

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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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. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.
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A.1	<p>PHA Name: _____ Chelmsford Housing Authority _____ PHA Code: ___MA108___</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2022</u></p> <p>The Five-Year Period of the Plan (i.e. 2019-2023): <u>2023-2027</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Plan is available on our website, posted in our office and available upon request.</p>
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PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	Mission. 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 Chelmsford Housing Authority will continue to leverage resources to expand the availability of multifamily housing for all populations. We will continue to partner with developers to increase the number of units for LI,VLI and ELI households providing all with increased access and opportunities. Project basing of units in new developments will continue as we must secure resources from every opportunity.
B.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years. The CHA will submit applications in partnership with developers to secure LIHTC allocations to create new housing units in and around the greater Chelmsford area. The CHA will continue to apply for new allocations of vouchers of all types to address the lengthy waiting list. We will continue to educate landlords of how they can participate in our programs and make a difference.
B.3	Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. We have secured over 100 new vouchers. We have constructed over 100 new units. We have expanded our landlord database.
B.4	Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. . We will fully comply with all State and Federal laws as it relates to VAWA. In addition, our team is made up of social workers and trained staff that will be available to educate staff and be of assistance to applicants and participants in need of assistance as it related to the VAWA goals.
C.	Other Document and/or Certification Requirements.
C.1	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year PlanAny significant change in the manner of operations or major modification of the Section 8 Administrative Plan will trigger an amendment to the 5 year plan.
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Letters were mailed to all Section 8 Participants and no response was formally received. Many have indicated that there is a lack of inventory and that the waiting list for "nicer" units is too long. We will continue to build new units and encourage developers to do the same.</p>
C.3	Certification by State or Local Officials. Form HUD-50077-SL , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4	Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.
D.	Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The Chelmsford Housing Authority revisited our Fair Housing Plan and it was adopted by our Board of Commissioners in April 2022. These are some of the excerpts that you may find that apply.

The Chelmsford Housing Authority (“LHA”), its Board, and staff are responsible for implementing federal and state civil rights laws that affect the admission, occupancy, and procurement of services for the LHA. When developing, marketing, or leasing units, the following Fair Housing Marketing Plan applies.

I. FEDERAL FAIR HOUSING LAWS¹

- A. The Fair Housing Act (Title VIII of the Civil Rights Act of 1968)**
 - i. As amended, prohibits discrimination in the sale, rental, and financing of dwellings based on race, color, religion, sex, familial status, national origin, or disability.**

- B. Title VI of the Civil Rights Act of 1964**
 - i. Prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance.²**

- C. Age Discrimination Act of 1975**
 - i. Prohibits discrimination based on age in any program or activity receiving federal financial assistance.**
 - ii. Exceptions may apply when age is used as part of criterion for a program that has a statutory age limit, or is otherwise statutorily authorized.**

- D. Section 504 of the Rehabilitation Act of 1973**
 - i. As amended, prohibits discrimination against persons with disabilities in any program or activity receiving federal financial assistance.**

- E. Title II of the Americans with Disabilities Act**
 - i. Prohibits discrimination against person with disabilities in all services, programs, and activities of state and local public entities.**

- F. The Architectural Barriers Act of 1968**
 - i. Requires buildings and facilities that are constructed by or on behalf of the United States, or leased by the United States, or buildings financed in whole or in part by a grant or loan made by the United States, to be accessible to persons with disabilities.**

II. MASSACHUSETTS FAIR HOUSING LAW

A. M.G.L. c. 151B

i. Prohibits discrimination on the basis of race, color, religious creed, national origin, sex, age, ancestry, genetic information, veteran/military status, sexual orientation, gender identity, marital status, presence of children, disability or receipt of public assistance, including housing subsidies in the sale, rental, or lease of covered dwelling units, including publicly assisted dwelling units.

B. Massachusetts Equal Rights Law (M.G.L. c. 93, § 102)

i. Provides that all persons within the Commonwealth of Massachusetts, regardless of sex, race, color, creed, or national origin, shall have equal rights to make and enforce contracts, and to inherit, purchase, lease, sell, hold, and convey real and personal property.

C. Article CXIV of the Massachusetts Constitution

i. Provides that “no otherwise qualified handicapped individual shall, solely on the reason of his handicap, be excluded from the participation in, denied the benefits of, or be subject to discrimination under any program or activity within the Commonwealth.”

D. M.G.L. c 121B, § 32

i. Prohibits discrimination and segregation in LHA-operated housing on the basis of race, color, creed, religion, blindness or physical handicap.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The CHA has an ongoing responsibility to ensure that people in the local city or town, the primary MSA, and the communities from which applicants have historically applied for housing are aware of the availability of units and given an opportunity to apply. The CHA shall initiate a marketing effort whenever any of the following situations occur:

- a. the CHA has any minority group among its tenant population that is significantly below the percentage for the minority group in Chelmsford or in the general population of the Middlesex County MSA, whichever is greater;
- b. the waiting list is less than the number of applicants anticipated to be placed in the next 12 months;⁵
- c. applications for new programs or units will be accepted; or
- d. the overall minority household population (where at least one household member is a minority) is less than the CHA’s Affirmative Action Goal adopted pursuant to 760 CMR 5.10(3).

