rent policy. As a result the current CHA rent policy has become more difficult to administer. This is one reason why CHA is proposing rent simplification.

		PH	HCV	24CFR / QHWRA
1	Income exclusion for Wage earners	Y (Fed)	N	QHWRA includes income exclusion but it is not age specific or tied to secondary income
	(expanded age range)			years with agency based programs
6	Expanded Tuition Deduction	Y (Fed)	Y	No comparable provision
7	Minimum Rent Range based on unit Size $20-$50	Y (Fed & State)	Y	QHWRA comparable
8	Ceiling rent time limits (5 years & 10 years)	Y (Fed)	N/A	QHWRA phased out ceiling rents, CHA retains ceiling rent over flat rents
9	No Flat rents – Ceiling rent inflated by AAF	Y (Fed)	N/A	No comparable provision, retains ceiling rent over flat rent, no choice between rents
10	Utility allowance (size appropriate for household)	Y (Fed)	Y	Modifies QHWRA
11	Transfer surcharge /voucher size surcharge ($100 PH / 10% 2nd move / 10% 2nd HCV)	Y (Fed)	Y	QHWRA gives flexibility to PHAs
12	Interim reporting requirements	Y (Fed & State)	N/A	Report any change > 10% of gross income, aligns Federal PH with State rules
13	State PH program differences (27-32% gross)	N	N/A	Other State rules that are different from current CHA rent policies for Federal PH

Appendix Five

Resident Survey

Appendix Five

CHA Resident Survey

CAMBRIDGE HOUSING AUTHORITY
ANNUAL PUBLIC HOUSING RESIDENT SATISFACTION SURVEY
(11-29-04)

CHA IDENTIFIER: Unit, Development ID and phone number selected from CHA MLS database including resident demographics on race, ethnicity, income, family/elderly.

(If yes, continue the interview) (If no, thank the person and terminate the interview)

B. ***Are you the Head of Household (HOH)?***

Yes (If yes, continue the interview)

No (If no, ask if the HOH is available. If the HOH is available, continue the interview with the HOH. If the HOH is not available, ask when would be a good time to call back, note the time, and then terminate the interview)

OVERALL SATISFACTION

1. Overall, how satisfied are you with: *(Check one box per question)*

	Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	Does Not Apply	Don't Know
The quality and conditions of your apartment?						
The quality and conditions of the outside grounds including playgrounds, sitting areas and parking lots?						
The safety and security of your neighborhood?						
CHA's maintenance services?						
The quality and availability of social services in your CHA development?						

5. Based on your experience over the past year with your CHA Housing Management Office, how satisfied were you with: *(Check one box per question)*

	Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	Does Not Apply	Don't Know
The availability of information on your rent or lease responsibilities						
The accuracy of the information that was provided to you						
The way you were treated by the office staff						

5A. Do you wish to make comments on any of these questions:

_____

SAFETY

6. Do you think any of the following contribute to crime in your development (Mark all that apply):

	√ all that Apply
Bad Lighting	
Broken Locks	
Location of development	
Police do not respond	
Residents don't care	
Residents are loud	
There are many vacant units	
Uninvited non-residents on property	
Trespass Issues	

PROPERTY APPEARANCE & IMPROVEMENT PRIORITIES

7. How often, if at all, are any of the following a problem in your development. For each of the following items, please indicate whether you believe each item is a "Priority", "Not a Priority" or you have "No Opinion". *(Check one box per question)*

	Never	Sometimes	Most of the Time	Always
Abandoned Cars				
Broken Glass				
Graffiti				
Rodents and/or insects				
Trash/litter				
Vacant Units				

10A. If "yes", please answer the following questions: *(check one box per question)*

	YES	NO
Did you experience any difficulties related to this condition(s) during the admission process?		
After admission, have you experienced any difficulties related to this condition(s) when dealing with CHA Staff or maintenance personnel?		
Due to the nature of this condition(s), have you experienced any difficulties related to the use of your apartment, your building, or other CHA facilities?		
Have you ever requested a change to your apartment to improve the physical access and/or communications, which was neglected or unreasonably denied by CHA?		

Thank you very much for taking time to answer these survey questions. Your comments will be used to improve CHA services. Have a good day!

Appendix Six

Development Choice

Appendix Six

Development Choice

The Leasing and Occupancy Department (L&O), in conjunction with the Management Department, implemented a new unit assignment system based on development choice. Applicants will continue to make applications for the conventional public housing program centrally, but they will be able to specify up to four choices, or preferences, for unit assignment. The Tenant Selection Plan has been amended to reflect development choice.

selection of which developments to reside, including information about each site (estimated wait, location, occupancy, number and size of accessible units, amenities, transportation and resident services);

- CHA will certify that the adoption of development choice would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
- CHA will certify that the adoption of development choice is consistent with affirmatively furthering fair housing, and includes such measures as reasonable marketing activities;
- As part of the MTW Annual Plan and Report, CHA shall assess changes in racial, ethnic, or disability related tenant composition at each development that may have occurred during the implementation of development choice, based on confirmed MTCS data;
- At least biannually, CHA will use independent testers or other means satisfactory to HUD (and described in that year's plan), to assure that development choice is not being implemented in a discriminatory manner, and that no pattern of discrimination exists, providing the results to HUD; and
- CHA will take any steps necessary to remedy any problems surfacing as a result of the biannual review.

number. The date and time, in combination with the preferences, determine the applicant's position on the indicated site waiting lists for the appropriate size apartment.

Pre-applications may be submitted in person or by mail to 19 Prospect Street. Assistance will be available in completing the form. Each applicant will be informed of what additional verifications must be obtained (by the applicant or by CHA). If an application received by mail is incomplete, the applicant will be contacted and similar assistance and information provided to complete the application. The pre-applications completed at individual sites will be handled as mail-ins and will be stamped upon receipt at the Leasing and Occupancy office (through interoffice mail). Applicants are added to the waiting list(s) of their choice at the time of pre-application.

Applicants who wish to change their choice of developments must submit their request in writing to the Leasing and Occupancy Office. The first time an applicant changes her/his choice of developments, it will not affect the time and date of the original application. Subsequent changes of development choices will result in changing the original time and date of application to the time and date of the change of development choice.

Step 3 - Preliminary Eligibility Review

Prior to screening applicants for admission, CHA conducts a preliminary eligibility review (PER) based on information on the pre-application form. Applications are selected for PER from the top of each site's waiting list.

All households are notified of their preference categories, apartment size, and position on each site's waiting list. A final certification of eligibility (including verification and investigation) is required before an applicant is offered an apartment. Offers of apartments are made in waiting list order for each site.

It is the applicant's responsibility to maintain contact with CHA and keep the pre-application information up-to-date (especially address, phone number, and family composition).

