### Annual PHA Plan

**Standard PHAs and Troubled PHAs**

**U.S. Department of Housing and Urban Development**

**Office of Public and Indian Housing**

**OMB No. 2577-0226**

**Expires: 02/29/2016**

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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

1. **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.

2. **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.

3. **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.

4. **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.

5. **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

6. **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

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### A. PHA Information.

#### A.1

- **PHA Name:** Lynn Housing Authority & Neighborhood Development
- **PHA Code:** MA023
- **PHA Type:** ☑ Standard PHA ☐ Troubled PHA
- **PHA Plan for Fiscal Year Beginning:** (MM/YYYY): 04/2017
- **PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above):**
  - **Number of Public Housing (PH) Units:** 450
  - **Number of Housing Choice Vouchers (HCVs):** 1413
  - **Total Combined Units/Vouchers:** 1872

- **PHA Plan Submission Type:** ☑ Annual Submission ☐ Revised Annual Submission

**Availability of Information.** PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

The Lynn Housing Authority and Neighborhood Development will make the aforementioned copies available for the public to view at its administrative office located at 10 Church Street, Lynn, MA, 01904 as well as at its PHA development management offices located at 29 Curwin Terrace, Lynn, MA 01902 and 95 Tremont Street, Lynn, MA 01902. The Plan will also be available for viewing on our website at WWW.LHAND.ORG.

- **☑ PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

<table>
<thead>
<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead PHA:</strong></td>
<td></td>
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</tbody>
</table>
B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

Y ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs
☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐ Financial Resources.
☐ Determination.
☐ Operation and Management.
☐ Grievance Procedures.
☐ Homeownership Programs.
☐ Community Service and Self-Sufficiency Programs. (See ATTACHMENT MA023b01)
☐ Safety and Crime Prevention.
☐ Pet Policy.
☐ Asset Management.
☐ Substantial Deviation.
☐ Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

(c) The PHA must submit its Deconcentration Policy for Field Office review.

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

Y ☒ Hope VI or Choice Neighborhoods.
☐ Mixed Finance Modernization or Development.
☐ Demolition and/or Disposition.
☐ Designated Housing for Elderly and/or Disabled Families.
☐ Conversion of Public Housing to Tenant-Based Assistance.
☐ Conversion of Public Housing to Project-Based Assistance under RAD.
☐ Occupancy by Over-Income Families.
☐ Occupancy by Police Officers.
☐ Non-Smoking Policies. (ATTACHMENT MA023g01)
☐ Project-Based Vouchers.
☐ Units with Approved Vacancies for Modernization.
☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3 Civil Rights Certification.

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.

SEE ATTACHMENT MA023d01
B.4 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

☐ N

(b) If yes, please describe:

The Lynn Housing Authority did not submit its unaudited financial data summary to REAC by June 15, 2016.

The Authority is well aware of the deadline and strives each and every year to have the FDS submitted by the deadline. This year there was a problem from the point of view that the reconciliations of equities were not in agreement with REAC, causing validation problems. The problem is acerbated due to the number of programs and grants (38 different funding sources). It is always LHAND’s goal and intention to meet the deadlines for submittal. This year there was a choice to either submit correct/reconciled information or meeting the 15 day deadline. The decision was made to submit the correct information.
Progress Report.

Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

The LHAND will continue to maintain its units to UPCS standards. The LHAND continues to work to ensure the federal public housing developments are maintained in decent and sanitary conditions. The LHAND was designated as a Standard Performer.

All goals relating to Section 8 Rental Assistance (§5, 6 and 7) are being met and/or progressing forward. We developed a corrective action plan that implemented a more stringent Quality Control component and the latest SEMAP score graded the LHAND a High Performer. The LHAND expects to maintain compliance with all SEMAP indicators. The LHAND has implemented a new monitoring component to evaluate case rep and inspector performance. This is regulated weekly. The quality of housing under lease is holding steady at a “B” rating overall.

