### **PHA Plans**

#### **Streamlined Annual Version**

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

Office of Public and Indian Housing

OMB No. 2577-0226 (exp. 08/31/2009)

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 that introduced 5-year and annual PHA Plans. The full PHA plan provides 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 and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 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, Federal Housing Administration, 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. Information in PHA plans is publicly available.

promulgated diereunder at Title 12, Code of Pederal Regulations. Information in TTA plans is publicly available.

# Streamlined Annual PHA Plan for Fiscal Year: 2008

**PHA Name: Burlington Housing** 

**Authority** 

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

form **HUD-50075-SA** (4/30/2003)

# **Streamlined Annual PHA Plan Agency Identification**

PHA Name: Burlington Ho	uthority PH	PHA Number: MA112						
PHA Fiscal Year Beginning: (mm/yyyy) 01/2008								
PHA Programs Administer  Public Housing and Section Rumber of public housing units: Number of S8 units:  PHA Consortia: (check be	8 XSec Number 93	er of S8 units: Numb	ublic Housing Onl er of public housing units Plan and complete	:				
Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program				
Participating PHA 1:								
Participating PHA 2:								
Participating PHA 3:								
TDD:  Public Access to Informati Information regarding any acti (select all that apply)  X PHA's main administrativ	vities out	_		ontacting:				
Display Locations For PHA	<b>A</b> Plans	and Supporting D	ocuments					
The PHA Plan revised policies or public review and inspection.  If yes, select all that apply:  X Main administrative offic  PHA development manag  Main administrative offic  Public library	r program X Yes e of the Program offer of the local control of the local	changes (including at No.  HA Fices	tachments) are avai					
PHA Plan Supporting Documents  X Main business office of the Other (list below)			(select all that app pment managemen					

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#### Streamlined Annual PHA Plan Fiscal Year 2008

[24 CFR Part 903.12(c)]

#### **Table of Contents**

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

#### A. PHA PLAN COMPONENTS

X	1. Site-Based Waiting List Policies
903.7(b)	(2) Policies on Eligibility, Selection, and Admissions
	2. Capital Improvement Needs
903.7(g)	Statement of Capital Improvements Needed
	3. Section 8(y) Homeownership
903.7(k)	0(1)(i) Statement of Homeownership Programs
	4. Project-Based Voucher Programs
X	5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has
	changed any policies, programs, or plan components from its last Annual Plan.
X	6. Supporting documents available for review.
X	7. Capital Fund Program and Capital Fund Program Replacement Housing Factor,
	Annual Statement/Performance and Evaluation Report
	8. Capital Fund Program 5-Year Action Plan
R	SEPADATE HADD CODY SURMISSIONS TO LOCAL HUD FIELD OFFICE

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL &SF-LLLa, <u>Disclosure of Lobbying Activities</u>.

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### 1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

#### A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists							
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initia and current mix of Racial, Ethnic, or Disability demographics			
2. What is the at one time?	number of site	based waiting list deve	lopments to which fan	nilies may apply			

					1
2.	What is the nu at one time?	mber of site ba	ased waiting list devel	opments to which fam	ilies may apply
3.	How many unibased waiting	•	n applicant turn down	before being removed	from the site-
4.	or any court or complaint and	der or settleme describe how	ent agreement? If yes	iding fair housing com , describe the order, ag iting list will not viola at below:	greement or
В.	Site-Based W	aiting Lists –	Coming Year		
	-	•	more site-based waiting to next component	ng lists in the coming y	ear, answer each
1. I	How many site-	based waiting	lists will the PHA ope	erate in the coming year	ır?
2.	Yes No	•	hey are not part of a pan)?	ased waiting lists new reviously-HUD-appro	

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### B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- 1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
  - 2. Status of HOPE VI revitalization grant(s):

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PHA Name: HA Code:

HOPE VI Revitalization Grant Status							
a. Development Name							
b. Development Num c. Status of Grant:	b. Development Number:						
☐Revitalizati ☐Revitalizati	ion Plan under development ion Plan submitted, pending approval ion Plan approved						
	oursuant to an approved Revitalization Plan underway						
3.	Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name(s) below:						
4.  Yes No:	Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:						
5. Yes No: V	Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:						
-	ant Based AssistanceSection 8(y) Homeownership Program (R Part 903.12(c), 903.7(k)(1)(i)]						
1. Yes X No:	Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)						
2. Program Descripti	on:						
a. Size of Program  Yes No:	Will the PHA limit the number of families participating in the Section 8 homeownership option?						
	If the answer to the question above was yes, what is the maximum number of participants this fiscal year?						
b. PHA-established e	Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria:						

c. Wh	at actions will the PHA undertake to implement the program this year (list)?
3. Cap	pacity of the PHA to Administer a Section 8 Homeownership Program:
The Pl	HA has demonstrated its capacity to administer the program by (select all that apply): Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
	Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
	Partnering with a qualified agency or agencies to administer the program (list name(s)
	and years of experience below):  Demonstrating that it has other relevant experience (list experience below):
4. Us	se of the Project-Based Voucher Program
Inten	t to Use Project-Based Assistance
	es X No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the g year? If the answer is "no," go to the next component. If yes, answer the following ons.
1.	Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
	low utilization rate for vouchers due to lack of suitable rental units access to neighborhoods outside of high poverty areas other (describe below:)
2.	Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
	HA Statement of Consistency with the Consolidated Plan R Part 903.15]
For eatimes a	ch applicable Consolidated Plan, make the following statement (copy questions as many as necessary) only if the PHA has provided a certification listing program or policy es from its last Annual Plan submission.
1. Co	nsolidated Plan jurisdiction: Commonwealth of Massachusetts