Applicants found ineligible through PER will be promptly notified of the reason(s) and informed of the right to appeal within 10 days to the Director of Leasing and Occupancy. Additional information may be considered in the appeal. If CHA's preliminary decision is incorrect, the application will be restored to its original chronological position and processing will continue. Each applicant meeting all preliminary eligibility requirements will be notified of the applicant's control number, waiting list number, preferences (if any), development choices, and an estimate of the expected waiting time before placement.

Step 4 - Final Certification of Eligibility

Six months or less prior to the time CHA estimates that the applicant will be offered a unit, a final determination of eligibility will be done to establish whether the applicant will be accepted as a tenant under CHA's Tenant Selection and Eligibility Criteria and whether the applicant is eligible for Cambridge resident and/or Veteran's and/or local preference.

In elderly developments with a limited number of one-bedroom apartments, preference for the one-bedroom apartments will be given to households of more than one person or to individuals with documented medical need. In the event that there are no households of more than one person on the waiting list and no individuals with documented medical need, a vacant one-bedroom apartment may be offered to the next eligible individual on the waiting list.

In the event that there are no applicants on the waiting list for barrier-free units equipped for use by handicapped persons, CHA shall contact other organizations, including local housing authorities and DHCD, to seek appropriate applicants. If no such applicants are found, CHA may offer the vacant units to standard family or elderly applicants who can document other mobility impairments. If there are no such applicants, vacant units may be offered to standard - Family or elderly applicants. If a handicapped-accessible unit is offered to a standard applicant,

The applicant must accept the unit offered within two (2) business days, or be dropped from the waiting list unless circumstances such as hospitalization make a reply within two days impossible. Closure of an application applies to the type of program (either conventional state or federal public housing or leased housing) for which the applicant received an offer.

Appendix Seven

Public Comments

Appendix Seven

Public Comments

CHA held a public hearing on January 13, 2005, at the Frank J. Manning Apartments in Central Square. Public Notice was given in the Cambridge Chronicle, and the draft plan was available to the public and advance copies distributed to Cambridge and Somerville Legal Services (CASLS), and the Cambridge Economic Opportunity Council. Over 20 people attended the public hearing, including Gregory Russ, Terry Dumas, Tory Gunsolley, Jack Geary, Michael Johnston, Reema Kahn, and Arthur Huh of CHA staff; representatives of CASLS, CEOC, Eviction Free Zone, and the Women of Action. In addition a meeting for tenant council members was held on January 11,

1. **Loss of Tenant-Based Section 8 subsidies: According to the CHA's chart on page 7, it appears that CHA projects the loss of 69 tenant-based Section 8 subsidies (1576-1507=69), with a net loss of 44 as it projects an increase of 25 project-based Section 8 units (461-436) during FY 2006. We share the CHA's concern about the probable need to shed its Section 8 subsidies, through attrition, in FY 2006. However, we strongly urge the CHA not to achieve this "attrition" by becoming more rigid in its termination and search time and other lease-up policies.**
   We encourage CHA to continue its lobbying, waiver requests and/or other efforts to prevent this from occurring. Please let us know if tenant support would be helpful with this process.

CHA Response:

CHA notes that the specified net loss is a reflection of overutilization made possible by MTW funding. Given available MTW funding, the recent proration by HUD resulting in further cuts, and the potential for MTW to end on 3/3/106, CHA's only option is to level off our tenant based voucher utilization to 100% or less.

CHA does *not* intend to become "more rigid" in its termination, search, and other lease-up policies. However, CHA does plan to reconsider its Housing Choice Voucher Administrative Plan in our next fiscal year and changes to CHA policies that affect these areas may be recommended as part of that process. Any changes we propose are not intended to penalize the tenant in an effort to make up the funding shortage.

2. **Performance Assessment (page 13): The CHA indicates that it measures manager performance in at least 3 specific areas (occupancy, rent collection, and maintenance**

CHA Response:

Given recent, appreciable "softening" in the housing market, CHA believes that the 120-day search period is adequate but remains open to case-by-case extensions where needed for documented reasonable accommodations or other special situations.

5. **State Public Housing (page 27): While we are sympathetic to the CHA's need to have funds to repair its state public housing inventory and understand that the CHA is only exploring the feasibility of removing this housing from the state regulatory framework, we have several concerns about such removal: First, state public housing is the only affordable housing available to tenants who are not HUD-"qualified immigrants". (This includes many immigrants who are lawfully in the United States but who, through no fault of their own, experience long delays in having their status adjusted). Even where federal housing is available to mixed immigrant household, HUD's rent requirements often make this federal housing an unaffordable option. Second, if this housing was removed from the state regulatory framework, tenants may lose some long term procedural and substantive protections. There would need to be some clear enforceable regulatory scheme to replace the current state scheme. Third, with removal from the state scheme and a mixed finance approach, the CHA may be required to rent to upper income tenants, which again is a concern (given the large number of low income Cambridge residents in need of affordable housing).**

CHA Response:

This comment is speculative, as we have not announced anything other than our intention to explore our options. CHA's mission is to develop and manage safe, good quality, affordable housing for low-income individuals and families. Currently the lack of adequate State funding puts that mission in jeopardy for all of the residents in State public housing. If this underfunding continues, it puts our State-funded Public Housing assets at risk. The long term affects could be unit closings and decline to point where we could lose that asset.

The CHA will be sensitive to this issue, balancing the needs of the entire community, as it explores other possible options.

6. **Resident Services (pages 30-34): We continue to be impressed with CHA's commitment to an array of resident services and its creativity in developing alternative sources of funding for these services (given the lack of HUD funds). We are unsure of what efforts the CHA already makes to publicize these programs, but based on some recent anecdotal experience, we believe that CHA should more broadly publicize their availability (in particular to residents of smaller developments without full time on site management staff and to young disabled tenants in elderly public housing) and, where available, to Section 8 tenants. Again, as part of the CHA's "minimum rent safety net", CASLS and CEOC could assist in identifying cases where tenants may have been wrongfully denied or terminated from various benefit programs.**

the granting or denying of waivers, it is difficult for tenants to grieve such denials. It is misleading to state on the Summary Chart (page 69, item 7) that the CHA is QHWRA compliant where it does not include these important hardship waiver provisions required by QHWRA.

CHA Response:

CHA will propose to adopt a minimum rent hardship policy for the upcoming fiscal year which will include hardship waivers for persons with extreme un-reimbursed medical expenses or a death in the family of an income-producing family member. These waivers would be temporary in duration. The Executive Director will evaluate a hardship claim to see if it meets the above two criteria. CHA will offer this change for comment and subsequent adoption by the Board.

