

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small 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.
- (2) **Small PHA**- APHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and 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.

<b>A. PHA Information.</b>																															
<p>PHA Name: <b>LOWELL HOUSING AUTHORITY (LHA)</b> <span style="float: right;">PHA Code: <b>MA001</b></span>          PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer          PHA Plan for Fiscal Year Beginning: (MM/YYYY): <b>10/01/2022</b>          PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)          Number of Public Housing (PH) Units <b>1,613</b> Number of Housing Choice Vouchers (HCVs) <b>1,382</b>          Total Combined <b>2,995</b>          PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> 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 of 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 website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>Please see Attachment A.</b></p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						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:																	
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<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><b>Please see Attachment B</b></p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p><b>The Financial Resources Report has been updated. Please see Attachment C.</b></p> <p><b>The LHA has adopted amendments to the Low Rent Public Housing Program and the Housing Choice Voucher Program Administrative Plans to address serious domestic violence situations. Please see Attachment D.</b></p>
	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(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.</p> <p>The LHA will seek approval from the Department of Housing and Urban Development (HUD) to take units off-line during modernization, as needed.</p> <p>The LHA will continue with the disposition of scattered site units in AMP 2, in compliance with the approval letter issued by the Special Applications Center (SAC) of HUD dated August 30, 2018. Currently, there is one (1) building left to be sold (2 units).</p> <p>The LHA may use Project Based Vouchers (PBV) as part of the below market disposition to local non-profit agencies. The LHA may also utilize PBV with development activities intended to expand the supply of affordable housing, but to do so in a manner that affirmatively furthers fair housing.</p> <p>The LHA will apply for an Emergency Safety Grant to upgrade surveillance cameras at Highland Parkway (AMP 2).</p> <p>Through the LHA's non-profit affiliate Residents First Development Corporation (RFDC), the final phase of the River's Edge on the Concord Development will be completed. The development plan for the final phase will be approved by the City of Lowell, and the Massachusetts Department of Housing and Community Development (DHCD).</p> <p>Through the LHA's non-profit affiliate Revitalization Effort Toward New Urbanism (RENU), the initial phase of a mixed-use development on the site of the Mercier Center will commence with the selection of a developer and establishment of a development plan.</p> <p>To increase revenue, the LHA will establish telecommunication tower contracts in federal developments, in accordance with HUD regulations.</p>

B.3	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><b>A Progress Report is included. Please see Attachment E.</b></p>
B.4.	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>Other Document and/or Certification Requirements.</b>	
C.1	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>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.</p> <p><b>The Agenda and Minutes of the RAB Meeting are attached. Please see Attachment F</b></p>
C.4	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<b>D</b>	<b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).  <b>Please see Attachment G.</b>
<b>D.1</b>	<b>Capital Improvements.</b> 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.

## Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing 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))

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

### B. Annual Plan.

#### 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.”

☐ **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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). 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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** 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 §903.7(b) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(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)

☐ **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)

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** 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))

☐ **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 public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 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.

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))

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies 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.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, 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/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, 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. 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/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **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/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) 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.

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

- B.3 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(r)(1))

- 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))

## C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

**C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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(o))

- C.3 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 §903.13(c), 24 CFR §903.19)

- C.4 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. (24 CFR §903.15)

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

**D.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 XX/XX/XXXX."

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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. 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.

Public reporting burden for this information collection is estimated to average 16.64 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.

## **ATTACHMENT A**

### **HOUSING AUTHORITY OF THE CITY OF LOWELL**

#### **LEGAL NOTICE**

On May 27, the Year 2022, the Draft Annual Plan of the Lowell Housing Authority (LHA), as required under Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, is available for a forty-five (45) day public review and comment period. A copy of the draft Annual Plan is available for review at the Executive Office, located at 350 Moody Street, Lowell, MA, during regular office hours and can be found on our website at [www.lhma.org](http://www.lhma.org). The Executive Office is wheelchair accessible. Reasonable accommodations will be made to persons requesting assistance. The Annual Plan is scheduled to be submitted to the U.S. Department of Housing and Urban Development (HUD) on or before July 15, 2022.

On July 13, 2022, at 3:30 p.m., a Public Hearing will be held to accept oral or written comments on the Plan. Written comments will also be accepted at the Executive office until 12:00 noon on July 13, 2022. The LHA will conduct the Public Hearing virtually and in-person at the following locations.

#### **Hearing locations:**

##### **VIRTUAL MEETING**

Join Zoom Meeting: <https://us06web.zoom.us/j/83146524712>

Toll-Free Phone: 877-853-5247 or 888-788-0099

Meeting ID: 831 4652 4712

##### **IN-PERSON MEETING**

The Mercier Center

21 Salem Street

Lowell, MA 01854

Anyone seeking further information should contact the Authority. The telephone number for the Authority is (978) 364-5311. The LHA can be reached by TDD at 1-800-545-1883, Extension 178.

## ATTACHMENT B

### Deconcentration Analysis and Admissions Policy for Deconcentration

#### Deconcentration Analysis April, 2022

	Average				
Site	Actual Same units Average	85% of PHA Wide Avg Income (Avg x .85)	115% of PHA Wide Avg Income (Avg x 1.15)	Avg Income Per Development	Does LHA Develop Fall b/w Ranges
MA 1-1	20,325	17,276	23,373	17,972	YES
MA 1-2 / 1-17	20,325	17,276	23,373	26,162	NO
MA 1-7	20,325	17,276	23,373	28,475	NO
MA 1-12	20,325	17,276	23,373	21,973	YES
MA 1-14	20,325	17,276	23,373	6,663	NO

MA 1-2 / 1-17	Average falls above range by \$ 2,835
MA 1-7	Average falls above range by \$ 5,101
MA 1-14	Average falls below range by \$10,613

The Lowell Housing Authority (LHA) has reviewed the Deconcentration Analysis. Resident income at MA 1-2/1-17 exceeded 115% of the PHA Wide Average Income. At MA 1-2/1-17, there have been twenty-five (25) vacancies since July 2021. To date, twelve (12) units have been filled with new admissions at MA 1-2. Eight (8) families were below 30% of area median income (AMI), three (3) families were below 50% of AMI and one (1) family was below 80% of AMI.

Resident income at MA 1-7 also exceeded 115% of the PHA Wide Income. At this location, there was one (1) vacancy over the last year that has not yet been filled. A Tier 1 family will be targeted for this unit.

MA 1-14 has one (1) building that is in the process of being sold. There is one family at this location whose income falls below 85% of the PHA Wide Average Income. Currently, the LHA is not filling the vacant unit at this location. This building will be removed from the LHA portfolio when it is sold.

