

2025

2025 Annual Plan  
DRAFT



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Paul O. Landers

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**1 John J Brady Drive  
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**1/1/2025**



<b>B.</b>	<p><b>Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b>                  (a) Have the following PHA Plan elements been revised by the PHA since its last <b>Five-Year PHA Plan</b> submission?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.  <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.  <input type="checkbox"/> <input type="checkbox"/> Financial Resources.  <input type="checkbox"/> <input type="checkbox"/> Rent Determination.  <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.  <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.  <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
<b>B.2</b>	<p><b>New Activities.</b>                  (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  <input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.  <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.  <input 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>
<b>B.3</b>	<p><b>Progress Report.</b>                  Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.  <b>In alignment with our goal to approve the quality of assisted housing • The Authority has applied for Section 18 to rehab its 125 units of federal public housing. Construction was completed on the first 68 units and leased to families at or below 30% AMI August 2024. • The Authority has entered a pilot program with Eversource to provide heat and air-condition using geothermal and 35 of are elderly units are in the pilot as well as the administrative office In alignment with our goal of innovative programs and services • We continue our partnership for the 3rd year with For the Love of K Gardens to build a community garden. • Hosted a community basketball tournament and street hockey tournament for youth residents. • Callahan Senior Center, Jewish Family Services, and BayPath Elder Services visit our senior coffee hour to connect residents to their programs. We provide referrals to needed in home services from these agencies which helps elderly residents age in place. • We provide free access to devices like walkers, wheelchairs, raised toilets seats, shower chairs, canes, diapers etc. through our partnership with the senior center. • Work with Framingham Police Department Jail Diversion team to provide mental health services to residents in crisis. • Our partner Jewish Family Services, through the Healthy Aging Program, provides activities such as Wii Bowling, Trivia, Lunch Bunch, Blood Pressure and Nutrition Clinics and Aerobics classes. In alignment with our goal to promote expanding affordable housing opportunities • The Authority under its non-profit wing manages 12 units of affordable housing, which have been renovated and rented with affordable rents to low-income families. The Authority works with the City regarding neighborhood revitalization and is currently in discussion with them regarding rehabilitation of some units in the city. • The Authority is committed to maintaining housing for disabled single persons and making its goal of 18% of its residents at one of our elderly/disabled developments are disabled single persons, currently we are at 15%. We currently have 97% of our DHVP vouchers leased.</b></p>
<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.  <b>Capital Fund 5 year Action Plan in EPIC approved by HUD on</b></p>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b>                  (a) Were there any findings in the most recent FY Audit?                  Y <input type="checkbox"/> N <input checked="" type="checkbox"/>                  (b) If yes, please describe:</p>

<p><b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>	
<p><b>B.1</b></p>	<p><b>New Activities</b>                  (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?                  Y <input type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</li> <li><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</li> <li><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</li> <li><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</li> <li><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</li> <li><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</li> <li><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</li> <li><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</li> </ul> <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.                  (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.                  (d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<p><b>B.2</b></p>	<p><b>Capital Improvements</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p>
<p><b>C. Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.</p>	
<p><b>C.1</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b>                  (a) Did the RAB(s) have comments to the PHA Plan?                  Y <input type="checkbox"/> N <input type="checkbox"/>                  (b) 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>C.2</b></p>	<p><b>Certification by State or Local Officials.</b>                  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.</p>
<p><b>C.3</b></p>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b>                  Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan</p>
<p><b>C.4</b></p>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.                  (a) Did the public challenge any elements of the Plan?                  Y <input type="checkbox"/> N <input checked="" type="checkbox"/>                  If yes, include Challenged Elements.</p>
<p><b>D. Affirmatively Furthering Fair Housing (AFFH).</b></p>	
<p><b>D.1</b></p>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b>                  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.</p>

**Form identification:** MA028-Framingham Housing Authority Form HUD-50075-SM (Form ID - 1404) printed by Helen Plant in HUD Secure Systems/Public Housing Portal at 08/26/2024 01:50PM EST