CHA has clarified this language in the final FY06 Annual Plan, Appendix Four. It is our intention that the MTW exclusions *replace* QWHRA exclusions.

D. **Multiple Wage Earners Deduction (page 63): We believe that the heading and substance do not accurately reflect the policies adopted by the Board on March 1, 1997 which, according to CHA's Annual Report (FY 2000 – page 29) have been continued under MTW. Copies of those 1997 minutes and the explanatory letter sent to tenants are enclosed. For the 18-20 category (and maybe the 21-25 category), the head of household does not need to have income. For those over 26, the head of household does need to have countable income but that could be benefits and not just wages.**

CHA Response:

CHA agrees and a clarification will be included in the final FY06 Annual Plan, Appendix Four.

E. **SSI/SSDI/EAEAC/Veterans Disability to Work (page 63 for public housing and pages 66-67 for Section 8): The current Disability to Work policy only applies to tenants who stop receiving all benefits as a result of employment. Often, tenants work and receive a reduced amount of benefits. The state regulations provide for the exclusion of wages when tenants receive reduced benefits as a result of employment. We would urge CHA to expand its policy to provide for an exclusion whether benefits are reduced or terminated completely.**

CHA Response:

CHA will make available information regarding mixed-family rent calculations (where appropriate for each site), CHA will also develop an example of the differences in rent burdens based on immigration status for each property.

9. **Section 3 Policy: Again, we urge the CHA to draft a comprehensive and meaningful Section 3 policy, with the goal of ensuring that CHA residents and low income persons are offered 30% of the jobs at CHA or with its contractors. We have had extensive negotiations with SHA and developed a comprehensive, but workable, Section 3 Plan and forms. A copy is enclosed for your review. We urge CHA to include, as a goal, the negotiation and implementation of such a Plan in the upcoming year. This relates to MTW's goals of increasing opportunities for self-sufficiency.**

CHA Response:

CHA Board of Commissioners approved a Section 3 policy on March 11, 2004. We believe it to be comprehensive and meaningful. A copy has been enclosed for your information. At this time no additional changes are contemplated.

is less persuasive here. We do recognize that CHA has changed its placement ratio but we still believe that those most in need should not be skipped over in order to serve higher income people.

In any event, the CHA "reserves the right" to change from its current 2:1 placement ratio to a 1:1 placement ratio. We request that CHA expressly agree to provide meaningful notice and a comment period if it does plan to change this ratio in the upcoming fiscal year (and so state this in its final Annual Plan

and the uncertainty of the federal funding [illegible] program, making some landlords nervous about the program. In addition, tenants have individual barriers, such as limited English, the need for large apartments, and the stress of raising children in low income (and often single parent) households along with school and/or work. Therefore, we request that CHA modify its policy to permit tenants an additional 60 days (for a total of 180) upon good cause shown (and that tenants be so notified of this option).

5. **State Public Housing (page 27)**: While we are sympathetic to the CHA's need to have funds to repair its state public housing inventory and understand that the CHA is only exploring the feasibility of removing this housing from the state regulatory framework, we have several concerns about such removal: First, state public housing is the only affordable housing available to tenants who are not HUD-"qualified immigrants". (This includes many immigrants who are lawfully in the United States but who, through no fault of their own, experience long delays in having their status adjusted). Even where federal housing is available to mixed immigrant household, HUD's rent requirements often make this federal housing an unaffordable option. Second, if this housing was removed from the state regulatory framework, tenants may lose some long term

---

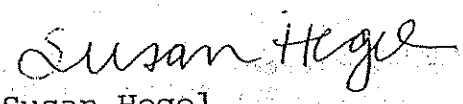
[2]/ At its January 15, 2004 public hearing on the MTW Annual Plan for FY05, the CHA orally agreed to provide such an opportunity for input.

immigration restrictions". Second, the CHA should explain to the applicant the immigrant restrictions and the approximate rent burdens (where mixed immigrant family) at any time the applicant is considering site selections.

9. **Section 3 Policy:** Again, we urge the CHA to draft a comprehensive and meaningful Section 3 policy, with the goal of ensuring that CHA residents and low income persons are offered 30% of the jobs at CHA or with its contractors. We have had extensive negotiations with SHA and developed a comprehensive, but workable, Section 3 Plan and forms. A copy is enclosed for your review. We urge CHA to include, as a goal, the negotiation and implementation of such a Plan in the upcoming year. This relates to MTW's goals of increasing opportunities for self-sufficiency.

Thank you in advance for your careful consideration of our comments and suggestions. As noted above, we look forward to having a meaningful exchange of ideas about rent policies, ACOP, Section 8 Administrative Plan, and lease, which really contain the heart of the policies impacting CHA tenants on a daily basis.

Sincerely,



Susan Hegel
Housing Attorney
(617) 603-2712
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Ellen Shachter
Housing/Benefits Attorney
(617) 603-2731
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Enc.

DGE HOUSING AUTHORITY

HUSETTS AVENUE, CAMBRIDGE, MA 02139 p 617 864 3020 / TDD 800 545 1833 x112 • f 617 868 5572 • w www.cambridge-housing.org

January 27, 2005

Cheryl-Ann Pizza-Zeoli
1221 Cambridge Street, #703
Cambridge, Massachusetts 02139

1. We will endeavor to follow a participatory approach, and we intend to have a public meeting during the 30-day comment period on rent simplification. In addition, we hope to hold site meetings as well as use a working group of residents and staff to examine our options.

2. We share your concerns regarding out-of-pocket medical expenses and will perform a careful impact analysis for this deduction. We are aware that families with large medical deductions can be affected by rule changes based on rent simplification.

We hope that you will continue your integral role in the review of MTW policy, and if you have any additional comments or questions regarding the FY2006 Annual Plan, please feel free to contact Tory Gunsolley, of my staff, at 617-520-6336.

Sincerely,

Gregory P. Russ
Executive Director

Equal Housing Opportunity

Appendix Eight

Submissions for Funding

Appendix Eight

Submissions for Funding

The submissions for funding include:

Public Housing Operating Subsidy

Form HUD 52723, Calculation of Performance Funding System Operating Subsidy

FY 2006 MTW Leased Housing Budget
Form HUD 52663, Requisition for Partial Payment of Annual Contributions
Form HUD 50070, Certification for a Drug-Free Workplace
Form HUD 50071, Certification of Payments to Influence Federal Transactions

Capital Fund

Form HUD 52837, Annual Statement – Capital Fund Program

ıperating Fund
alculation of Operating Subsidy
HA-Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp.10/31/200

Section 1

Name and Address of Public Housing Agency

ımbridge Housing Authority 675 Massachusetts Avenue Cambridge, MA 02139

b) Budget Submission to HUD required
☒ Yes ☐ No

c) Type of Submission
☒ Original
☐ Revision No.

