

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <b>NEWBURYPORT HOUSING AUTHORITY</b> PHA Code: <b>MA 032</b> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <b>04/01/2010</b>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <b>50 Federal Elderly Housing units</b> Number of HCV units: <b>102</b>				
<b>3.0</b>	<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				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH      HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission Statement.</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:  The Newburyport Housing Authority (NHA) is dedicated to the provision of safe, decent and sanitary affordable housing options for low and moderate income individuals and families in the City of Newburyport through the administration of appropriate local, state, and federal housing programs. NHA staff is dedicated to providing these options to all applicants, residents, and participants in a thorough, competent and trustworthy manner. NHA staff is further dedicated to responding to resident needs in similar fashion and is committed to maintaining a productive, supportive and professional workplace in which to do so.  <b>Board of Commissioners:</b> Mark J. Moquin                      Chairman Mary Louise Gagnon              Vice Chairman Ethel M. Stewart                  Treasurer Thomas F. O'Brien                Assistant Treasurer C. Bruce Brown                    Member  <b>Staff:</b> Christine C. Cashman              Executive Director Kathleen M. Leary                 Director of Leased & Public Housing /Administrative Supervisor Theresa M. Pawlowski             Tenant Selection & Section 8 Administrator Lynn M. Matt                         Housing & Resident Services Coordinator /Receptionist  <b>Maintenance Staff:</b> Joseph Vigneault                  Maintenance Supervisor Arthur Croteau                     Maintenance Mechanic 1 Robert Merenda                    Maintenance Mechanic 1 Laborer				

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.

Goals include increasing the availability of decent, safe, and affordable housing by maintaining the property owned by the NHA and by seeking landlords that maintain their properties for our Housing Choice Voucher tenants.

PHA Goal: Expand the supply of assisted housing

Objectives: Reduce public housing vacancies:

Secure Housing Choice Vouchers in the City by establishing more project-based voucher properties.

PHA Goal: Improve the quality of assisted housing

Objectives: Improve public housing management: (PHAS score)

Improve voucher management: (SEMAP score)

Increase customer satisfaction:

Renovate or modernize public housing units:

PHA Goal: Increase assisted housing choices

Objectives: Conduct outreach efforts to potential voucher landlords

Convert public housing to vouchers:

Secure HCV in the City by establishing additional project based voucher properties.

PHA Goal: Provide an improved living environment

Objectives: Implement public housing security improvements:

Designate developments or buildings for particular resident groups to ensure elderly housing is preserved.

Upgrade handicapped accessibility in units and around the development to proved mobility.

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

Objectives: Provide or attract supportive services to improve assistance recipients’ employability:

Provide/attract supportive services to increase independence for the elderly or families with disabilities.

Resident Service Coordinator to assist tenants/applicants as needed

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.

(a) Progress in Meeting Mission and Goals.

NHA continues to make every effort to maintain and secure decent, affordable rental housing for low and very low income households. .

We have endeavored to reduce vacancies with prompt turnaround of vacant units.

NHA will be signing a HAP contract for 8 Project-Based Vouchers for two properties currently being substantially rehabilitated during this year which will help to secure affordable rental units in the City.

As part of the 5-year planning process, NHA hired Right-Trak Design Inc., to complete an independent Capital Needs Assessment of the Horton Terrace Elderly Housing Development to help prioritize a list of both a short and long term capital needs. This will enable us to prepare our Capital Fund Budgets to make necessary improvements over the long term. It also provides us with an unbiased view of prioritized needs which is helpful in attaining customer satisfaction on work to be addressed.