Currently, there are 9 homeowners using HCV assistance at this time. The LHAND has used Project Based Assistance to increase utilization rates that has been very successful in expanding opportunities.

Progress was made on all goals relating to Planning & Development initiatives (§s 4, 5, 6, & 8). P & D staff still participates with management staff in looking for alternative funding sources for the revitalization of Curwin Circle, including the possible submission of a HOPE VI grant application and/or a Low Income Housing Tax Credit application (s). P & D staff developed and implemented a citywide housing strategy included in the city’s 5-Year Consolidated Plan and Annual Action Plan for Housing that focuses on Lynn’s inner-city neighborhoods, public and assisted housing tenants and the homeless. The agency continued offering a number of housing grant and loan programs in the city’s established Neighborhood Revitalization Strategy Area where the majority of LHAND’s assisted housing tenants reside.

As lead agency for the city’s “continuum of care” partnership, LHAND completed the annual “one night census count” and Gaps Analysis that captures the specific needs of the Lynn’s homeless. This information served as the basis for LHAND to apply for a number of successful Supportive Housing Program grants providing both housing and supportive services to Lynn’s neediest citizens.

Regarding homeownership activities, to date, 34 public housing families and 73 Section 8 participants, for a total of 110 have bought homes through the agency’s FSS Program. In addition, over 1,600 families have participated in LHAND’s CHAPA certified First Time Homebuyer Class.

LHAND utilized Project Based Rental Assistance to expand housing opportunities in three affordable housing developments: the YMCA’s SRO expansion project (10 units), the St. jean’s Redevelopment and Neighborhood Revitalization project (5 units), and Bridgewater Group Homes (4 units).

LHAND still made available Set Aside Vouchers for Displaced by City, LHAND or Non-Profit; Voluntarily Relocate from Overcrowding; Displaced due to Dwelling Fire; Independent Living Center of the N.S. and Cape Ann; Andrew St. Site Based Supportive Housing Project; 33 High St. Veterans Housing; Site Based Normandy Permanent Housing Program for homeless and disabled families.

Planning & Development, in conjunction with Public Housing Management staff, identified and secured additional funding for the agency’s resident initiative programs.

The LHAND has met its goal of maximizing the amount of revenue received from state, federal and local sources. Although the LHAND has indeed maximized its available revenue, actual revenue from these is still uncertain. The federal operating subsidy is expected to be funded at approximately 85% of what is required and the 2017 Capital Fund is expected to be level funded. It is anticipated that funding for the HCV program will be increased slightly. It is unclear at this time at what percentage HAP fees will be funded. It is anticipated that administrative fees will be funded at approximately 84%. State funding levels are not finalized at this time.

The LHAND has continued to increase its revenue sources from entrepreneurial accounts. These endeavors have enabled the authority to maintain local police patrols and youth activities at the family development as well as supplant the lost operating revenues for both federal developments.
### B.6 Resident Advisory Board (RAB) Comments.

(a) Did the RAB(s) provide comments to the PHA Plan?

- [ ] Y
- [ ] N
- [X] ☑️

(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

Please see attachment MA023 do1

### B.7 Certification by State or Local Officials.

*Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan,* must be submitted by the PHA as an electronic attachment to the PHA Plan.

**ATTACHMENT MA023e01**

### B.8 Troubled PHA.

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?

- [ ] Y
- [ ] N
- [ ] N/A

(b) If yes, please describe:

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### C. Statement of Capital Improvements.

Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).

### C.1 Capital Improvements.

Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.

**See HUD Form 50075.2 approved by HUD on 4/13/2016**

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**Instructions for Preparation of Form HUD-50075-ST**
Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

The Lynn Housing Authority and Neighborhood Development will make the aforementioned copies available for the public to view at its administrative office located at 10 Church Street, Lynn, MA, 01904 as well as it its PHA development management offices located at 29 Curwin Terrace, Lynn, MA 01902 and 95 Tremont Street, Lynn, MA 01902. The Plan will also be available for viewing on our website at WWW.LHAND.ORG.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box.