The LHA will monitor our progress in addressing deconcentration on a quarterly basis.

The following is an extract from the Low Rent Public Housing Administrative Plan, approved by the Board on July 11<sup>th</sup>, 2007, which applies to this issue:

Policies on Selection and Admission of Applicants from Waiting List

Subsequent to verification of the information provided in the full application, LHA will group the applications into two tiers.

Tier 1 will include all applicants with incomes that do not exceed 30 % of median income for the Lowell area (NOTE: Families in this income category are termed Extremely Low-Income (ELI) families).

Tier 2 will include all applicants with incomes that exceed 30 % of median income but do not exceed 80 % of median income for the area (Such families are termed Low-Income Families).

Within each tier, families with local preferences will be listed first. Those preference-holders meeting the ranking preference described in Chapter 4.5 will be filed first by earliest date of pre-application, followed by preference-holders not meeting the ranking preference ordered by earliest date of pre-application.

In order to assure that the statutory income-targeting requirement that "not less than 40 % of the families admitted to a PHA's LRPH program during the PHA fiscal year from the PHA waiting list be ELI families", 4 of the initial 10 referrals to briefings shall be families on the waiting list who are Tier 1 families and 6 of the initial 10 referrals to briefings shall be Tier 2 families that are preference-holders. If there is not a sufficient number of Tier 2 preference-holders, one or more of the referrals which were to be initially Tier 2 families will Tier 1 preference-holders.

In addition, if the agency's deconcentration analysis indicates that there are any developments which require targeted selection of below average or above average income families then a further tiering of applications will be done.

Tier 3 will include all covered applicants whose incomes are less than 85% of the average income of all covered families.

Tier 4 will include all covered applicants whose incomes are more than 115% of the average income of all covered families.

As units become available for any covered development under the deconcentration analysis, then in addition to the targeting tiers and procedures, skipping will be applied to admit only those applicants who are also in Tier 3 or Tier 4 as may be required.

## ATTACHMENT C

### **Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)] *Updated for new 2CFR200*

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2022 grants)</b>		
a) Public Housing Operating Fund	7,870,000	
A. Public Housing Capital Fund	5,064,582	
B. HOPE VI Revitalization	0	
C. HOPE VI Demolition	0	
D. Annual Contributions for Section 8 Tenant-Based Assistance	16,730,468	
E. Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
a) Resident Opportunity and Self- Sufficiency Grants	152,782	
b) Community Development Block Grant	0	
c) HOME	0	
Other Federal Grants (list below)	2,300,000	Jobs Plus Program
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Program	5,204,021	Public Housing Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
Federal Low Rent Public Housing	7,990,000	Public Housing Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
Investment Income(Federal)	5,600	Public Housing Operations
Other Income other than rent and interest.	2,906,006	Public Housing Operations
<b>5. Non-federal sources</b> (list below)		
State Low Rent Public Housing including MRVP vouchers	3,113,186	Public Housing Operations
Unrestricted Investment Income (State)	600	Public Housing Operations
<b>Total Resources</b>	<b>\$51,337,245</b>	

## **ATTACHMENT D**

### **AMENDMENTS TO THE LOW RENT PUBLIC HOUSING PROGRAM AND THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLANS**

**Issuance of a Housing Choice Voucher to a Low Rent Public Housing Resident who is a victim of domestic violence with a verified, imminent threat to life and safety which requires immediate relocation out of the area.**

#### **Low Rent Public Housing Administrative Plan**

##### **4.J. Selection Method**

The Executive Director may determine that the extreme urgency of need of the holder of a preference is such that a unit must be leased to a family immediately, without regard to dates of pre-application or tier. In the case of a Public Housing resident who is a victim of domestic violence and is facing an imminent threat to life and safety which necessitates immediate relocation out of the area, the Executive Director may authorize the issuance of a Housing Choice Voucher, without regard to dates of pre-application or tier. These situations are rare, and will only be authorized when verified by police, the district attorney's office, or domestic violence support agencies. In such events, the LHA will document the reasons for the actions taken.

#### **Housing Choice Voucher Program Administrative Plan**

##### **4.J. Selection Method**

In the case of a Public Housing resident who is a victim of domestic violence and is facing an imminent threat to life and safety which necessitates immediate relocation out of the area, the Executive Director may authorize the issuance a Housing Choice Voucher, without regard to dates of the pre-application or tier. These situations are rare and will only be authorized when verified by police, the district attorney's office, or domestic violence support agency. In such events, the LHA will document the reasons for the actions taken.

## ATTACHMENT E: 2020-2024 LHA FIVE YEAR GOALS

### PROGRESS MADE IN YEAR 3 (FY 2022) OF THE FIVE-YEAR PLAN

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
<b>Physical Facilities:</b>	
<p><b>Creation of a mixed-use development on the site of the Mercier Center or other location within the city through the non-profit Revitalization Effort Toward New Urbanism (RENU). The Lowell Housing Authority (LHA) received approval from the Special Applications Center (SAC) of the US Department of Housing and Community Development (HUD) in August 2018, for the disposition of eighty-seven (87) scattered site units under AMP 2. The LHA will dispose of these units in accordance with the directive issued by the SAC.</b></p>	<p><b>LHA conducted a Request for Proposals (RFP) process for the disposition of eighty-seven (87) scattered site units. To date, twenty (20) buildings have been sold (85 units). There is one (1) building that remains to be sold (2 units).</b></p> <p><b>To advance the establishment of a mixed-use development on the site of the Mercier Center, the LHA has taken two parcels of land through eminent domain. Two other properties have been purchased and demolition has been completed at these locations. The LHA will move forward with acquiring other parcels, as needed, to support the project. Neighborhood meetings are being scheduled to update residents. A development partner will be selected in the coming months.</b></p>
<p><b>Relocation of residents occupying the eighty-seven (87) scattered site units who choose to move to other public housing or lease with a private landlord utilizing a Housing Choice Voucher.</b></p>	<p><b>To date, twenty (20) relocations were coordinated for families seeking transfers to other Public Housing units. Seventeen (17) relocations were coordinated for families who relocated with a Voucher to lease units in the private rental market. Thirty-eight (38) families are utilizing a Voucher to remain in place.</b></p>
<p><b>Complete housing development at the River's Edge on the Concord site.</b></p>	<p><b>The Department of Housing and Community Development (DHCD) determined that the final phase of the River's Edge on the Concord will be completed by the Residents First Development Corporation (RFDC), as per the original Development Plan. The redevelopment statute requires that sales and rentals be made available to families within a certain percentage of area median income (AMI). The current plan is to create up to twenty-eight (28) duplex style units. Three (3) of these units will be rentals supported by a project-based Housing Choice Voucher for</b></p>