	<p>Our Tenant Selection/Section 8 Administrator is a licensed social worker. Both our Tenant Selection Administrator and our Resident Service Coordinator are available to assist tenants and applicants with individual needs and have good working relationships with agencies that can assist with rent or personal needs.</p> <p>NHA is in contact with Section 8 landlords to maintain and increase Section 8 housing opportunities.</p> <p>With only two ADA apartments at Horton Terrace, we were limited in our ability to assist handicapped individuals. At the request of a tenant for reasonable accommodation, we purchased a metal ramp system to allow easier access to the tenant's unit. It has worked very well. It could serve to provide increased handicapped access to additional units for tenants who need assistance, but do not need a unit totally set up for handicapped accessibility. It has proved to be very advantageous in promoting self-sufficiency.</p> <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:</p> <p>As part of the 5-year planning process, NHA hired Right-Trak Design Inc., to complete an independent Capital Needs Assessment of the Horton Terrace Elderly Housing Development to help prioritize a list of both a short and long term capital needs. Previously approved PHA Annual Plans were not changed in the process.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.</p> <p>The 5-Year and Annual PHA Plans are available for review at the Newburyport Housing Authority office located on the first floor of the Sullivan Building at 25 Temple Street, Newburyport, MA 01950.</p>
6.0	<p><b>PHA Plan Elements.</b> (24 CFR 903.7)</p> <p><b>1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.</b></p> <p><b>2. Financial Resources.</b></p>
	<p><b>3. Rent Determination.</b> A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units. According to NHA Admission and Continued Occupancy policy:</p> <p><b>4. Operation and Management.</b> A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.</p> <p><b>5. Grievance Procedures.</b></p> <p><b>6. Designated Housing for Elderly and Disabled Families.</b></p> <p><b>7. Community Service and Self-Sufficiency.</b></p> <p><b>8. Safety and Crime Prevention.</b></p>
	<p><b>9. Pets. .</b></p> <p><b>10. Civil Rights Certification.</b> Provided.</p> <p><b>11. Fiscal Year Audit.</b> The results of the most recent fiscal year audit for the PHA. <b>FYE 3/31/2009 Audit results – no findings.</b></p> <p><b>12. Asset Management.</b> As a small Housing Authority – NHA is exempt from Asset Management requirements.</p> <p><b>13. Violence Against Women Act (VAWA) Policy.</b> PROHIBITION AGAINST TERMINATING TENANCY OF VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162 and 109-271]</p> <p>Newburyport is fortunate to have very effective system in place to serve victims of domestic violence. The Jeanne Geiger Crisis Center, in a strong, coordinated effort with the Newburyport Police Department, serves victims of domestic violence in the Greater Newburyport area offering a 24-hour crisis hot line, one-on-one counseling, support groups, free legal services, emergency shelter, counseling, children's counseling, referrals and school programs. The Jeanne Geiger Crisis Center is widely renowned for its effectiveness. Their Executive Director, Suzanne Dubus was invited to the White House for an event marking Domestic Violence Awareness Month. Vice President Joseph Biden</p>

	<p>singled out the Jeanne Geiger Crisis Center by name for their impressive efforts.</p> <p>NHA staff is cognizant of the issues surrounding domestic violence. Our Tenant Selection/Section 8 Administrator is also a social worker. She uses her skills as a social worker to assist applicants and tenants and tries to guide them to seek assistance from the Center.</p> <p>NHA VAWA Policy is attached.</p>
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b>
<b>8.0</b>	<b>Capital Improvements.</b>
<b>8.1</b>	<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.
<b>8.2</b>	<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.
<b>8.3</b>	Not Applicable
<b>9.0</b>	<b>9. Statement Of Housing Needs</b>
<b>9.1</b>	<b>Strategy for Addressing Housing Needs.</b>
<b>10.</b>	<b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.

**11. Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

The following signed documents are included with this submittal:

- (a) **Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations**  
**Form HUD 50077-CR**  
**Form HUD 50077-sl**
- (b) **Form HUD-50070, Certification for a Drug-Free Workplace** (PHAs receiving CFP grants only)
- (c) **Form HUD-50071, Certification of Payments to Influence Federal Transactions**
- (d) **Form SF-LLL, Disclosure of Lobbying Activities**
- (e) **Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet**
- (f) **Resident Advisory Board (RAB) comments.** Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements – N/A

NEWBURYPORT HOUSING AUTHORITY

**VIOLENCE AGAINST WOMEN ACT POLICY**

PROHIBITION AGAINST TERMINATING TENANCY OF VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162 and 109-271]

The Violence Against Women Reauthorization Act of 2005 (VAWA), provides that “criminal activity directly relating to domestic violence, dating violence, 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 the tenancy or occupancy rights, if the tenant or immediate family member of the tenant’s family is the victim or threatened victim of that abuse.” VAWA further states that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence.

No applicant for public housing assistance who has been a victim, but not a perpetrator, of domestic violence, dating violence, or stalking shall be denied public housing assistance by the Newburyport Housing Authority if the household is otherwise qualified to receive such assistance.

A domestic violence incident, a dating violence incident, or a stalking event shall not be construed as a serious violation of the lease by the victim and shall not be cause for termination of housing assistance, tenancy, or occupancy rights of the victim of such violence unless the victim is also a perpetrator.