If an element has not been revised, mark “no.” (24 CFR §903.7)

☐ Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1)(1))

Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR §903.2. (24 CFR §903.23(b)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.2(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.2(b). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

ATTACHMENT MA023a01

☐ Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

☐ Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

☐ Homeownership Programs. A description of any Section 5b, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(g))

☐ Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(h)) A description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(i))

PLEASE SEE ATTACHMENT MA023b01
Safety and Crime Prevention. Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction-wide: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) 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. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(o))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: Notice PHH 1999-51. (24 CFR §903.7(r)(2)(ii))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Hope VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/poh/programs/ph/hope6/index.cfm. (Notice PHH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/poh/programs/ph/hope6/index.cfm. (Notice PHH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and 2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/poh/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(b))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. Note: The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: http://www.hud.gov/offices/poh/centers/sac/conversion.cfm. (24 CFR §903.7(d))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD’s website at: Notice PHH 2012-32

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD’s website at: Notice PHH 2011-2. (24 CFR §901.501) (24 CFR 903.7(b))
Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A “police officer” means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD’s website at: Notice PHA 2011-7. (24 CFR 900.505) (24 CFR 903.7(b)(1))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD’s website at: Notice PHA 2009-21. (24 CFR §903.7(e))

SEE ATTACHMENT MA023g01

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PDV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(e))

ATTACHMENT MA023f01

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(p)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.15(e), 24 CFR §903.19)

MA023d01

B.7 Certification by State of Local Officials. Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark “yes,” and describe that plan. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” (24 CFR §903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7(g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XXXX/XXXXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

A. Overview of the Community Service & Self-Sufficiency Requirement

The Community Service and Self-Sufficiency Requirement (CSSR) is mandated by Congress as a part of the Public Housing Reform Act of 1998. This law requires that every adult resident (18 or older) in public housing contribute or participate for eight (8) hours each month in a community service or a self-sufficiency activity or combination of both, as a condition of receipt of Federal housing assistance. Under this provision of law, noncompliance with the community service and self-sufficiency requirement is a violation, and is grounds for non-renewal of the lease at the end of a 12-month lease term.

B. Definitions

Community Service: The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. Activities must be performed within the community and not outside the jurisdictional area of the Authority.

Eligible community service activities include, but are not limited to, serving at:

- Local public or nonprofit institutions, such as schools, Head Start Programs, before-or after-school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);
- Nonprofit organizations serving PHA residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Police Activities League (PAL), organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs;
- Programs funded under the Older Americans Act, such as Green Thumbs, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels;
- Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts;
- PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA’s insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with PHA-run self-sufficiency activities including supporting computer learning centers; and,
- Care for the children of other residents so parents may volunteer.

Self Sufficiency: A self-sufficiency program includes any program designed to encourage, assist, train, or facilitate the economic independence of the family in public housing. This includes, but is not limited to:

- Job search after graduation (temporary 6 month allowance); a minimum of 3 hours per month (48 hours over the course of 6 months)
- Job training
- Employment counseling
- Work placement
- Basic skills training
- Education
- English proficiency
- Reading or computer literacy classes
- Budgeting or credit counseling
• Apprenticeship
• Substance abuse and mental health treatment programs necessary for an individual to become ready to work

Service Requirements: The obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic self-sufficiency program requires in accordance with 24 CFR 960.603.

Except for any family member who is an exempt individual, each adult resident of public housing must:

• Contribute 8 hours per month of community service; or
• Participate in an economic self-sufficiency program for 8 hours per month; or
• Perform a combination of 8 hours per month of community service and participate in an economic self-sufficiency program.

The required community service or self-sufficiency activity may be completed at 8 hours each month or may be aggregated across a year. Any blocking of hours is acceptable as long as 96 hours is completed by each annual certification.