No. of HA Units	e) Unit Months Available (UMAs)	f) Subject FYE	g) ACC Number	h) Operating Fund Project Number	i) ~~(Reserved)~~ DUNS Num
.4	23,328	03/31/06	NY-422	M A 0 0 3 0 0 1 0 6 M	07-379-9215

Section 2

ine lo.	Description	Requested by PHA (PUM)	HUD Modifications (PUM)
art A. Allowable Expenses and Additions			
l	Previous allowable expense level (Part A, Line 08 of form HUD-52723 for previous year)	111.24	
2	Part A, Line 01 multiplied by .005	1.64	
3	Delta from form HUD-52720-B, if applicable (see instructions)		
4	"Requested" year units from latest form HUD-52720-A (see instructions)		
5	Add-ons to allowable expense level from previous fiscal year (see instructions)		
6	Total of Part A, Lines 01, 02, 03 and 05	112.88	
7	Inflation factor	1.028	
8	Revised allowable expense level (AEL) (Part A, Line 06 times Line 07)	116.04	
9	Transition Funding		
0	Increase to AEL		
l	Allowable utilities expense level from form HUD-52722-A	197.58	
2	Actual PUM cost of Independent Audit (IA) (Through FYE)		
3	Costs attributable to deprogrammed units		
4	**Total Allowable Expenses and Additions** (Sum of Part A, Lines 08 thru 13)	313.62	
art B. Dwelling Rental Income			
l	Total rent roll (as of / /) $		
2	Number of occupied units as of rent roll date		
3	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 ÷ Line 02)		
4	Average monthly dwelling rental charge per unit for prior budget year		
5	Average monthly dwelling rental charge per unit for budget year 2 years ago		
6	Three-year average monthly dwelling rental charge per unit ([Part B, Line 03+Line 04+Line 05]÷ 3)		
7	50/50 Income split ([Part B, Line 03 + Line 06] ÷ 2)		
8	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)		
9	Rental income adjustment factor	1.	1.
0	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)		
1	Projected occupancy percentage from form HUD-52728	%	%
2	**Projected average monthly dwelling rental income per unit** (Part B, Line 10 times Line 11)		
art C. Non-dwelling Income			
1	Other income		
2	**Total operating receipts** (Part B, Line 12 plus Part C, Line 01)		
3	**PUM deficit or (Income)** (Part A, Line14 minus Part C, Line 02)		
		Requested by PHA (Whole dollars)	HUD Modifications (Whole dollars)
14	Deficit or (Income) before add-ons (Part C, Line 03 times Section 1, e)	7,316,207	

Description	equested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Calculation of Adjustments for Subject Fiscal Year **This part is to be completed only after the subject fiscal year has ended**		
ndicate the types of adjustments that have been reflected on this form: ☐ Utility Adjustment ☐ HUD discretionary adjustment (Specify under Section 3)		
Utility adjustment from form HUD-52722-B		
Deficit or (Income) after adjustments (total of Part E, Line 01 and Part H, Line 02)		
Operating subsidy eligibility after year-end adjustments (greater of Part E, Line 02 or Part H, Line 03)		
Part E, Line 03 of latest form HUD-52723 approved during subject FY **(Do not use Part E, Line 03 of this revision)**		
Net adjustments for subject fiscal year (Part H, Line 04 minus Part H, Line 05)		
Utility adjustment (enter same amount as Part H, Line 02)		
Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)		
Unfunded portion of utility adjustment due to proration		
Unfunded portion of HUD discretionary adjustment due to proration		
Prorated utility adjustment (Part H, Line 07 plus Line 09)		
Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)		

Section 3

ereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
rning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

gnature of Authorized HA Representative & Date:	Signature of Authorized Field Office Representative & Date:
Gregory P. Russ 4/10/04	X

PHA/IHA Board Resolution

Approving Operating Budget or Calculation of Performance Funding System Operating Subsidy

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

OMB Approval No. 2577-0026 (Exp. 6/30/2001)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collecton displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Indian Housing Authority (IHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

		(date)
☐	Operating Budget Submitted on:	
☐	Operating Budget Revision Submitted on:	
☒	Calculation of Performance Funding System Submitted on:	11/12/2004
☐	Revised Calculation of Performance Funding System Submitted on:	

I certify on behalf of the: (PHA/IHA Name) Cambridge Housing Authority that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rental charges and expenditures will be consistent with provisions of law;
7. The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
8. The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g); and
9. The PHA/IHA will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Board Chairman's Name (type)	Signature	Date
Warren R. McManus	Warren R. McManus	11/9/04

Previous edition is obsolete

form HUD-52574 (10/95)
ref. Handbook 7575.1

Calculation of Allowable
Utilities Expense Level

PHA/Owned Rental Housing
Operating Fund

a) Public Housing Agency	b) Operating Fund
Cambridge Housing Authority *675 Massachusetts Avenue* *Cambridge, MA 02139*	MA 003-001 Excludes 3-07

LINE NO	DESCRIPTION	Unit Months Available
	(2)	(3)
01	UMA and actual consumption for old projects for 12 month period which ended 12 months before the Requested Budget Year.	20,
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year.	20,
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year.	20,
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	62,
05	Estimated Unit Months available for old projects for Requested Budget Year	20,
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3)	3
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06)	20,
08	Estimated UMA and consumption for new projects	N/A
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08)	20,
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times 09).	Costs
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10)	4,136,825
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3)	$197
13	Rate	
14	Unit of Consumption	

Previous editions are obsolete

MA-003-001	4,136,825.
3-07	472,413.
CHA Total	4,609,239.

partment of Housing
an Development
Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 10/31/2004)

roject Numbers	d) Fiscal Year Ending 03/31/05		f) Type of Submission: [X] Original [ ] Revision No. ( )		
	e) ACC Number NY-422		g) Energy Performance Contract [ ] h) Utility Rate Incentive [ ]		
			Fuel (Specify type e.g., oil, coal, wood)		
ectricity sumption	Gas Consumption				
(5)	(6)		(7)	(8)	(9)
13,322,954	1,132,929				
10,175,753	1,060,701				
12,565,750	1,105,040				
36,064,457	3,298,670				
12,021,486	1,099,557		FROZEN CONSUMPTION LEVELS		
N/A	N/A				
12,021,486	1,099,557				
$1,322,363	$1,154,535				
$0.1100	$1.0500				
kwh	therms				

form HUD-52722-A (10/2001)

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Cambridge Housing Authority

Program/Activity Receiving Federal Grant Funding

MA003-001-06M

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Gregory Russ	Executive Director
Signature	Date
X Gregory P. Russ	11/10/04