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
	families at 50% of AMI or below. Two (2) homes will be sold to families at 80% of AMI, twenty (20) homes will be sold to families at 100% of AMI and three (3) homes will be sold to families at 150% of AMI.
As opportunities arise, Federalize State Public Housing developments based on the number of available units under the Faircloth Amendment. The LHA has identified ten (10) units of family housing and is working toward making these units part of the federal portfolio.	The LHA is in process of federalizing ten (10) units at 40 – 58 Dublin Street. The roof and windows at this development have been replaced. Kitchen and bath upgrades, selective door replacement, updates to an existing ADA unit to make it fully accessible and other site improvements are anticipated to be completed in July. An application for Federalization of the development will be submitted to the Department of Housing and Urban Development (HUD) in the fall of 2022.
Establish a comprehensive capital plan to address aging roofs, elevators and other building systems.	<p>Contained in the 2021– 2025 Capital Fund Plan is funding for:</p> <ul style="list-style-type: none"> <li>* The upgrade/replacement of elevators at six (6) locations at South Common Village</li> <li>* Roof replacements at the Highland Parkway Triplex and Centralville Gardens</li> <li>* Generator replacements at Belvidere Heights, City View Towers, Francis Gatehouse and Centralville Gardens.</li> </ul> <p>Currently, two (2) elevator upgrades at South Common Village are in process. Work will begin on the elevator at 43 Summer Street in September and specifications for the 50 Summer Street elevator are complete and being reviewed prior to bidding.</p> <p>Designer selection for the replacement of the roof at Centralville Gardens will begin in the summer of 2022.</p>
Revitalization of the Hadley House, a historic home which the LHA intends to establish a supportive housing program for veterans. This is contingent on the approval of LHA site control of a parcel owned by the Commonwealth of Massachusetts, Department of Conservation.	The Revitalization Effort Toward New Urbanism (RENU) acquired the Hadley House in October 2019. It is situated on land owned by the Commonwealth of Massachusetts, Department of Conservation. The LHA is looking to purchase the parcel so that restoration work can begin. Currently, there is pending legislation to allow for

<b>Goals for 2020-2024</b>	<b>Progress Made or Anticipated to be Made by September 30, 2022</b>
	the purchase of the property at the appraised value. The goal is to create three (3) to five (5) units of congregate housing for veterans.
Explore the technology behind and the benefits of the creation of Smart Buildings for better efficiencies and cost savings.	The facilities team continues to investigate technological advancements and improvements in our buildings that include electronic leak detection, heat loss detection and electrical outage detection. The installation of these electronic notification devices will provide alerts to allow for immediate LHA response and repair.
Determine if implementation of the Rental Assistance Demonstration (RAD) Program or other repositioning opportunities are feasible for the preservation of LHA public housing properties. The LHA will look at the Moving to Work (MTW) Program and explore the benefits.	The LHA continues to explore the benefits of these programs within our agency. RAD is being considered for one family development and MTW remains on the table for consideration in the future.
Research energy programs for the replacement of building systems and structural fixtures for increased energy efficiencies.	<p>The LHA received approval from the US Department of Housing and Urban Development (HUD) to extend our Energy Performance Contract (EPC) with Ameresco, Inc. Over the last year the following projects have been completed at Federal developments:</p> <p>Common-area lighting upgrades have been completed utilizing LED lighting replacements and retrofits. Replacement of hot water heater tanks and boilers with energy efficient hot water heater tanks and boilers has been completed at Federal Developments. It is anticipated that air handling units will be replaced at the Francis Gatehouse and South Common Village in July of 2022.</p>
<b>Management Operations</b>	
Incorporate data driven decision making in all areas of the LHA's operation.	The LHA hired a Data Analyst to provide trend reports to the executive and management teams. The Analyst has been instrumental to the agency by providing detailed reports that support our goal of using data driven decision making to enhance our management and maintenance operations.

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
	The executive team relies on this information to ensure that the agency is performing at its fullest capacity.
Increase the use of technology among all staff members for secure information storage and streamlining of administrative processes.	The MyHousing online application system has been very successful by allowing new applicants to apply online, communicate with the public housing team, and check the status of their application. Approximately 50% of all applications are accepted through this portal. Digital filing began in 2020, and currently over 1,200 active client files in the Division of Leased Housing Programs have been archived in the system. The LHA plans to digitize all applicant and resident files going forward. The digital software provides scanning, integration with Elite software and offers the ability for applicants and residents to e-sign required documents.
Update maintenance procedures for a more efficient operation and explore possible outsourcing of work through privatization.	<p>The LHA has implemented a mobile work order process whereby maintenance staff in the field can initiate or receive a work order utilizing an electronic device. Due to equipment and connectivity issues, the LHA is shifting to SMART technology. This pilot program currently involves a limited number of staff but will gradually be rolled out to all, once the selection of a SMART device has been made.</p> <p>The LHA has established contracts for electrical and plumbing work that is requested after normal business hours.</p>
Restructure the organizational chart and update job descriptions and the Personnel Policy to reflect the LHA's needs.	The organizational chart for the agency has been updated and shared with the Board of Commissioners. Job descriptions were updated to remove language and job functions that were obsolete. New job duties were included to meet our operational needs. The agency is constantly evolving so additional employment positions may be created and added to the organizational chart in the future.
Continue the rebranding efforts of the agency. This will include increasing staff participation	The LHA currently has six (6) staff members who are participating on local non-profit boards and

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
on local non-profit boards and expanding social media efforts to reach new stakeholders, residents, and the general public.	commissions. Please see Attachment E-1 for a listing of staff members appointed to boards and commissions within the community.
Expand grant writing efforts for the sustainability of the agency.	<p>The LHA will apply for the following grant funding:</p> <p>HUD Capital Fund Emergency Safety and Security Grant (maximum award \$250,000) for security camera upgrades at Highland Parkway.</p> <p>Grant Updates:</p> <p>The LHA was awarded \$186,000 under the HUD Housing Related Hazards Grant for the remediation of Radon at the Highland Parkway development.</p> <p>The LHA was awarded a JobsPLUS Grant in the amount of \$2.3 million in late 2019. This program provides job related services to residents of the North Common Village, with on-site staffing from MassHire and a dedicated team offering guidance and support to increase family incomes within the development. To date, there are one-hundred and fifty-two (152) participants enrolled in this program. Residents realize a savings in rent and are encouraged to establish bank accounts. They are provided with strong case management that allows them to better plan for their future. This grant has proven to be extremely beneficial to the residents of North Common Village.</p> <p>The LHA will continue to seek grant opportunities for environmental remediation and resident services.</p>
Improve job performance at all levels and develop procedures for better performance output, with an emphasis on staff accountability. Increase resident	In December 2021, Property Managers and the Assistant Superintendent of Maintenance attended a Project Based Maintenance Management Seminar. This seminar provided information on staff management practices and