C. New Residents

New residents will be provided with a copy of the CSSR Policy. The new resident and all adult household members (18 or older) must sign a certification that they received and read the policy and understand that if they are not exempt, failure to comply with the CSSR will result in nonrenewal of their lease.

At lease execution, new residents and all adult household members (18 or older) will be identified as exempt or non-exempt and must certify to their status. If non-exempt, the CSSR will begin 30 days after the lease is signed.

D. Exemptions from Community Service

At lease execution and/or at least 30 days before the annual reexamination, residents can apply for an exemption by completing the LHAND Exemption Certification and must provide documentation (Third-Party Verification), if applicable, that they qualify for one of the following exemptions:

FAMILY EXEMPTIONS (If a member of the household receives one of the following, then the entire family is exempt)

• TAFDC (and is in compliance with the program)
• EAEDC (and is in compliance with the program)
• SNAP (and is in compliance with the program)
• SSI
• State subsidized child care (i.e. by the Office of Child Care Services (“OCCS”) or the Department of Education’s Community Partnerships for Children)
• The state Earned Income Tax Credit
• State Veteran’s Services benefits

INDIVIDUAL EXEMPTIONS (If a member of the household qualifies for one of the following, then only that member is exempt)

• Will be 60 years of age or older before lease-up or before the upcoming annual recertification
• Disabled or blind and meets one of the following:
  o receives SSDI disability benefits
  o receive MassHealth due to disability
  o has a disability that meets the TAFDC standard for disability exemption
• The primary caretaker for a disabled or blind family member who lives in the resident’s home and the disabled person meets one of the following:
o the disabled person receives Social Security or MassHealth on the basis of a disability
o the disabled person’s doctor verifies that resident is needed to care for the disabled person

• The parent or legal guardian of a child under the age of 2 who lives in the resident’s home (in a two
  parent family, only one person can be exempt on this basis)
• Within the last 120 days of pregnancy
• A teen parent age 18 or 19 and attending full-time high school or a full-time GED training or work
  program that totals at least 20 hours per week
• On TAFDC and exempt from its work program
• A foster parent taking care of a foster child with serious care needs as determined by the Department of
  Social Services
• Engaged in the following types of work activities at least 20 hours per week
  o Paid work including self-employment
  o On the job training
  o Job search and job readiness
  o Vocational and job skills training
  o Job related education (such as GED)
  o Paid or unpaid childcare for someone who is doing public housing community service or TAFDC
    community service

LHAND will make the final determination as to whether or not a family member is exempt from the Community
Service requirement. Residents may use LHAND’s Grievance Procedure if they disagree with LHAND’s
determination.

E. Non-Exempt Residents:

Residents who are not exempt may fulfill this requirement by performing community service and/or participating
in approved self-sufficiency programs.

Community Service
Residents are required to find their own opportunities to perform community service. LHAND will provide
residents with a list of volunteer resources. To verify community service activities, residents must utilize the
LHAND Activity Log or similar certification.

Self-Sufficiency
To verify participation in self-sufficiency programs, residents may utilize the LHAND Activity Log or similar
certification or must provide proof of enrollment (Third-Party Verification) describing the type of
training/educational program, the number of hours the resident will participate each month, and the date the
program will end.

➢ Activity Logs may be submitted to the Management Office at any time, but must be provided to
Management by their next annual review. It is recommended that residents keep a copy of the Activity
Logs since the resident is responsible for ensuring that Management receives the logs by their annual
review. The Activity Log will include places for supervising official’s signature verifying to the number of
hours contributed.

F. Changes in Exempt/Non-Exempt Status:

• If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility
to report this to the LHAND and provide documentation of such.
• If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her
responsibility to report this to the LHAND.