	<p>sufficiency in Education, Training, Employment and Money Management. Investigate ways to offer onsite GED classes for FHA residents and participants Goal 6: Operate at High level of Efficiency Exploring the use of scanning to better provide customer service Providing training and guidance materials for staff as continue transition to HOTMA Investigate ways to allow Public Housing Residents can do online payments for rent payments Create a more interactive website that will allow residents to pick up and drop off documents online Goal 7: Ensure Equal Opportunity and Affirmatively Further Fair Housing Undertake affirmative measures to ensure accessible housing to applicants and participants through established processes for consideration and granting of reasonable accommodations, modifications, and prioritized unit transfers when a transfer is the best available option. Through staff training and continual process improvement, ensure timely responses to applicant and participant complaints relating to possible discrimination incidents. Response will include assessment, investigation, internal findings, and assistance to the complainant if needed, in the filing of the complaint with proper authorities. Expand availability of Limited English Proficiency (LEP) resources for applicants and participants, by maintaining a current and comprehensive list of available LEP resources for applicants and participants</p>
<p>B.3</p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>In alignment with our goal to approve the quality of assisted housing • The Authority has applied for Section 18 to rehab its 125 units of federal public housing. Construction was completed on the first 68 units and leased to families at or below 30% AMI August 2024. • The Authority has entered a pilot program with Eversource to provide heat and air-condition using geothermal and 35 of are elderly units are in the pilot as well as the administrative office In alignment with our goal of innovative programs and services • We continue our partnership for the 3rd year with For the Love of K Gardens to build a community garden. • Hosted a community basketball tournament and street hockey tournament for youth residents. • Callahan Senior Center, Jewish Family Services, and BayPath Elder Services visit our senior coffee hour to connect residents to their programs. We provide referrals to needed in home services from these agencies which helps elderly residents age in place. • We provide free access to devices like walkers, wheelchairs, raised toilets seats, shower chairs, canes, diapers etc. through our partnership with the senior center. • Work with Framingham Police Department Jail Diversion team to provide mental health services to residents in crisis. • Our partner Jewish Family Services, through the Healthy Aging Program, provides activities such as Wii Bowling, Trivia, Lunch Bunch, Blood Pressure and Nutrition Clinics and Aerobics classes. In alignment with our goal to promote expanding affordable housing opportunities • The Authority under its non-profit wing manages 12 units of affordable housing, which have been renovated and rented with affordable rents to low-income families. The Authority works with the City regarding neighborhood revitalization and is currently in discussion with them regarding rehabilitation of some units in the city. • The Authority is committed to maintaining housing for disabled single persons and making its goal of 18% of its residents at one of our elderly/disabled developments are disabled single persons, currently we are at 15%. We currently have 97% of our DHVP vouchers leased.</p>
<p>B.4</p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> 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.</p> <p>The Framingham Housing Authority (FHA) is acting in full accordance with the Violence Against Women Act (VAWA). The FHA implemented a written VAWA plan in 2007 and we are committed to ensure the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by FHA. We will provide and maintain housing opportunities for these types of victims and collaborate with law enforcement authorities, victim service providers to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence and stalking. As outlined on our VAWA plan, FHA will not deny assistance to victims due to verifiable domestic violence, dating violence and/or stalking as defined in our VAWA plan. The FHA staff has received training about the protections afforded by VAWA and are alert to the various circumstances in which participants may need to be reminded of their possible VAWA protections. The FHA provides all participants with information about VAWA at the time of admission and at annual reexamination. The FHA also includes information about VAWA in notices of denial of assistance or termination of assistance. The FHA also includes information about VAWA in its application package. The VAWA information provided to applicants and participants consists of the Notice of Occupancy Rights (HUD5340) and Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (HUD 5382).</p>
<p>C.</p>	<p><b>Other Document and/or Certification Requirements.</b></p>
<p>C.1</p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Substantial deviation(s) or significant amendments(s) or modification(s) are defined as discretionary changes in the plans or policies of the Framingham Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Framingham Housing Authority Board of Commissioner.</p>
<p>C.2</p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?  Y <input type="checkbox"/> N <input checked="" 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>C.3</p>	<p><b>Certification by State or Local Officials.</b></p> <p>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.</p>
<p>C.4</p>	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?  Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
<p>D.</p>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>
<p>D.1</p>	<p><b>Affirmatively Furthering Fair Housing.</b> (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH)</p>

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.

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## Deconcentration Policy ACOP, Chapter 4, pgs. 4.19-23

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

In accordance with the Congressional mandate in the Quality Housing and Work Responsibility Act of 1998, the Framingham Housing Authority has adopted the federally required policies to provide for deconcentration of poverty and to encourage income mixing in all Family (general occupancy) developments. FHA offers the plan below to facilitate both deconcentration and income mixing in FHA developments. The goals of the plan are to provide a sufficient mixture of extremely low-income, very-low, and low-income Households at all FHA developments, and to avoid circumstances wherein higher-income or lower income developments are created with respect to the Authority wide average income.