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
<p>accountability through increased communication and better lease enforcement.</p> <p>The LHA will pursue future allocations of Housing Choice Vouchers, targeted toward special populations (Mainstream, VASH, FUP) to address the issue of homelessness in Lowell.</p>	<p>the importance of developing a preventive maintenance schedule. Information obtained from this course will be rolled out to all property management staff in the coming months.</p> <p>The LHA has hired a Human Resource Director who is working on training and development protocols. She is also developing a plan to recruit diverse candidates for positions within the LHA.</p> <p>In 2020, the LHA was awarded seven (7) Housing Choice Vouchers for the Foster Youth to Independence Initiative. A Memorandum of Understanding was executed with the Department of Children and Families (DCF) and Community Teamwork, Inc. (CTI) to provide services for the stabilization of youth transitioning out of foster care. In July of 2021, the LHA received an additional thirteen (13) vouchers for this important program.</p>
<p>Continue to recruit and hire qualified minority applicants to expand diversity within the agency.</p>	<p>The LHA continues to place a high value on the recruitment and hiring of qualified minority candidates. In 2018, the LHA adopted an "Acre Hiring Preference" for residents from this neighborhood with a high poverty and minority concentration. Over the last year, the LHA has filled fourteen (14) maintenance and administrative positions. Of the seven (7) maintenance positions filled, five (5) were minority candidates. Of the seven (7) administrative positions, four (4) were filled with minority candidates. Two (2) of these new hires are Acre residents.</p>
<p>Expand and monitor staff development to increase productivity and ensure compliance with program regulations.</p>	<p>The LHA provides training and guidance to all staff to ensure compliance with federal and state regulations. Training is provided through outside vendors on specific program requirements related to Property Management, REAC Inspections, the Housing Choice Voucher Program, Procurement, and OSHA standards of compliance. Please see Attachment E-2 for a listing of trainings attended by staff members over the last year.</p>

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
Client Services	
<p><b>Create a set-aside of Housing Choice Vouchers for Public Housing residents graduating out of the Family Self-Sufficiency Program and ready for homeownership.</b></p>	<p><b>The LHA will establish a set-aside of 3-5 Housing Choice Vouchers for Public Housing Family Self-Sufficiency Program participants who have graduated from the program and have qualified for home ownership. This will ensure the financial stability needed by families transitioning to homeownership. The LHA is in the process of establishing an addendum to the Housing Choice Voucher Program Administrative Plan for this set-aside of vouchers.</b></p>
<p><b>Establish definitive protocols for communicating information to applicants/residents to provide better customer service.</b></p>	<p><b>Communication with residents has improved with the installation of digital signage. Visix Company has installed twenty-seven (27) digital screens throughout LHA's properties. These displays allow the LHA to broadcast global messages or tailor messaging for individual properties. Content has been developed to engage a diverse audience. Messaging includes emergency alerts, maintenance notifications, snow removal guidance, tenant council information, resident reminders, upcoming events, and other LHA news. Resident feedback has been very positive.</b></p> <p><b>The LHA website is regularly updated to bring the most up-to-date information to applicants and residents. The LHA has contact with the local newspaper and radio station to report on LHA activities. The LHA also utilizes Facebook, Twitter and an E-newsletter to keep applicants and residents informed.</b></p> <p><b>The LHA telephone system has been upgraded to replace an aging system with modernized equipment that is more user-friendly system.</b></p>

Goals for 2020-2024	Progress Made or Anticipated to be Made by September 30, 2022
	Telephone management is being streamlined with the support of a telephone communications partner, New Horizon Communications.
Collaborate with area non-profits in the development of programs and activities for resident youth advancement, and the expansion of the Family Self Sufficiency Program.	<p>In May 2022, the LHA collaborated with Lowell General Hospital to offer a Health Fair at the Mercier Center. Residents were provided cancer screenings, COVID 19 vaccines, and information on family nutrition and mental health. This event was well attended by residents who benefited from the information provided by the dedicated doctors, nurses and counselors that participated in this event.</p> <p>In the summer of 2022, the LHA will collaborate with the Greater Lowell Food Bank to offer a daily lunch program to youth up to 18 years of age. Feeding sites will be operated at the Highland Parkway Community Room and the North Common Village Community Room. Nutritional lunches and snacks will be provided during the months of July and August.</p> <p>The LHA is working to re-establish the Learning Zone homework assistance program at North Common Village and Highland Parkway in January 2023.</p> <p>Please see Attachment E-3 for an update on the Family Self-Sufficiency Program.</p>

## **ATTACHMENT E-1**

### **LOWELL HOUSING AUTHORITY**

#### **STAFF MEMBERS PARTICIPATING ON LOCAL BOARDS AND COMMISSIONS**

<b>Mark Briere</b>	<b>City of Lowell - Zoning Board of Appeals</b>
<b>Tracie Carbonneau</b>	<b>Greater Lowell Food Pantry</b>
<b>Tha Chhan</b>	<b>Cambodian Mutual Assistance Association Common Ground Development Lowell City License Commission</b>
<b>Jonathan Goldfield</b>	<b>Red Cross Board of Directors Haverhill Housing Authority</b>
<b>Dennis Mercier</b>	<b>President – Pawtucketville Citizens Council City of Lowell – Cemetery Commission Meghan’s House Kaitlyn Kazanjian Foundation</b>
<b>Laura Watts</b>	<b>City of Lowell – Parks and Conversation Trust</b>
<b>Adam Garvey</b>	<b>Lowell Housing Choice Coalition Lowell Coordinating Council</b>