G. Noncompliance of family members:

• At least thirty (30) days prior to annual re-examination and/or lease expiration, the LHAND will begin
reviewing the exempt or non-exempt status and compliance of family members;
• If the LHAND finds a family member to be noncompliant, the LHAND will enter into an Agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period. If the noncompliant member and the Head of Household fail to enter into an Agreement, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
• If at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
• The family may use the LHAND's Grievance Procedure to protest the lease termination.
NON-SMOKING LEASE ADDENDUM
LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT

This Addendum is incorporated into the Lease between Lynn Housing Authority & Neighborhood Development (LHAND) and Tenant ____________________________ of ____________________________

1. **Purpose of Non-Smoking Policy.** The LHAND desires to mitigate (i) the irritation and negative health effects of secondhand smoke; (ii) the increased maintenance, cleaning and redecorating costs from smoking; and (iii) the increased risk of fire from smoking.

2. **Definition of Smoking.** The term “smoking” means inhaling, exhaling, breathing, or carrying or possessing any lighted cigarette, cigar, pipe or other tobacco product or other similarly lighted product (including marijuana) in any manner or in any form. The term “smoking” shall include vaporization of tobacco, marijuana or other like substance including, but not limited to so-called electronic cigarettes or the like. Use of FDA-approved cessation products shall not be deemed smoking.

3. **Non-Smoking Area.** Tenant agrees and acknowledges that the premises to be occupied by Tenant and members of Tenant's household, and any interior common areas, including but not limited to community rooms, community bathrooms, lobbies, reception areas, hallways, laundry rooms, reception areas, stairways, offices and elevator, and including entry ways, porches, balconies and patios have been designated as a Non-smoking living environment. Tenant and members of Tenant's household shall not smoke anywhere in said Non-Smoking living environment, including in the unit rented by Tenant, the building where Tenant's dwelling is located, or in any of the common areas or adjoining grounds of such building including the steps, patios or yards, nor shall Tenant permit any guests or visitors under the control of Tenant to smoke in said Non-Smoking living environment.
4. **Outdoor Smoking Area**: Notwithstanding the rule prohibiting smoking, Tenant or Tenant’s guests may smoke outside at an outdoor designated smoking area. Only some LHAND residential properties will have designated smoking areas. The LHAND may move or eliminate any one or more designated smoking areas for any reason and without notice.

5. **Tenant to Promote Non-Smoking Policy and to Alert LHAND of Violations**. Tenant shall inform Tenant’s guests of the non-smoking policy. Further, Tenant shall promptly give the LHAND a written statement of any incident where tobacco smoke is migrating into the Tenant's unit from sources outside of the Tenant’s unit.

6. **LHAND to Promote Non-Smoking Policy**. The LHAND shall post no-smoking signs at entrances and exits, in common areas, and in conspicuous places adjoining the grounds of the Non-Smoking Area.

7. **LHAND Not a Guarantor of Smoke-Free Environment**. Tenant acknowledges that LHAND’s adoption of a non-smoking living environment does not make the LHAND or any of its managing agents the guarantor of Tenant’s health or of the non-smoking condition of the Tenant’s unit and the common areas. However, LHAND shall take reasonable steps to enforce the non-smoking terms of its leases and to make the Non-Smoking Area as smoke-free as is reasonably possible. LHAND is not required to take steps in response to smoking unless LHAND knows of said smoking or has been given written notice of said smoking.

8. **Effect of Breach and Right to Terminate Lease**. A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights contained in the Lease. A material or continuing breach of this Addendum shall be a material breach of the Lease and grounds for termination of the Lease by the LHAND in accordance with the procedure set out in the Lease.

9. **Disclaimer by LHAND**. Tenant acknowledges that LHAND’s adoption of a non-smoking living environment, does not in any way change the standard of care that the LHAND or managing agent otherwise would have to a Tenant household to render buildings and premises designated as nonsmoking, any safer, more habitable, or improved in terms of air quality standards than any other rental premises. LHAND specifically disclaims any implied or express warranties that the building, common areas, or Tenant's premises will have any higher or improved air quality standards than any other rental property. LHAND cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Tenant acknowledges that LHAND's ability to police, monitor, or enforce the agreements of Addendum is dependent in significant part on voluntary compliance by all Tenants and their household members and guests. Tenants who may have respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that LHAND does not assume any higher duty of care to enforce this Addendum than any other LHAND obligation under the Lease.