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

rtification of Payments
Influence Federal Transactions

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

cant Name

mbridge Housing Authority

ram/Activity Receiving Federal Grant Funding

.003-001-06M

undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be d, by or on behalf of the undersigned, to any person for uencing or attempting to influence an officer or employee of

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

ember of Congress, an officer or employee of Congress, or an ployee of a Member of Congress in connection with this deral contract, grant, loan, or cooperative agreement, the dersigned shall complete and submit Standard Form-LLL, sclosure Form to Report Lobbying, in accordance with its structions.

hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

ame of Authorized Official	Title
Gregory Russ	Executive Director
ignature	Date (mm/dd/yyyy)
Gregory P. Russ	11/10/04

revious edition is obsolete

form HUD 50071 (3/98)
ref. Handboooks 7417.1, 7475.13, 7485.1, & 7485.3

AMBRIDGE HOUSING AUTHORITY

ON-MTW VOUCHER PROGRAM

	May-04	Jun-04	Jul-04	TOTAL
AP	305,914	297,325	323,039	926,278
NITS	278	269	292	839
			PUC	1,104.03
			AAF	**1.058**
			FY 2005 PUC	1,168.06
			FY 2005 ACC UNITS	182
			VOUCHER FY 2005 GRANT FUNDING @ 100%	$ 2,551,042
			VOUCHER FY 2005 GRANT FUNDING @ 95.917%	**$ 2,446,883**
			ADMIN FEES @ $70.70 PUM & 99.444%; NON-MTW	**$ 153,550**

ITW VOUCHER PROGRAM

Prior Year Base X AAF X # of Units X 12)

FY 2004 FUNDING LEVEL	$1,079.47
AAF	1.058
FY 2005 FUNDING LEVEL	1,142.08
FY 2005 ACC UNITS	1968
FY 2005 FUNDING LEVEL @ 100%	$ 26,971,344
FY 2005 FUNDING LEVEL @ 95.917%	**$ 25,870,103**

COMBINED MTW & VOUCHER **$ 28,470,536**

ATTACHMENT A

MA003
CAMBRIDGE

						2004				2005				
PROG	FI #	UNITS	EXP DTE	END OF PROGRAM (EOP)	RENEW AS	MTW PUC	HAP PUC	ADMIN PUC	2005 AAF	MTW PUC	HAP PUC	TERM IN MO TO 12-31-05 OR EOP	MTW BA	MTW BA PRORATED AT 4.083%
All MTW Except VO0075 (Spec Purpose)														
2,150 - Units as of 12-31-04 (no other Fis)														
VO	W017	1,840	12/31/2004	3/31/2006	MTW	1,079.47			1.058	1,142.08		12	25,217,110	24,187,495
VO	71	8	12/31/2004	3/31/2006	MTW	1,079.47			1.058	1,142.08		12	109,640	105,163
VO	73	94	12/31/2004	3/31/2006	MTW	1,079.47			1.058	1,142.08		12	1,288,265	1,235,665
VO	74	26	12/31/2004	3/31/2006	MTW	1,079.47			1.058	1,142.08		12	356,329	341,780
VO	75	182	12/31/2004	3/31/2006	VO		1,104.03	70.70	1.058		$ 1,168.06	12		
TOTAL		2,150											26,971,344	25,870,103

BA TED 3%	ADMIN BA	ADMIN PRORATED AT .656%	TOTAL 2005 PRORATED HAP BA	TOTAL 2005 PRORATED ADMIN BA	TOTAL 2005 PRORATED HAP-ADMIN BA	TOTAL FUNDING FOR PHA
883	154,409	153,550	2,446,883	153,550	2,600,433	
			2,446,883	153,550	2,600,433	28,470,536

ATTACHMENT B

MA003
CAMBRIDGE

MA003									
HAP CALCULATION									
		2004							
	UMA	UML	HAP						
May	182	278	305,914						
June	182	269	297,325						
July	182	292	323,039						
	546	839	926,278						
		1.537							
		UML AVG	HAP MONTHLY AVG 926,278 / 3						
		280	308,759						
OVERLEASED		182	1,104.03						
		05 AAF	1.058						
		INFLATED PUC	1,168.06	2,551,042	HAP BA CY 2005				
					INFLATED PUC X 182 X 12 MONTHS (VO0075 EXP 12-31-04)				

:ification for
ug-Free Workplace

U.S. Department of Housing
and Urban Development

ıt Name

BRIDGE HOUSING AUTHORITY

n/Activity Receiving Federal Grant Funding

ɔED HOUSING PROGRAMS: MOVING-TO-WORK, VOUCHERS, MAINSTREAM, MOD REHABS

ting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements t
epartment of Housing and Urban Development (HUD) regarding the sites listed below:

ertify that the above named Applicant will or will continue
ıvide a drug-free workplace by:

Publishing a statement notifying employees that the un-
l manufacture, distribution, dispensing, possession, or use
ontrolled substance is prohibited in the Applicant's work-
and specifying the actions that will be taken against

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her convic
tion for a violation of a criminal drug statute occurring in th
workplace no later than five calendar days after such convictior

e. Notifying the agency in writing, within ten calendar da

oyee assistance programs; and

(4) The penalties that may be imposed upon employees
rug abuse violations occurring in the workplace.

Making it a requirement that each employee to be engaged
e performance of the grant be given a copy of the statement
ired by paragraph a.;

Notifying the employee in the statement required by para-
h a. that, as a condition of employment under the grant, the
loyee will ---

days of receiving notice under subparagraph d.(2), with respe
to any employee who is so convicted ---

(1) Taking appropriate personnel action against such a
employee, up to and including termination, consistent with tl
requirements of the Rehabilitation Act of 1973, as amended;

(2) Requiring such employee to participate satisfact-
rily in a drug abuse assistance or rehabilitation program a
proved for such purposes by a Federal, State, or local health, la
enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a dru
free workplace through implementation of paragraphs a. thru

ites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with t
UD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip co
lentify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

575 MASSACHUSETTS AVENUE - CENTRAL OFFICE
LEASED HOUSING - SCATTERED SITES
ALL MIDDLESEX COUNTY

ck here [ ] if there are workplaces on file that are not identified on the attached sheets.

reby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accur
ning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

e of Authorized Official	Title
REGORY RUSS	EXECUTIVE DIRECTOR
ature	Date
Gregory P. Russ	1-6-05

form HUD-50070 (3
ref. Handbooks 7417.1, 7475.13, 7485.1

ertification of Payments Influence Federal Transactions

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

licant Name

AMBRIDGE HOUSING AUTHORITY
75 MASSACHUSETTS AVENUE CAMBRIDGE, MA 02139

ogram/Activity Receiving Federal Grant Funding

EASED HOUSING PROGRAMS:
MOVING-TO-WORK, VOUCHERS, MAINSTREAM, MOD REHABS

he undersigned certifies, to the best of his or her knowledge and belief, that:

