

<b>PHA 5-Year and Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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# BEVERLY HOUSING AUTHORITY

## FY 2015 Annual

and

## FY 2015-2019 Five-Year

<b>1.0</b>	<p><b>PHA Information</b>                  PHA Name: <b>Beverly</b>                      PHA Code: <b>MA 44</b>                  PHA Type:    <input checked="" type="checkbox"/> <b>Small</b>                      <input checked="" type="checkbox"/> <b>High Performing</b>                      <input checked="" type="checkbox"/> <b>Standard</b>  <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <b>04/2015</b></p>
	<p><b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above)                  Number of PH units: <b>168</b>                      Number of HCV units: <b>420</b></p>

3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	<b>PHA Consortia</b> N/A <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	<p><b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</p> <p><b>The Beverly Housing Authority (BHA) is committed to providing a full-range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely low, very-low, low, and moderate-income family, elderly, and disabled households in a fair manner. The BHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The BHA is committed to deconcentrating poverty within its federal conventional public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The BHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.</b></p>					

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5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**The BHA's main goal and objective has been to provide affordable housing for families in need; and, it continues to do so providing 488 such families with decent, safe, and affordable housing. Other goals and objectives are as follows:**

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

**PHA Goal: Expand the supply of assisted housing** Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments

**PHA Goal: Improve the quality of assisted housing** Objectives:

- Improve public housing management
- Improve voucher management
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions
- Renovate or modernize public housing units

**PHA Goal: Increase assisted housing choices** Objectives:

- Provide voucher mobility counseling through briefings
- Conduct outreach efforts to potential voucher landlords

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

**PHA Goal: Provide an improved living environment** Objectives:

- Implement public housing security improvements
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

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

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

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

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

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing** Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

**Additionally, during the past 5 years, the BHA has accomplished the following highlighted achievements:**

- Completed a Section 504/ADA Study and Transition Plan and started implementing recommended action items.
- Adopted VAWA related policies and procedures.
- Continually engaged residents in the planning process for the Agency Plan and other important matters such as the DHP.
- Continued to implement the HUD approved Designated Housing Plan and adopted new policies and procedures accordingly. - Completed many physical improvements to both the MA 44-1 and 44-2 developments.

	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>See below.</b></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <b>The main office of the BHA is 137R Bridge Street, Beverly, Massachusetts 01915.</b></p> <p><b><u>PHA Plan Element Changes since last Annual Plan OR required information:</u></b></p> <p><b>1. <u>Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.</u> THE BHA AMENDED THE WAITING LIST WEIGHTING PREFERENCES FOR SECTION 8. INFORMATION REGARDING THIS AMENDMENT IS PROVIDED AS AN ATTACHMENT.</b></p> <p><b>4. <u>Operation and Management:</u></b></p> <p><b>6. <u>Designated Housing for Elderly and Disabled Families.</u> The BHA has refined its policies and procedures relating to its DHP.</b></p> <p><b>13. <u>Violence Against Women Act (VAWA).</u> A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.</b></p> <p><b>In describing its activities, services, or programs related to the Violence Against Women Act (VAWA), the Beverly Housing Authority (BHA) will do the following:</b></p> <p><b>(1) The BHA will send a NOTICE to all Public Housing Residents, Section 8 Voucher Holders, and Section 8 Landlords, informing them of the VAWA and its provisions. Additionally, the Resident and Voucher Holder Notice will inform them of their rights under the VAWA to avoid eviction and any other punitive action when activities covered under the Act have occurred.</b></p> <p><b>(2) The BHA will establish of a list of service providers, which are available to provide services to “victims” as covered and defined by VAWA. The BHA will provide this list to any resident requesting information and/or service.</b></p> <p><b><u>ADDITIONALLY, THE BHA IS GIVING VAWA HOUSEHOLDS A HIGHER WEIGHTING LIST PREFERENCE FOR SECTION 8.</u></b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p style="text-align: center;"><b>NOT APPLICABLE</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>THE 2015 CFP ANNUAL PLAN IS ATTACHED FOR INFORMATIONAL PURPOSES</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>THE 2015-2019 CFP FIVE-YEAR PLAN IS ATTACHED FOR INFORMATIONAL PURPOSES</b></p>