# Lowell Housing Authority Employee Training

## ATTACHMENT E-2

### Training Information

Employee Name	Date of Training	Name of Training	Training Group	Training Category	Location of Training	Certificate Received	# of Hours	Cost \$	Comments
Adam Garvey	7/6/2021	HUDS Final Ruling on VAWA	EventsQED	Development	Webinar	No	1		
Jonathan Goldfield	10/15/2021	MCPPPO Procurement Fraud	MCPPPO	Development	On-Line	N/A	4	\$206	
Rosa Gill	10/26/2021	Public Housing Management Certification	HTVN	Development	Main Office	Yes	8	\$699	
Katie Sadlier	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Nadia Gonzalez	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Eunice Zeigler	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Andrew Rocha	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Heather Barker	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Madeline Colon-Rivera	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Adam Garvey	11/9/2021	Mental Health First Aid	National Council for Mental Wellbeing	Resident Services	Main Office				
Adam Garvey	11/22/2021	Youth Mental Health First Aid USA	National Council for Mental Wellbeing	Resident Services	Main Office	Yes			
Jonathan Goldfield	12/2/2021	Advanced Topics	MCPPPO	Development	Main Office		2	\$206	
Brian Dean	12/6-12/7/21	Project Based Maintenance Management	Nan McKay	Development	Main Office	Yes	16	\$850	
Denise Ryan	12/6-12/7/21	Project Based Maintenance Management	Nan McKay	Development	Main Office	Yes	16	\$850	
Amy Dalton	12/6-12/7/21	Project Based Maintenance Management	Nan McKay	Development	Main Office	Yes	16	\$850	
Sam Talbot	12/7/2021	"Outside" Inspection Standards	Inspire	Development	Main Office		1.5	\$149	
Laura Watts	12/7/2021	Unrestricted & Restricted CSL	On-Line Classess.com/store	Development	Hampton Inn	N/A	6	\$178	
Anthony Patenaude	12/21/2021	Mass Electrical Continuing Education Professionals Development	At Home Prep A Division of Stautzenberger College	Development	Webinar	Yes	6	\$205	
Laura Watts	1/3/2022	School Project Designers & Owners Project Managers Certification	MCPPPO	Development	On-Line		20	\$1,350	
Joe Sullivan	1/6/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Brian Cassidy	1/7/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Angel Torres	1/10/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Tommy Lafferty	1/10/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Matt Sniffin	1/11/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Bill Cassella	1/12/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Dick Ratte	1/14/2022	Mass Hoisting License	MEWPs, Inc.	Development	On-Line	Yes	2	\$71	
Kelsey Tauer	1/20/2022	Pillar of Your FSS Program	NAHRO	Development	On-Line	Yes	8	\$0	
Adrianna Binet	2/9/2022	Cyber Awareness Challenge	US Department of Defense	Development	On-Line	Yes	1	\$0	
Kelsey Tauer	2/28/2022	Admissions and Occupancy - Sec 504 & Fair Housing Compliance	HA1	Development	On-Line	Yes	2	\$0	
Kelsey Tauer	3/1/2022	New Employee Orientation for Public Housing & Housing Choice Voucher	HA1	Development	On-Line	Yes	2	\$0	
Adam Garvey	3/23/2022	Updating PHA Admissions & Cont'd Occupancy Policy	ICF Event2	Development	On-Line / Webinar	No	2	\$0	
MaryAnn Maciejewski	3/23/2022	Updating PHA Admissions & Cont'd Occupancy Policy	ICF Event2	Development	On-Line / Webinar	No	2	\$0	
Donna Toohy	3/23/2022	CORI Training	Dept of Criminal Justice Info Services	Development	On-Line / Webinar	No	2	\$0	
Ashley Bernard	4/7/2022	Public Housing Management Certification	HTVN	Development	On-Line	Yes	8	\$699	

Ashley Bernard	4/7/2022	Public Housing Rent Calculation Certification	HTVN	Development	On-Line	Yes	8	\$699
Kelsey Tauer	4/19/2022	Family Self-Sufficiency Certification	HAI	Development	On-Line	Yes	2	\$0
Paula Gouveia	5/3/2022	Preventing Child Sexual Abuse In My Youth Organization	Enough Abuse Campaign	Development	On-Line	Yes	1	\$0
Paula Gouveia	5/4/2022	QPR Gatekeeping Suicide Prevention Training	QPR Institute	Development	On-Line			\$30
Paula Gouveia	5/4/2022	California Healthy Minds, Thriving Kids Project	Child Mind Institute	Development	On-Line			\$0
Sam Talbot	5/17/2022	Understanding REAC Inspections 2022	US Housing Consultants	Development	Ashworth by the Sea, Hampton Beach, NH		7.5	\$249
Paula Gouveia	5/18/2022	Moving Forward Together Conference	Adcare Educational Institute	Development	Virtual	Yes	4	\$30
Laura Watts	5/16/2022	Introduction to CPS	DHCD	Development	Virtual		6	\$0
Laura Watts	5/31/2022	Updating Inventory, Closing & Archiving CPS	DHCD	Development	Virtual		2	\$0
Laura Watts	6/1/2022	Creating Projects in CPS	DHCD	Development	Virtual		2	\$0
Karen Patenaude	6/1/2022	Introduction to CPS	DHCD	Development	Virtual		6	\$0
Karen Patenaude	6/1/2022	Updating Inventory, Closing & Archiving CPS	DHCD	Development	Virtual		2	\$0
Karen Patenaude	6/1/2022	Creating Projects in CPS	DHCD	Development	Virtual		2	\$0
Sherry Giblin	6/7/2022	Emphasys Summer Training Symposium	Emphasys	Development	On-Line		8	\$298
Laura Watts	6/9/2022	CIP Process Overview	DHCD	Development	Virtual		1.5	\$0
Karen Patenaude	6/9/2022	CIP Process Overview	DHCD	Development	Virtual		1.5	\$0

## **ATTACHMENT E-3**

### **Housing Choice Voucher (HCV) Program and Public Housing Program (PH) Family Self-Sufficiency (FSS) Program Update May 2022**

- 45 participants (HVC: 35, PH: 8) are currently enrolled in the FSS Program as of May 2022.
- 3 new participants (HCV: 3) have established FSS Contracts dated to start June 1, 2022.
- As of May 16, 2022, 31 participants have positive escrow balances (HCV: 25, PH: 6).
- 21 participants are currently accruing escrow.
- The total escrow account balance is \$322,588.71 (HCV: \$266,005.16, PH: \$56,583.55).
- 42 participants are working on credit repair.
- 36 participants have an established goal of homeownership within their FSS Contract.
- 3 participants have pre-approval letters and are actively searching to purchase a home.
- At present, 1 participant is entering into home sale agreement.