.) No Federal appropriated funds have been paid or will be aid, by or on behalf of the undersigned, to any person for ıfluencing or attempting to influence an officer or employee of n agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connec- on with the awarding of any Federal contract, the making of any 'ederal grant, the making of any Federal loan, the entering into f any cooperative agreement, and the extension, continuation, enewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or ıttempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of thi certification be included in the award documents for all subaward at all tiers (including subcontracts, subgrants, and contract under grants, loans, and cooperative agreements) and that al subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon whic reliance was placed when this transaction was made or entere into. Submission of this certification is a prerequisite for makin or entering into this transaction imposed by Section 1352, Titl 31, U.S. Code. Any person who fails to file the require certification shall be subject to a civil penalty of not less tha $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accur

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
GREGORY RUSS	EXECUTIVE DIRECTOR
Signature: Gregory P. Russ	Date (mm/dd/yyyy): 1-6-05

Previous edition is obsolete

form HUD 50071 (3
ref Handbooks 7417.1, 7475.13, 7485.1 & 74

Annual Statement / Performance and Evaluati
Comprehensive Grant Program (CGP) **Part I**

HA Name
Cambridge Housing Authority

[X] Original Annual Statement [ ] Reserve for Disas
[ ] Performance and Evaluation Report for Program Year En

Line No.	Summary by Development Accou		Total Estimated Cost Original	Revised [1]	Total Actual Cost [2] Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operations (May not exceed 10% of line				
3	1408	Management Improvements				
4	1410	Administration				
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs				
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures				
11	1465.1	Dwelling Equipment—Non-expendable				
12	1470	Non-dwelling Structures				
13	1475	Non-dwelling Equipment				
14	1485	Demolition				
15	1490	Replacement Reserve				
16	1492	Moving to Work Demonstration	$3,565,939			
17	1495.1	Relocation Costs				
18	1498	Mod Used for Development				
19	1502	Contingency (may not exceed 8% of line				
20	**Amount of Annual Grant (Sum of lines 2-19)**		$3,565,939			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compli					
23	Amount of line 20 Related to Security					
24	Amount of line 20 Related to Energy Conservatio					

Signature of Executive Director

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Comprehensive Grant Number	FFY of Grant Approval
MA06P00350105	2005

ed Annual Statement/Revision Number _____
Performance and Evaluation Report

Signature of Public Housing Director

Date

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates [2]
	Original	Revised [1]	Actual [2]	Original	Revised [1]	Actual [2]	
PHA-wide	TBD*		TBD*				Pending notification of actual FY 2005 Grant Amount and receipt of executed ACC Amendment

Signature of Executive Director: Gregory P. Brown
Date: 1/25/05

Signature of Public Housing Director
Date

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

Previous edition is obsolete

form HUD-52837 (9/98)
ref Handbook 7485.3

Annual Statement / Performance and Evaluatic
Comprehensive Grant Program (CGP) **Part I**

HA Name

Cambridge Housing Authority

[X] Original Annual Statement [ ] Reserve for Disast
[ ] Performance and Evaluation Report for Program Year End

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Comprehensive Grant Number	FFY of Grant Approval
MA06R00350105	2005

d Annual Statement/Revision Number _____
Performance and Evaluation Report

Line No.	Summary by Development Accou	Total Estimated Cost: Original	Total Estimated Cost: Revised [1]	Total Actual Cost [2]: Obligated	Total Actual Cost [2]: Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 2				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development	$113,666			
19	1502 Contingency (may not exceed 8% of line 2				
20	**Amount of Annual Grant (Sum of lines 2-19)**	$113,666			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Complia				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation				

Signature of Executive Director

Signature of Public Housing Director

Date

15

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates [2]
	Original	Revised [1]	Actual [2]	Original	Revised [1]	Actual [2]	
PHA-wide	TBD*		TBD*				Pending notification of actual FY 2005 Grant Amount and receipt of executed ACC Amendment

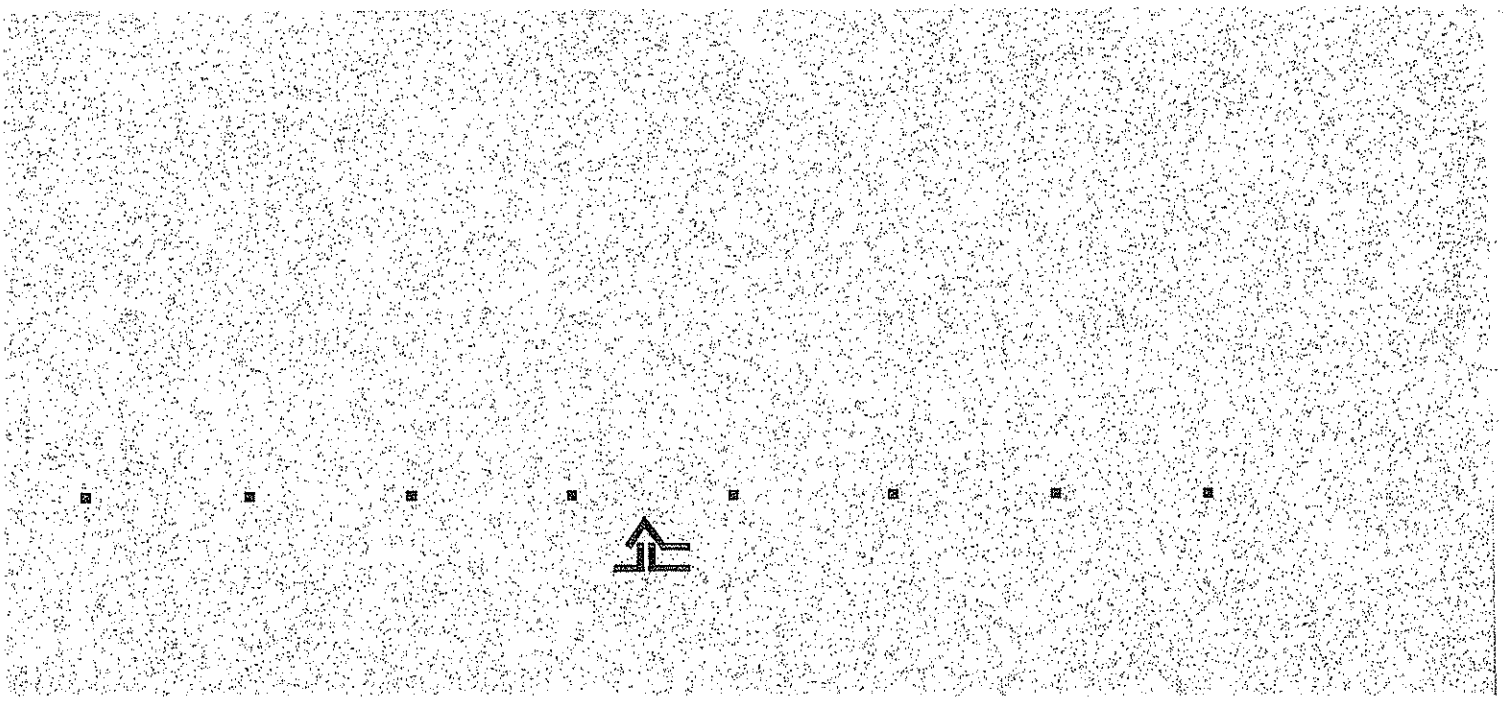
Signature of Executive Director: [signature] Date: 1/25/05