2. The	e PHA has taken the following steps to ensure consistency of this PHA Plan with the
Con	solidated Plan for the jurisdiction: (select all that apply)
_	
	The PHA has based its statement of needs of families on its waiting lists on the needs
	expressed in the Consolidated Plan/s.
	The PHA has participated in any consultation process organized and offered by the
	Consolidated Plan agency in the development of the Consolidated Plan.
	The PHA has consulted with the Consolidated Plan agency during the development of
	this PHA Plan.
	Activities to be undertaken by the PHA in the coming year are consistent with the
	initiatives contained in the Consolidated Plan. (list below)
	Other: (list below)
3. The	e Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions
and co	mmitments: (describe below)

PHA Name: HA Code:

## <u>6. Supporting Documents Available for Review for Streamlined Annual PHA Plans</u>

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review							
Applicable & On Display	Supporting Document	Related Plan Component					
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard FiveYear, and Streamlined Five-Year/Annual Plans;	5 Year and Annual Plans					
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan	Streamlined Annual Plans					
X	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and standard Annual Plans					
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans					
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs					
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources					
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies					
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies					
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing.   Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies					
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies					
	Public housing rent determination policies, including the method for setting public housing flat rents.  Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination					
	Schedule of flat rents offered at each public housing development.  Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination					
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies.   Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination					
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance					
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations					
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-					

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PHA Name: HA Code:

List of Supporting Documents Available for Review							
Applicable & On Display	Supporting Document	Related Plan Component					
		Sufficiency					
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations					
X	Any policies governing any Section 8 special housing types  X ☐ Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance					
	Public housing grievance procedures  Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures					
X	Section 8 informal review and hearing procedures.  X Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures					
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs					
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs					
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs					
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs					
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition					
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing					
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing					
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing					
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership					
	Policies governing any Section 8 Homeownership program (Sectionof the Section 8 Administrative Plan)	Annual Plan: Homeownership					
	Public Housing Community Service Policy/Programs  Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency					
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency					
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency					
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency					
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency					
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).  Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy					
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit					
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)					
	Consortium agreement(s) and for Consortium Joint PHA Plans Only: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations					

# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Per	rformance and Evaluation Report					
<b>Capital Fund Program</b>	n and Capital Fund Program Replacemen	t Housing Factor (	(CFP/CFPRHF)	Part I: Summary		
PHA Name:		rant Type and Number		•	Federal FY	
		Capital Fund Program Gra			of Grant:	
		Replacement Housing Fac				
	nent Reserve for Disasters/ Emergencies Revisuation Report for Period Ending: Final Per	sed Annual Statement formance and Evalua				
Line No.	Summary by Development Account	Total Estin		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2 3	1406 Operations					
3	1408 Management Improvements					
4 5	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)					
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Esti	mated Cost	Total Act	Status of Work	
				Original	Revised	Funds Obligated	Funds Expended	

### 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  Part III: Implementation Schedule  PHA Name:  Grant Type and Number Capital Fund Program No:  Federal FY of Grant:								
	1		cement Housin	T .				
Development Number Name/HA-Wide Activities		Fund Obliga ter Ending I			Funds Expende arter Ending Da		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		

<u>VAWA Admin Plan Provision</u> – It is the policy of the Burlington Housing Authority to assist victims of Domestic Violence, Dating Violence, Stalking and Sexual Assault, who are otherwise eligible for the HCVP, to access and retain safe and affordable housing. The BHA will not deny admission to an applicant based on being a domestic violence survivor; treating an incident of actual or threatened domestic violence will not serve as good cause to terminating assistance or tenancy; and will not be used in determining whether to evict or terminate. In addition, the BHA works in conjunction with the Burlington Community Life Center assisting with domestic violence issues.

### 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan							
PHA Name	<b>·y</b>			Original 5-Year Plan Revision No:	n		
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5		
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:		
	Annual Statement						
CFP Funds Listed for 5-year planning							
Replacement Housing Factor Funds							

### 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan							
Part II: Supporting Pages—Work Activities							
Activities	Activities for Year :			Activities for Year:			
for	FFY Grant:			FFY Grant:			
Year 1	PHA FY:			PHA FY:			
	Development	Major Work	<b>Estimated Cost</b>	Development	Major Work	Estimated	
	Name/Number	Categories		Name/Number	Categories	Cost	
See							
Annual							
Statement							
Total CFP Estimated Cost		\$			\$		

### 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan								
Part II: Supporting Pages—Work Activities								
A	Activities for Year:		Activities for Year:					
	FFY Grant:		FFY Grant:					
	PHA FY:		PHA FY:					
Development	Major Work	<b>Estimated Cost</b>	Development	Major Work	Estimated Cost			
Name/Number	Categories		Name/Number	Categories				
Total CFP Est	Total CFP Estimated Cost				\$			