MARKETING CONTENT – GENERALLY

- A. Marketing for LHA units, as well as for the LHA as a whole, will provide information, maximum opportunity, and otherwise attract eligible persons protected under federal and state fair housing laws who are less likely to apply.**
- B. When undertaking marketing efforts, the LHA shall utilize the following advertising methods:**
- i. Advertisements will be posted on the LHA’s website and social media accounts. Social media postings will be made in all threshold languages, as determined by the LHA’s Language Access Plan adopted pursuant to 760 CMR 4.02(1)(e).**
 - ii. Advertisements will be shared with the local fair housing commission, area religious institutions, local and regional housing agencies, civic groups, social services agencies, and other local community organizations, including: *Massachusetts Fair Housing Center, Regional Housing Consumer Education Center (CTI, RCAP Solutions), Balance of State COC (MA-516), Massachusetts Coalition for the Homeless, Catholic Charities, United Way, YWCA, Casa Myrna and area domestic violence agencies, local community colleges, etc.***
 - ii. Advertisements will be placed in the digital or print versions of local and regional newspapers, including: *The Boston Globe, Lowell Sun, The Eagle-Tribune***
 - iii. Advertisements will be placed in the print versions of non-English publications (in the language of the publication) based on the prevalence of particular language groups in the regional area, including: *SAM PAN, Bay State Banner, Sentinel & Enterprise, El Mundo***
 - iv. Advertisements will also be disseminated by *Flyers***
- C. All materials being used for advertisements should direct potential applicants to the online applications and indicate that paper applications may be downloaded and printed out from the CHA website or picked up at the management office of any local housing authority. Applicants may also request that the CHA send them an application by mail.**
- D. Application information must also include a statement regarding the CHA’s obligation not to discriminate in the selection of applications.**
- E. The size of the advertisements, including the content of the advertisement, as well as the dates of the advertising, will be comparable across regional, local, and minority newspapers.**
- F. The local residency preference will not be advertised so as not to discourage non-local potential applicants.**
- G. The Fair Housing logo () and slogan (“Equal Housing Opportunity”) will be included in all marketing materials. All marketing will be comparable in terms of the description of the opportunity available and the dates of marketing, regardless of the marketing type (e.g., local newspaper vs. minority newspaper).**
- H. All marketing will offer reasonable accommodations in the application process.**
- I. Units in the Boston MSA will be reported to the Boston Fair Housing Commission’s MetroList whenever they become available (including upon turnover).**

VI. SPECIAL EFFORTS TO ATTRACT MINORITY APPLICANTS

A. Those least likely to apply are Black, Asian, Hispanic and American Indian. Marketing efforts will include non-English publications to ensure affirmative marketing to populations less likely to apply for this development.

B. In addition to local and regional newspapers, advertisements will be placed in newspapers that serve minority groups and other groups protected under fair housing laws, including: *The Bay State Banner, El Mundo, Sampan, El Planeta.* Notices will also be sent to organizations to ensure affirmative outreach to under-represented minority groups identified in accordance with 760 CMR 4.07: *Asian American Civic Association, Asian American Development Corporation, Black Ministerial Alliance of Greater Boston, Casa Esperanza, Greater Boston Interfaith Organization, Catholic Charities Haitian Multi-Service Center, La Alianza Hispana, Massachusetts Alliance of Portuguese Speakers, Massachusetts Commission on Indian Affairs, METCO, Massachusetts Center for Native American Awareness, Massachusetts Office on Refugees and Immigrants, NAACP, Refugee and Immigrant Assistance Center, Somali Development Center, Vietnamese American Initiative for Development (VietAID), etc.*

VII. OUTREACH EFFORTS TO PERSONS WITH DISABILITIES

A. To reach people who cannot or do not read newspapers, the CHA will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The CHA will also try to utilize public service announcements. The CHA will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals.

Persons with disabilities who require a reasonable accommodation in obtaining or completing an application may call the CHA to make special arrangements. The CHA uses Mass Relay to communicate with applicants who may be speech or hearing impaired. The Mass Relay telephone number is 1-800-439-2370 for TTY and 1-800-439-0183 for voice.

Outreach will also include:

Providing notice of accessible units with MassAccess

(<http://www.massaccesshousingregistry.org>) or a successor website/registry in accordance with M.G.L. C. 151B, § 4(7A).⁶

B. All marketing will offer reasonable accommodations in the application process. The LHA will also provide application materials in alternative formats, engage in alternative means of communication through auxiliary aids and services, and/or provide assistance with the application process as necessary to ensure that persons with disabilities are reasonably accommodated and have equally effective access to the LHA's programs.

VIII. LANGUAGE ASSISTANCE FOR APPLICANTS WITH LIMITED ENGLISH PROFICIENCY

Marketing informational materials will provide notice of free language assistance to applicants, translated into the languages of Limited English Proficiency ("LEP") populations anticipated to apply in accordance with the CHA's Language Access Plan.

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Fair Housing Goal:	
	<p><i><u>Describe fair housing strategies and actions to achieve the goal</u></i></p> <p><i><u>Please see the above as it reflects the policy, the goal, the action plan – the strategy etc.</u></i></p>

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.1 Mission.** 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. ([24 CFR § 903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR § 903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR § 903.6\(a\)\(3\)](#)).

C. Other Document and/or Certification Requirements.

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit 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 § 903.17\(b\)](#), [24 CFR § 903.19](#))

C.3 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.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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 PHA Plan. The 5-Year PHA Plan provides the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, 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.