When a tenant family is facing lease termination because of actions related to domestic violence, dating violence, or stalking, the Authority will require the individual victim(s) to submit documentation affirming said claim. The documentation must include a signed statement by the victim that provides the name of the perpetrator and certifies that he or she has been victimized by domestic violence, dating violence, or stalking and that said victim is not also a perpetrator.

The Newburyport Housing Authority may terminate assistance to a tenant who engages in criminal or threatened acts of violence or stalking of family members or others without terminating housing assistance to victims living in a unit. The Newburyport Housing Authority shall honor court orders regarding the rights of the victim(s).

The Newburyport Housing Authority shall reserve the right to evict if there is a serious threat to other tenants and/or employees should the tenancy not be terminated.

Any protections provided by law which give greater protection to the victim are not superseded by these provisions.

VAWA does not limit the Newburyport Housing Authority’s right to terminate the tenancy of any tenant if the Authority can demonstrate an actual and imminent threat to other tenants or those employed by or providing services at the Housing Authority property.

Adopted by the Newburyport Housing Authority’s Board of Commissioners on January 17, 2008.

# **Newburyport Housing Authority**

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Newburyport, MA 01950  
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## **2010 5-Year PHA Plan**

**SUBMITTED: 1/11/2010**

**Revised 11/29/2010**

**Christine C. Cashman  
Executive Director**

# Newburyport Housing Authority

## PHA PLAN INDEX

<b>HUD FORM</b>	<b>TITLE</b>	<b>DOCUMENT NAME</b>
	<b>2010 NHA PHA PLAN INDEX</b>	ma032 v 02 cover index.doc
50075	PHA FIVE YEAR/ANNUAL PLAN	ma032 v 04 50075.doc
	Resident Advisory Board Comments	ma032 v 01 RABC.doc

### **CERTIFICATION DOCUMENTS – Submitted to HUD Field Office**

50070	Certification for a Drug-Free Workplace	ma032 v 01 50070.pdf
50071	Certification of Payments to Influence Federal Transactions	ma032 v 01 50071.pdf
50077	PHA Certificate of Compliance with PHA Plans and Related Regulations	ma032 v 01 50077.pdf
50077-CR	Civil Rights Certification	ma032 v 01 50077-CR.pdf
50077-sl	Certification by State or Local Official Of PHA Plans Consistency with the Consolidated Plan	ma032 v 02 50077sl.pdf
SF LLL	Disclosure of Lobbying Activities	ma032 v 01 SF LLL.pdf
SF-LLL-A	Disclosure of Lobbying Activities Continuation Sheet [for PHA's]	ma032 v 01 SF LLL A.pdf

# *Newburyport Housing Authority*

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**Newburyport Housing Authority**  
**PHA Plan 2010**  
**Horton Terrace**  
**MA 032-1**

**MA06P032501-2010**

**Resident Advisory Board** is the Horton Terrace Tenant Council elected by the residents of Horton Terrace. To ensure resident participation with the Five Year PHA Planning process, the Executive Director worked with the Tenant Council and presented the final draft of the 2010 PHA Plan to the Tenants at the Tenant Council meeting on Tuesday, January 5, 2009. The tenant's comments were positive for the most part.

The Executive Director advised the tenants that Newburyport Housing Authority had hired Right Trak Design Inc., to prioritize the capital needs and develop a short and long term plan for capital needs and passed around a copy of the planning document developed by Right Trak Design.

The Executive Director then went through the Annual and 5-year plan with the tenants going over what projects are to be completed and the timing of those projects.

The Tenant Council had no objections to the PHA Plan.

The Executive Director asked the Tenant Council to formally agree to revise the selection of a grievance hearing officer to designate the Executive Director of the Salisbury Housing Authority as the single Hearing Officer for any grievance hearing. The lease currently states:

2. In lieu of the procedure set forth in Paragraph A of this section, the Authority may provide for the appointment of a hearing officer or hearing panels by any method which is approved by the majority of tenants (in any building, group of buildings, or project, or group of projects to which the method is applicable) voting in an election or meeting of tenants held for the purpose.

The Tenant Council approved the change and the hearing officer by a vote of 12 yes and 3 no.

The Board of Commissioners reviewed and accepted the Capital Needs Assessment submitted by Right Trak Design, Inc. on November 16, 2009. The Director reviewed the progress to date with the Board and discussed possible revisions to the 5 year plan. A Public Hearing was held on December 30, 2009, at 2:00 PM before submitting the final Plan to the Resident Tenant Council for their review.

The final draft of the Annual and 5-Year Plan issued and accepted by the Board of Commissioners on January 11, 2010.