LHAND
BY: _______________________________ Date: __________________

Tenant
BY: _______________________________ Date: __________________
PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning 2017, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.

3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.

4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

5. The PHA certifies that it 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.

6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

7. For PHA Plans that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PH Notice 2010-25);
   - 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 a 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 a 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(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.


10. 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.

11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.

14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.

17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).

18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Lynn Housing Authority & Neighborhood Development

PHAnumber/HA Code

x  Annual PHA Plan for Fiscal Year 2017

5-Year PHA Plan for Fiscal Years 2017 - 2022

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, 3730).

Name of Authorized Official
Laura Walsh

Title Chairperson

Signature

Date 1/10/2017

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Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHIA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Lynn Housing Authority & Neighborhood Development

PHANumber/HA Code

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: Laura Walsh

Title: Chairperson

Date: 1/10/2017

Previous version is obsolete
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, Mayor Judith Flanagan Kennedy, the Mayor of the City of Lynn

Official’s Name Official’s Title

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Lynn Housing Authority & Neighborhood Development (MA023) PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of Impediments (AI) to Fair Housing Choice of the

City of Lynn Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.
The PHA Plan is consistent with Lynn’s Consolidated Plan as it furthers the various goals Lynn has set forth. Among these goals are to promote economic development, revitalize neighborhoods, create and preserve affordable housing, invest in public facilities and infrastructure, expand public services, reduce homelessness, and to support affordable homeownership.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying 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, 3730)

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<tr>
<th>Name of Authorized Official</th>
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<tbody>
<tr>
<td>Judith Flanagan Kennedy</td>
<td>Mayor, City of Lynn, MA</td>
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<th>Signature</th>
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<tr>
<td>Judith Flanagan Kennedy</td>
<td>January 12, 2017</td>
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[Signature]

George S. Markopoulos
Assistant City Solicitor

Page 1 of 1 form HUD-50077-SL (12/2014)
RAB Meeting I
Minutes
Wednesday, December 20, 2016
5:00 p.m., 10 Church Street

RAB Attendance: Jamie Floyd, Feliciana Soto, Mary Castrello, Robert Egan

Absent: Brian Ahern, Sarah MacIsaac, Dolores Walcott

LHAND Staff: Charles Mihos

Jamie Floyd, a Wall Plaza Resident, and newest board member was introduced to the RAB. The meeting commenced with an introduction to the PHA Plan process to the new and existing board members. Each element of the PHA Plan was discussed and changes the Lynn Housing Authority planned to implement were presented.

The Capital Fund and its importance to the housing authority was then discussed. The majority of the discussion focused on the completion of the elevator project at Wall Plaza. In addition Mary Castrello addressed the necessity of speed bumps at Curwin Circle. After a discussion on proposed capital fund projects, the meeting adjourned at 6:15 PM.

RAB Meeting II
Minutes
Wednesday, December 27, 2016
5:00 p.m., 10 Church Street

RAB Attendance: Jamie Floyd, Robert Egan, Mary Castrello

Absent: Brian Ahern, Sarah MacIsaac, Feliciana Soto, Dolores Walcott

LHAND Staff: Charles Mihos, Paul Gaudet

Mr. Mihos asked the RAB for any comments regarding the proposed changes in the plan that were reviewed the week before. The RAB had none. The 2017 Statement of Financial Resources were distributed and explained to the RAB by Mr. Gaudet. The goals and objectives section was then discussed with the RAB. The RAB was informed that Lynn Housing Authority’s VAWA policy would be distributed at the next meeting for discussion, and that the RAB would be taking a second look at the 5 year action plan which was distributed.

Meeting adjourned at 6:00
RAB Meeting III
Minutes
Wednesday January 3, 2017
5:00 pm., 10 Church Street

This meeting was canceled and postponed due to inclement weather.