## **ATTACHMENT F**

### **RESIDENT ADVISORY BOARD (RAB) MEETING**

**Thursday, April 14, 2022**

**11:00 A.M.**

**FY 2023 Annual Plan and 5 Year Capital Plan**

### **AGENDA**

- 1. Opening Remarks – Year 3 of the 5 Year Agency Plan**
- 2. Progress in Meeting Goals to Date**
- 3. Disposition of Scattered Site Units**
- 4. Communication through Social Media, the LHA Website and Digital Signage**
- 5. 5 Year Capital Plan**
- 6. Timeline for Annual Plan Submission and Capital Plan Submission**
- 7. Resident Concerns/Discussion**

# **RESIDENT ADVISORY BOARD (RAB) MEETING MINUTES**

**Thursday, April 14, 2022**

**11:00 AM**

**An in-person and virtual meeting was held inviting residents' comments on the Annual Plan and five-year Federal Fiscal Year Capital Fund Program budgets for 2021-2025 for Lowell Housing Authority building and site capital improvements.**

## **MINUTES**

Present at the meeting for staff were Mary Ann Maciejewski, Special Projects Coordinator, Tha Chhan, Chief Admissions Officer, Jonathan Goldfield, Capital Asset Manager, Laura Watts, Capital Asset Manager, Kelsey Tauer, Family Self-Sufficiency Coordinator, and Andrew Rocha, Executive Assistant.

### **1. Welcome/ Introductions**

Mary Ann Maciejewski welcomed the participants of the meeting for those in-person as well as those who attended virtually via Zoom. Tha Chhan, Chief Admissions Officer provided the translation to the Cambodian speakers present at the meeting.

### **2. Review of the Five-Year CFP Plan**

#### **Mixed Use Development**

Mary Ann Maciejewski provided an update on the Lowell Housing Authority's efforts to develop mixed use housing. The LHA is in the process of assembling parcels of land for a mixed-use development and parking areas, through the Revitalization Effort Towards New Urbanism (RENU). The agency is planning a neighborhood meeting within the next couple of months to discuss the plan for the site and an RFP will be put out to bring on a developer for the site. This will be a 5-year process.

#### **Relocation**

Residents of scattered site housing were offered three choices: They could remain in their unit with a Housing Choice Voucher, they could move into a unit in the private market with a Voucher or they could transfer to a Public Housing Unit. To date, 20 families have moved into other Public Housing Developments, 17 families have relocated to private units with a Voucher and 38 have remained in their apartments with a Voucher.

All but one property has been sold or will be sold within the next 30 days.

#### **Federalization – Dublin Street**

The Lowell Housing Authority is in the process of federalizing state property at Dublin Street. Kitchen and bath upgrades are ongoing at 40 – 58 Dublin Street. These ten units of family housing are being prepared for a federal inspection (UPCS) and the LHA's final application will be submitted to HUD to Federalize these units and remove them from the State portfolio. Federal Operating and Capital funds will increase for these units and enhance the quality of life of these residents.

## **Upgrade Maintenance Procedures**

Mary Ann Maciejewski reported that the agency rolled out a mobile work order process at AMP 2 and AMP 4. The agency has discovered a few equipment and connectivity issues that are being addressed before this process is rolled out Authority wide.

Mobile Work Orders will reduce time waiting for repairs to be made and will increase productivity.

## **Restructure Organizational Chart and Update Job Descriptions**

The Lowell Housing Authority set a goal to restructure the organization and update its job descriptions. This has been completed. The Agency is constantly evolving and changing so new Job Descriptions may be developed and added to the Chart in the future.

## **Staff Participation on Local Boards and Non-profit Agencies.**

The Lowell Housing Authority had participated on the City Manager's Task Force to address homelessness in Lowell. The agency is now part of the Lowell Housing and Community Development task force lead by the Lowell Plan and the Community Foundation.

In addition, staff members have been appointed to the Cambodian Mutual Assistance Agency, the Lowell Food Bank, Megan's House, and the Lowell Cemetery Commission. Laura Watts also serves on the Board of Directors of the Lowell Parks and Conservation Commission.

## **Improve Job Performance at All Levels**

The Lowell Housing Authority set a goal to improve job performance at all levels of the agency. The LHA has hired a Human Resources Director who is working on training and development protocols. She has also started working on the recruitment of diverse candidates to apply for positions within the agency.

Over the course of the last year, we have hired diverse candidates to fill positions in maintenance, management and our executive department.

Property Managers are in the process of being trained to be certified as maintenance supervisors and all LHA staff have had Anti-bias training.

## **Communication**

The Lowell Housing Authority sought to improve communication with residents of the agency's Public Housing Programs. Digital Signage has been installed throughout our developments and broadcasts LHA messaging. Messages may be broadcasted globally or tailored to each property. These messages include Emergency alerts, maintenance notifications and snow removal guidance is provided. These digital sign boards will continue to evolve to include up-to-date content. The agency also has an Authority newsletter and has a social media presence of Facebook and Twitter.

## **3. Public Housing Related Health Hazards Grant – For Carbon Monoxide Detectors, Mold, Radon, Fire Sprinklers, Pest Infestation & Other Housing Health Hazards**

Jonathan Goldfield, Capital Asset Manager reviewed the new project ideas listed in the FY2027 project list. He explained that he was not reviewing FFY21-FFY26 items as they were reviewed last year, however he provided a handout with the projects listed. You have the spreadsheet that I emailed to you. Also, I said:

Jonathan explained that any project can be moved among the FY's based upon priorities that may emerge from year-to-year.

The agency also did Ameresco energy conservation projects at AMP2, providing solar power and upgrading domestic hot water, and installing new roofs at almost all buildings. The agency's Francis Gatehouse property also saw upgrades to hot water and received a new roof.

#### **4. Resident Input/Concerns**

A discussion was had surrounding security at the North Common Village property and the private security firm the agency has hired to perform additional security measures. A resident reported that vandalism has been an issue at the property. Mary Ann Maciejewski expressed that the residents concern for addressing vandalism should be brought to the attention of property management to be addressed. She would also bring this to the attention of the Assistant Executive Director.

# RESIDENT ADVISORY BOARD MEETING

## FY 2023 Annual Plan

Thursday, April 14, 2022  
11:00 a.m.