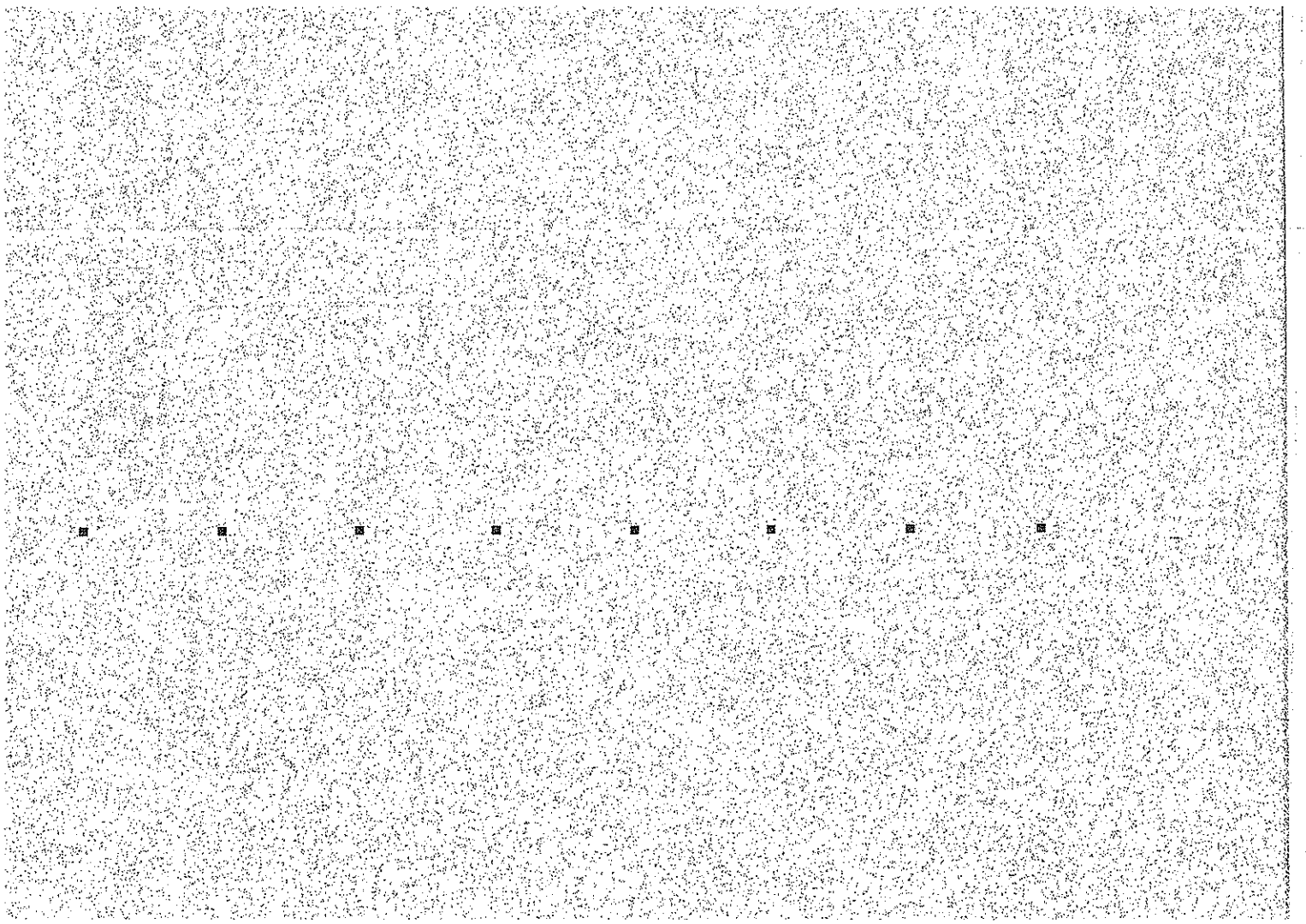
Signature of Public Housing Director: Date:

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

Previous edition is obsolete

form HUD-52837 (9/98)
ref Handbook 7485.3





Appendix Nine

Certifications and Board Authorizations

This section includes:

FY 2006 MTW Annual Plan Certifications

Moving To Work Program Certifications for FY 2006 Annual Plan
Certification for a Drug-Free Work Place
Certification of Payments to Influence Federal Transactions

FY 2006 Board Authorizations

Authorization for Submission of FY 2006 MTW Annual Plan and Certifications
Authorization for Submission of Operating Budget
Authorization for Submission of MTW Leased Housing Budget

Moving To Work Deregulation Demonstration Program
Certifications for FY06 Annual Plan

1. The PHA held a public hearing on January 13, 2005 for review of the FY06 MTW Plan.
2. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
3. In relation to Development Choice:
   - The CHA regularly submits required data to HUD's MTCS in an accurate, complete
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR Part 903.7.
4. In relation to rent policies, the CHA certifies that:
   - The PHA Board approves of this policy and has approved the required analysis of the impact of such policies specified in Article I, Section I of the MTW Agreement and
   - The PHA is in compliance with all provisions of that section.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
8. The PHA will submit with the Plan a certification with regard to a drug free workplace required by CFR Part 24, Subpart F.