RAB Meeting IV
Minutes
Monday, January 9, 2017
3:00 PM, 10 Church Street Lynn, MA 01902

RAB Attendance: Feliciana Soto

Absent: Brian Ahearn, Sarah MacIsaac, Dolores Walcott, Robert Egan, Jamie Floyd, Feliciana Soto, Mary Castrello

LHAND STAFF: Charles Mihos, Joseph Scanlon

Mr. Mihos distributed LHAND’s VAWA policy, nonsmoking policy, and various policy changes the housing authority has adopted in the last year. Each new element was discussed and explained. Ms. Soto was in agreement with each proposal presented at the meeting.

The Meeting adjourned at 3:30

PHA Public Hearing
Tuesday, January 10, 2017, 5:00p.m.
10 Church Street, LHAND Community Room

Sign in: Charles Mihos LHAND, Joe Scanlon LHAND, Mary Castrello (RAB)

The hearing for the PHA PLAN and 5 year action plan began at 5:01 PM, Mr. Mihos called the meeting to order and asked anyone who wished to comment in favor or against the PHA Plan to come forward. RAB member Mary Castrello, a Curwin Circle Resident spoke in favor. Nobody attended to speak in opposition. The hearing adjourned at 5:05
Violence Against Women Act Policy

The Lynn Housing Authority and Neighborhood Development (LHAND) has adopted all requirements to implement applicable provisions of the Violence Against Women Reauthorization Act of 2013 (Pub. L. 113-4, 127 Stat. 54).

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.

LHAND’s goals, objectives and policies are to enable LHAND to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, and stalking, as defined in VAWA 2013, and stated in the LHAND Notice of Occupancy Rights Under the Violence Against Women Act (VAWA), a copy of which is distributed to all program participants. In addition, LHAND shall operate programs to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, and stalking as and to the extent such programs are described from time to time in LHAND’s Annual Public Housing Agency Plan.

BACKGROUND

A federal law that went into effect in 2006, and was reauthorized and amended in 2013, provides legal protections to tenants and affiliated individuals of tenants (male or female) who are victims of domestic violence, dating violence, sexual assault, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. The provisions apply to victims of violence who receive publicly assisted housing benefits.

DEFINITIONS

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitated with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Sexual Assault: an involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person.

Stalking: to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person, (ii) a member of the immediate family of that person; or (iii) the souse or intimate partner of that person.

Affiliated Individual: a spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.
PROTECTIONS FOR APPLICANTS

If an applicant otherwise qualifies for assistance under one of LHAND’s publicly assisted housing programs covered by VAWA, the applicant cannot be denied admission or denied assistance because the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

PROTECTIONS FOR TENANTS

In general, the law provides in part that criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an affiliated individual of the tenant is the victim or threatened victim of domestic violence, dating violence, sexual assault, or stalking.

The law also provides that any incidents or threats of domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be “good cause” for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

REMOVING THE ABUSER OR PERPETRATOR FROM THE HOUSEHOLD

The LHAND may divide (bifurcate) the lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If LHAND chooses to remove the abuser or perpetrator, LHAND may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, LHAND must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or find alternative housing.

EMERGENCY TRANSFERS

If it is necessary for the victim to move to another dwelling to receive protection, the LHAND shall execute an emergency transfer for the victim to another available and safe dwelling under a covered housing program. Reasonable confidentiality measures shall be implemented to ensure that the LHAND does not disclose the location of the new dwelling unit of a participant to a person that commits an act of domestic violence, dating violence, sexual assault, or stalking.

REASONS A TENANT ELIGIBLE FOR OCCUPANCY RIGHTS UNDER VAWA MAY BE EVICTED OR ASSISTANCE MAY BE TERMINATED

A tenant can be evicted and assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against the tenant. However, LHAND cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this policy might not apply, and the tenant could be evicted and assistance terminated, if LHAND can demonstrate that not evicting the tenant or terminating assistance would present a real physical danger that:

1) Would occur within an immediate time frame, and
2) Could result in death or serious bodily harm to other tenants or those who work on the property.
If LHAND can demonstrate the above, LHAND should only terminate assistance or evict the tenant if there are no other actions that could be taken to reduce or eliminate the threat.

**DOCUMENTATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL Assault, OR STALKING**

The LHAND may ask the victim to prove or “certify” that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. A person can prove that he or she is a victim by submitting one of the following:

- A HUD-approved certification form provided by the LHAND;
- A document that is signed by the applicant or participant and an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional who assisted the victim relating to domestic violence, dating violence, sexual assault, or stalking. The professional must state, under penalty of perjury, that he or she believes that the abuse meets the requirements under VAWA;
- A Federal, State, tribal, territorial, or local police or court record;
- A statement or other evidence provided by the applicant or participant, at the discretion of the LHAND.

The LHAND should be mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, the LHAND may require that the tenant come into the office to pick up the certification form and is encouraged to work with tenants to make delivery arrangements that do not place the tenant at risk.

The victim of domestic violence, dating violence, sexual assault, or stalking is required to provide the name of the perpetrator on the HUD-approved certification form only if the name of the perpetrator is safe to provide and is known to the victim.

The applicant or participant must provide the documentation within 14 business days after the date that the LHAND requests for documentation. An extension of the 14-day deadline is at the LHAND’s discretion. If the applicant or participant fails or refuses to provide one of these documents within the 14 business days, LHAND does not have to provide the applicant or participant with the protections contained in this notice.

If LHAND receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), LHAND has the right to request that the members claiming to be a victim provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If the members fail or refuse to provide third-party documentation where there is conflicting evidence, LHAND does not have to provide the members with the protections contained in this policy.

**CONFIDENTIALITY**

All information provided to the LHAND regarding domestic violence, dating violence, sexual assault, or stalking, must be retained in confidence and must neither be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is (i) requested or consented by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or, (iii) otherwise required by applicable law. The HUD-approved certification form provides notice to the tenant of the confidentiality of the form and the limits thereof.
## LYNN HOUSING AUTHORITY
### STATEMENT OF FINANCIAL RESOURCES

<table>
<thead>
<tr>
<th>Sources</th>
<th>Planned $</th>
<th>Planned Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federal Grants</td>
<td>$17,156,782.00</td>
<td></td>
</tr>
<tr>
<td>a) Public Housing Operating Fund</td>
<td>$2,633,627.00</td>
<td></td>
</tr>
<tr>
<td>b) Public Housing Capital Fund</td>
<td>$719,968.00</td>
<td></td>
</tr>
<tr>
<td>c) HOPE VI Revitalization</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>d) HOPE VI Demolition</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>e) Annual Contributions for Section 8 Tenant Based Assistance</td>
<td>$13,803,187.00</td>
<td></td>
</tr>
<tr>
<td>f) Public Housing Drug Elimination</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>g) Resident Opportunity and Self Sufficiency Grants</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>h) Community Development Block Grant</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>i) HOME</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>j) Other Federal Grants</td>
<td>$0.00</td>
<td>Public Housing Safety/Security</td>
</tr>
</tbody>
</table>

| 2. Prior Year Federal Grants                 |             |                            |
| PHDEP                                        | $0.00       | Public Housing Safety/Security |
| ROSS                                         | $351,213.43 | Residential Services/ESL/Youth Programs |
| FFY 2014, FFY 2015 Capital Fund              | $412,371.00 | Public Housing Capital Improvements |
| ARRA Stimulus Grants                         | $0.00       | Public Housing Capital Improvements |

| 3. Public Housing Dwelling Rental Income     | $1,719,565.00| Public Housing Operations |

| 4 Other Income                              |             |                            |
| Investment Interest                         | $3,326.00   | Other                      |
| Entrepreneurial Act                         | $24,500.00  | Public Housing Supportive Services |
| Total Resources                             | $19,667,757.43|                            |