## SIGN IN SHEET

Name

Address

Werten R. Abrahamson	117 High St 208W
Joanie J Barnes	657 Merrimack St
Lisa Bourdeau	657 Merrimack St
Gleng Mann	183 Gorkham St #298
Don Lee	145 Gorkham St #240
Pat M Elia	7 GARDEN TERRACE
Joe Chavaz	LHA
Jonathan Charles Safford, Esq.	LHA
Kelsey Tauer	LHA
Andrew Rocha	LHA
Carita Berrios	LHA
Cindy Wada	LHA
Delma Apronte	by phone
Lawrence Street	
Laura Watts	LHA - By Phone

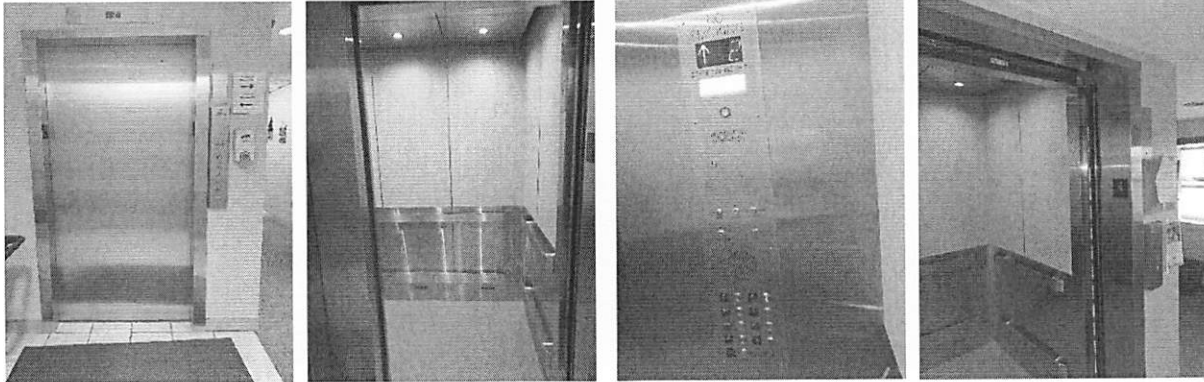
## ATTACHMENT G

### 2022 Annual Plan CFP Current Project Updates

#### FFY2018

100 Hildreth Street, Centralville Gardens (formerly Father Morrisette Manor) Elevator Upgrade (Replacement) completed in October 2021.

LHA's first of 13 elevator replacements currently part of our five-year plans was completed at the Centralville Gardens (former Father Morrisette Manor) development at 111 Hildreth Street.



#### FFY2019

##### AMP1 Utility Pipeline Replacement

Project plans in development, due to go out to bid this coming Fall, 2022.

##### AMP3 Elevator Upgrade (Replacement), 43 Summer Street

Project was bid and awarded. Components are on order, with lead times running from six weeks (i.e., doors) to 52 weeks (i.e., emergency generator). General construction work is planned for the fall, September-December 2022.

##### AMP3 Electrical Redistribution (Highrise Buildings), Phase 2 FFY19 & FFY21

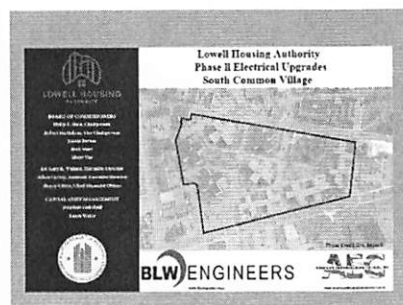
The large electrical cabinets in each of the six high rise buildings are completed. Cabling trays are being installed, and complete in 43 Summer and 145 Gorham (week of May 16, 2022). American Electrical Construction, Inc. ("AEC") will begin pulling the cables now as the cable trays are completed. After several mockup approaches to work in each of the 294 apartments, all parties agreed on a design method that would work given the nature of the building's construction. Apartment connections will begin in May and June. Phase 1 was performed in 2014 with new transformers and underground main feed lines into the high-rise buildings. Phase two is now connects each building house panel and apartment to the updated infrastructure.