<b>8.3</b>	<p><b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p style="text-align: center;"><b>NOT APPLICABLE</b></p>
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9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>Given the lack of census data since the 2000 census, the overall needs have not changed much since the last Five-Year Plan and the current information on the housing needs of the low-income, very low-income, and extremely low-income families, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists is on file.</b></p>
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9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>Some of the BHA's strategies to address its housing needs are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Employ effective maintenance and management policies to minimize the number of public housing units off-line;</b></li> <li><b>2. Reduce turnover time for vacated public housing units;</b></li> <li><b>3. Reduce time to renovate public housing units;</b></li> <li><b>4. Undertake measures to ensure access to affordable housing among families assisted by the BHA, regardless of unit size required; and</b></li> <li><b>5. Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.</b></li> </ol>
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**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

**Some highlights of the BHA's progress in meeting its missions and goals are as follows:**

1. Continues to provide 488 households with decent, safe, and affordable housing.
2. Completed a Section 504/ADA Study and Transition Plan and started implementing recommended action items such as improved accessibility and security to BHA central offices.
3. Adopted VAWA related policies and procedures thereby protecting victims of domestic violence.
4. Engaged residents in the planning process on an on-going basis for the Agency Plan and other important matters such as the DHP.
5. Almost fully implemented the HUD approved Designated Housing Plan and adopted new policies and procedures accordingly.
6. Completed many physical improvements, including security measures, to both the MA 44-1 and 44-2 developments.

10.0



<p><b>10.0</b></p>	<p><b>Additional Information. Describe the following, as well as any additional information HUD has requested.</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><b>The Beverly Housing Authority (BHA) considers one or more of the following to be a <i>Substantial Deviation</i> or <i>Significant Amendment/Modification</i> to an already submitted Agency Plan:</b></p> <ol style="list-style-type: none"> <li>1. Discretionary changes in rent determination or waiting list preferences.</li> <li>2. A revision to an already approved Elderly/Disabled Designated Housing Plan (DHP). <b>Note:</b> Changes to waiting list preferences consistent with an approved DHP, which has already gone through the required public processes, do not constitute a <i>Substantial Deviation</i> or <i>Significant Amendment/Modification</i>.</li> <li>3. A change in any open Annual Capital Fund Program (CFP) that modifies or changes the work items by greater than 20% of the total grant amount.</li> <li>4. Establishment of new and/or substantively revised policies and procedures that have not previously been submitted as part of the current or previous years’ Agency Plans and/or have not gone through required public processes. <b>Note:</b> Changes <u>required by HUD</u> as may be issued from time-to-time do not constitute a <i>Substantial Deviation</i> or <i>Significant Amendment/Modification</i>.</li> <li>5. Any other substantive activities undertaken that have a major affect on resident households (e.g., the conversion of public housing units to Section 8 vouchers).</li> </ol> <p><b>In the case where there is a <i>Substantial Deviation</i> or <i>Significant Amendment/Modification</i> to an already submitted Agency Plan, the BHA will:</b></p> <ol style="list-style-type: none"> <li>a. Consult with the Resident Advisory Board.</li> <li>b. Review consistency of the change with the Consolidated Plan.</li> <li>c. Allow a 45-day public review period of the amendments, modifications, and deviations.</li> <li>d. After the public review period, conduct an open meeting for Board approval of the amendments, modifications, and deviations.</li> <li>e. Resubmit the Agency Plan to HUD with the amendments, modifications, and deviations.</li> </ol>
<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ol style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ol>

## **RENT DETERMINATION**

In regards to rent determination and interim re-exams, BHA policies and practices will conform to HUD rules and regulations.

## **ATTACHMENTS**

**ATTACHMENT 1: FY 2015 ANNUAL CFP—HANDOUT FOR INFO ONLY.**

**ATTACHMENT 2: FY 2015-2019 FIVE-YEAR CFP—HANDOUT FOR INFO ONLY.**

**ATTACHMENT 3: SECTION 8 ADMIN PLAN AMENDMENT FOR REVIEW AND COMMENT.**

## **RAB AND PUBLIC HEARING COMMENTS**

THERE WERE MANY GENERALLY SUPPORTIVE COMMENTS; HOWEVER, THERE WERE NO SPECIFIC COMMENTS ON THE FIVE-YEAR PLAN.