[1] Not currently required due to lack of approved MTCS MTW form; CHA under instruction not to submit

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Cambridge Housing Authority

Program/Activity Receiving Federal Grant Funding

Moving to Work Deregulation Demonstration Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Gregory P. Russ	Executive Director
Signature X Gregory P. Russ	Date 1/25/05

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

rtification of Payments
Influence Federal Transactions

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

:ant Name

nbridge Housing Authority

ram/Activity Receiving Federal Grant Funding

ving to Work Deregulation Demonstration Program

undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be , by or on behalf of the undersigned, to any person for ıencing or attempting to influence an officer or employee of

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

ıber of Congress, an officer or employee of Congress, or an loyee of a Member of Congress in connection with this ral contract, grant, loan, or cooperative agreement, the rsigned shall complete and submit Standard Form-LLL, losure Form to Report Lobbying, in accordance with its uctions.

eby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

ıing: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

of Authorized Official	Title
egory P. Russ	Executive Director
ture	Date (mm/dd/yyyy)
Gregory P. Russ	1/25/05

ous edition is obsolete

form HUD 50071 (3/98)
ref. Handboooks 7417.1, 7475.13, 7485.1, & 7485.3

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CAMBRIDGE HOUSING AUTHORITY
WEDNESDAY, DECEMBER 22, 2004 5:30 P.M.

MEMBERS PRESENT:	WARREN R. MCMANUS, CHAIRPERSON JOYCE L. SMITH, VICE-CHAIRPERSON JAMES G. STOCKARD, JR., TREASURER GERARD J. CLARK, ASSISTANT TREASURER JACQUELINE F. ADAMS, MEMBER
ALSO PRESENT:	GREGORY RUSS, EXECUTIVE DIRECTOR BOLAJI ATEWOLOGUN, FISCAL DEPARTMENT REEMA KHAN, FISCAL DEPARTMENT TORY GUNSOLLEY, EXECUTIVE DEPARTMENT SHIRLEY SANFORD, RECORDING SECRETARY

FY2006 BUDGETS

MOTION: Mr. Stockard moved that the Board of Commissioners approve the FY2006 budget for the federally assisted housing program MA003-001-6M - the Federal Consolidated Conventional Public Housing Program, and authorizes the Executive Director to make any technical changes and submit any necessary supporting documents and certifications, pursuant to the December 15, 2004 memorandum from Reema Khan and Tory Gunsolley to Gregory Russ. Mr. Clark seconded the motion, which upon being put to vote, was passed unanimously.

Gregory Russ, Executive Director

Attest
Seal

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CAMBRIDGE HOUSING AUTHORITY
WEDNESDAY, DECEMBER 22, 2004 5:30 P.M.

MEMBERS PRESENT:
WARREN R. MCMANUS, CHAIRPERSON
JOYCE L. SMITH, VICE-CHAIRPERSON
JAMES G. STOCKARD, JR., TREASURER
GERARD J. CLARK, ASSISTANT TREASURER
JACQUELINE F. ADAMS, MEMBER

ALSO PRESENT:
GREGORY RUSS, EXECUTIVE DIRECTOR
BOLAJI ATEWOLOGUN, FISCAL DEPARTMENT
REEMA KHAN, FISCAL DEPARTMENT
TORY GUNSOLLEY, EXECUTIVE DEPARTMENT
SHIRLEY SANFORD. RECORDING SECRETARY

Gregory P. Russ
Gregory Russ, Executive Director

Attest Shirley Sanford
Seal

6. None of the above-named officers is ineligible to hold or be disqualified from holding under the provisions of applicable law, the respective office, specified above, which he/she holds.

7. None of the above-named Members is an officer or employee of the City of Cambridge.

8. Since June 30, 1972, there have been no changes in or amendments to the Chapter, by-laws, ordinance, resolutions, or proceedings of the Local Agency, with respect to:

(a) The time and place of and other provisions concerning regular meetings of the Local Agency and the business which may be taken up at such meetings;

(b) The provisions concerning the calling and holding of special meetings of the Local Agency and the business which may be taken up at such meetings;

(c) The requirements concerning a quorum;

(d) The manner in which the charter or by-laws of the Local Agency may be amended;

(e) The requirements regarding the introduction, passage, adoption, approval, and publication of resolutions, ordinances, or other measures, relating to the approval and execution of contracts and the authorization, award, execution, or issuance of bonds, notes or other obligations of the Local Agency;

(f) The officers required to sign, countersign, or attest contracts, bonds, notes, or other obligations of the Local Agency;

(g) The officer of the Local Agency; or

(h) The seal of the Local Agency;

except as follows:

NONE

9. The seal impressed below, opposite my signature, is the duly adopted, proper and official corporate seal of the Local Agency.

IN WITNESS WHEREOF, I have hereunto set my hand and the duly adopted official seal of the local agency, this 28th day of December 2004.

Gregory P. Russ

Gregory Russ, Secretary

(Seal)

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CAMBRIDGE HOUSING AUTHORITY WEDNESDAY, JANUARY 26, 2005 5:00 P.M.

MEMBERS PRESENT:	GERARD J. CLARK, VICE-CHAIRPERSON WARREN R. MCMANUS TREASURER JACQUELINE F. ADAMS, ASSISTANT TREASURER
MEMBERS ABSENT:	JAMES G. STOCKARD, JR., CHAIRPERSON
ALSO PRESENT:	GREGORY RUSS, EXECUTIVE DIRECTOR TORY GUNSOLLEY, EXECUTIVE DEPARTMENT KELIN YOLDNG HONG, RECORDING SECRETARY

information from HUD, and make the following certifications and agreements with HUD in connection with the submission of the Plan and implementation thereof:

1. The PHA held a public hearing on January 13, 2005 for review of the FY06 MTW Plan.
2. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
3. In relation to Development Choice:
   - The CHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2)[1];
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR Part 903.7.
4. In relation to rent policies, the CHA certifies that:
   - The PHA Board approves of this policy and has approved the required analysis of the impact of such policies specified in Article I, Section I of the MTW Agreement and

[1] Not currently required due to lack of approved MTCS MTW form; CHA under instruction not to submit

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CAMBRIDGE HOUSING AUTHORITY WEDNESDAY, JANUARY 26, 2005 5:00 P.M.

MEMBERS PRESENT:	GERARD J. CLARK, VICE-CHAIRPERSON WARREN R. MCMANUS TREASURER JACQUELINE F. ADAMS, ASSISTANT TREASURER
MEMBERS ABSENT:	JAMES G. STOCKARD, JR., CHAIRPERSON
ALSO PRESENT:	GREGORY RUSS, EXECUTIVE DIRECTOR TORY GUNSOLLEY, EXECUTIVE DEPARTMENT KEUN YOUNG HONG, RECORDING SECRETARY

SUBMISSION OF FY06 MYW ANNUAL PLAN

MOTION: Ms. Adams moved that the Executive Director is authorized to submit to HUD under separate cover: MTW waiver requests related to mixed finance, filed sub-bids, and community service requirements, as previously submitted with technical changes. Mr. McManus seconded the motion, which upon being put to vote, was passed unanimously.

Attest
Seal

Gregory Russ, Executive Director