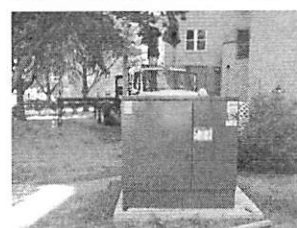
Unit entry junction box, cable run



Unit cable run, junction & panel box



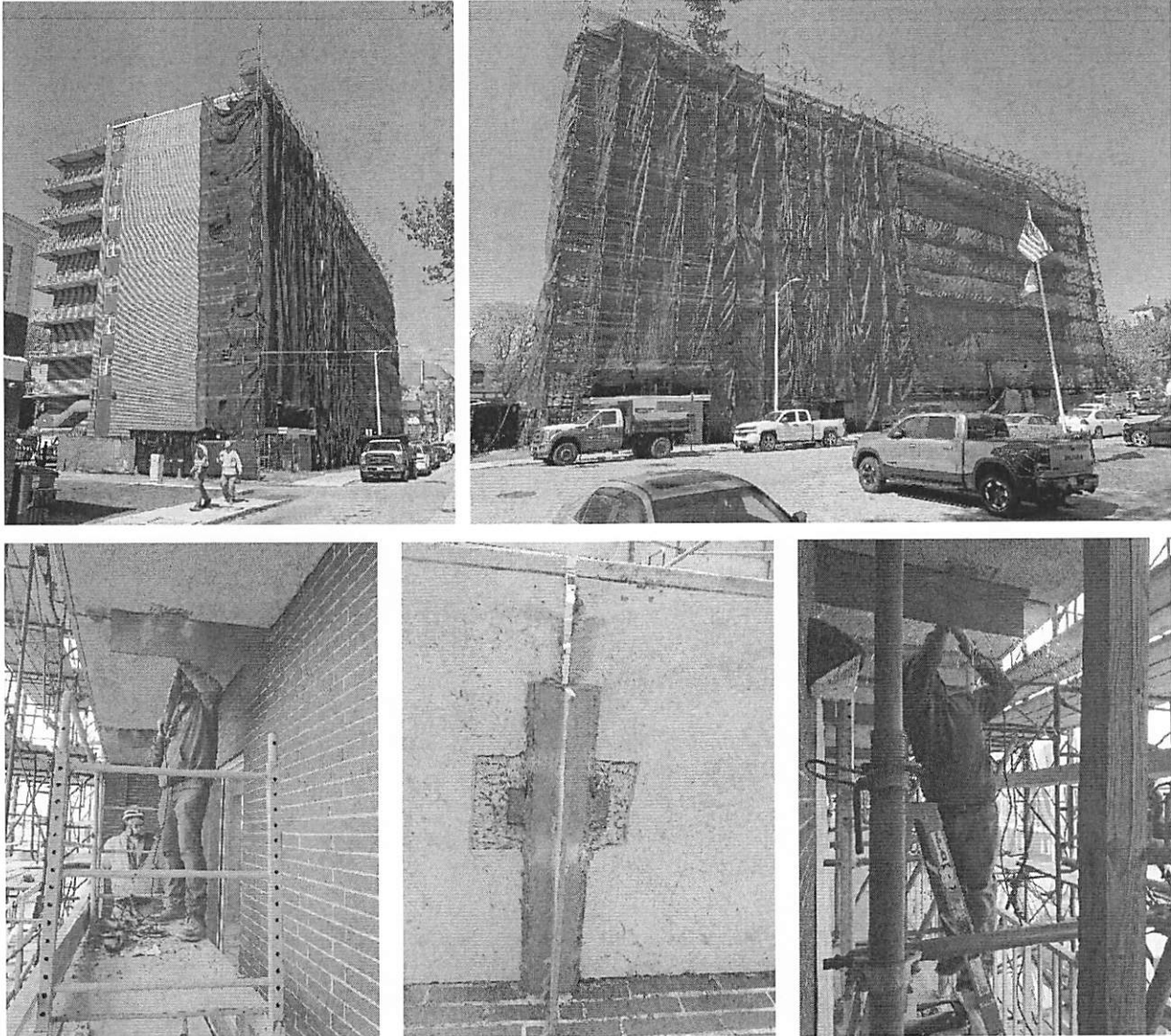
Basement cable trays & main panels



Transformer, Phase 1

#### AMP4 Balcony Repairs, Phase 1, City View Towers (N/W Exposures)

The north elevation (Moody Street) repairs are nearly complete. All concrete has been patched and steel plates from floors 2-7 have been installed. Workers are finishing the first-floor plates presently. Paint is being applied to the underside of the decks this week, working their way down from the 7<sup>th</sup> floor and a three-layer deck coating system is being applied to the roof deck. They will work their way from the top down, just as they have done with previous steps.



#### FFY2020

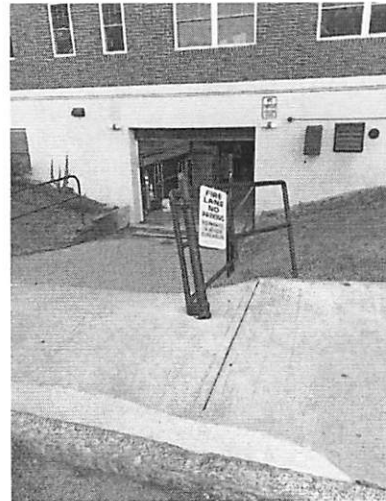
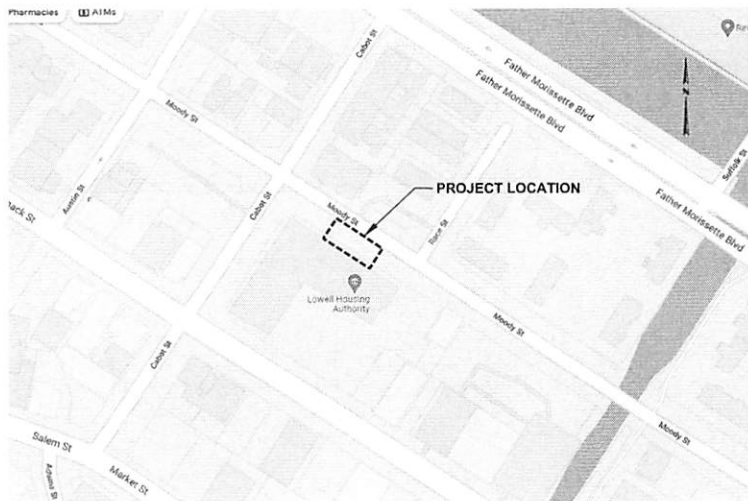
##### AMP3 Elevator Upgrades (Replacements – hydraulic & electric traction cars), 50 Summer St.

Specifications are complete and under review prior to bidding. This project will commence in the early fall of 2022.

##### AMP4 Site Improvements, City View Towers

The Moody Street Garage Entrance was elected to be redesigned using this budget line item. The maintenance garage is located at the bottom of a steep drop from the sidewalk and utilized by the facilities team to store equipment, receive and store maintenance and snow removal

supplies, and remove the trash compactor refuge from the building. This project is currently out to bid. It will likely be awarded at August's Board Meeting and completed by December.



#### AMP4 Balcony Repairs, Phase 1 cont'd. CVT

Scaffolding has begun on the West (Cabot Street) elevation this week. Things should pick up now that the three-part coating has been received. Folan will be adding additional crews to speed up progress. Phase I is expected to finish July 29<sup>th</sup>, with Folan rolling right into Phase II.



#### FFY2021

##### AMP4 Centralville Gardens EPDM Roof

Designer selection to be initiated this spring/summer (2022).

#### AMP4 Balcony Repairs, Phase 2 (S/E Exposures)

Phase I is scheduled for completion July 29<sup>th</sup>; as they finish the North elevation (Moody Street) they will move the scaffolding into the interior courtyard to roll right into Phase II. They will likely begin surveying and cleaning the interior balconies prior to completion of Phase I as they

will have different crews performing different tasks. We should see this project pick up remarkably now that the material has all been approved (from Phase I) and received.



## **ATTACHMENT H**

### **Violence Against Women (VAWA) Goals**

**May 2022**

The Lowell Housing Authority (LHA) participated in a domestic violence training program with Alternative House, a domestic violence shelter for women in Lowell. The information presented was insightful and since the training, Alternative House has been instrumental in advising staff on how to deal with serious domestic violence situations.

The LHA has amended the Administrative Plan for the Low Rent Public Housing Program and the Housing Choice Voucher Program to address situations where a Public Housing resident, who is a victim of domestic abuse, is facing an imminent threat to life and safety which requires an immediate relocation away from the area.

To assist victims of domestic violence with access to emergency housing, the LHA continues to offer a preference for victims of domestic abuse for the Public Housing Program and the Housing Choice Voucher Program.

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

**U. S Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

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

I, Thomas Golden, the City Manager  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years \_\_\_\_\_ and/or Annual PHA Plan for fiscal  
year 2023 of the Lowell Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

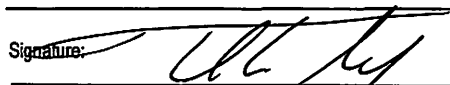
City of Lowell

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

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:  Thomas Golden	Title:  City Manager
Signature: 	Date: <u>7/8/22</u>

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**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 X Annual PHA Plan for the PHA fiscal year beginning 10/01/22, 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 PIH 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.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
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).

LOWELL HOUSING AUTHORITY

MA001

PHA Name

PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2023

☐ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

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

GARY K. WALLACE

Title

EXECUTIVE DIRECTOR

Signature

*Gary K. Wallace*

Date

7/14/2022