### **Definitions**

For the purposes of the FHA's Admissions and Continued Occupancy Policy (ACOP), Lower Income Households are defined as Households whose annual income does not exceed eighty (80) percent of the Framingham area median income (AMI), with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development. In accordance with 24 CFR 5.603, HUD may establish income ceilings higher or lower than 80% of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low household incomes. However, with regard to state developments, state income rules of eligibility as defined in 760 CMR 5.00 or any successor regulations will apply. Within this category of Lower Income Households, the following definitions apply:

#### **1. Low-Income Household**

A Low-income Household is defined as a Household whose annual income exceeds fifty (50) percent but *does not* exceed eighty (80) percent of the Framingham AMI, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development or Massachusetts Department of Housing and Community Development.

#### **2. Very Low-Income Household**

A Very Low-income Household is defined as a Household whose annual income exceeds thirty

## Deconcentration Policy ACOP, Chapter 4, pgs. 4.19-23

(30) percent of the Framingham AMI but *does not* exceed fifty (50) percent of the AMI for the area with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development or Massachusetts Department of Housing and Community Development.

### 3. Extremely Low-Income Household

An Extremely Low-Income Household is defined as a Household whose annual income does not exceed thirty (30) percent of the AMI for the Framingham area, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development.

#### Broad Range of Incomes (Income-Mixing)

It is the goal of FHA to attain, within a reasonable period of time, a resident population in each development composed of Lower-Income Households with a broad range of incomes. FHA will make an effort to assure that each of its developments will include Households with a broad range of incomes generally representative of the range of Lower-Income Households in the City of Framingham.

To achieve and maintain the basic objective of housing Households with a broad range of incomes, FHA will review its waiting list to determine whether there is a representative income mix of Low, Very-Low, and Extremely-Low Income Households. If there is not a representative income mix, FHA will consider strategies to encourage a greater income mix including, but not limited to, conducting targeted outreach efforts and/or establishing income Preferences.

Regardless of any discretionary strategies the FHA may adopt to achieve the goal of income mixing, the FHA will ensure that it meets the following targeting requirements as set forth by federal regulation:

In federal developments only, at least 40% of new admissions to the FHA's public housing program during each fiscal year will be Extremely-Low Income Households.

FHA may reduce the required percentage of public housing apartments to which Extremely-Low Income Households must be admitted to the extent that the FHA has credits, in the same fiscal year, for admissions of Extremely-Low Income Households to its Section 8 tenant-based assistance program beyond the number required for that program. However, the FHA may not have more credits than the lesser of the following:

Ten percent of the total number of Households admitted to the Section 8 tenant-based assistance program during the fiscal year; **OR**

The number of the FHA's public housing apartments in developments located in census tracts with a poverty rate of 30 percent or more that are made available and filled by eligible Households who are not Extremely-Low income Households.

During any fiscal year and regardless of the number of credits from Section 8 tenant-based assistance admissions, at least 30 percent of FHA admissions to public housing apartments will be Extremely-Low income Households.

## Deconcentration Policy ACOP, Chapter 4, pgs. 4.19-23

### Deconcentration

The admissions policies contained in this ACOP are designed to deconcentrate poverty. This objective will be achieved by bringing higher-income Households into lower-income developments and/or lower-income Households into higher-income developments. While information regarding specifics of each development is contained each year in the FHA's Annual Plan, which is submitted to HUD, below is an outline of FHA's deconcentration policy.

The FHA will accomplish the deconcentration goal in a uniform and non-discriminatory manner. While targeting certain levels of income for admission to FHA public housing, FHA will not intentionally concentrate lower-income Households, as defined below, in one public housing development or building within a development.

### Deconcentration – Identification Procedures

Annually, the FHA will calculate the average income at all FHA Family developments ("the Authority-wide average income"). The Authority will also calculate the average income of all Households at each Development separately ("the Development average income"). Developments in which the Development average income is *above* 115% of the Authority-wide average income will be considered "higher-income" developments. Likewise, Developments in which the Development average income is *below* 85% of the Authority-wide average income will be considered "lower-income" Developments.

### Definitions

The Authority-wide average income: The average income of all Households residing in FHA Family developments. Such an average is used as a base measure from which Developments are either determined to be "higher-income" or "lower-income" for purposes of the FHA's deconcentration policy.

The Development average income: The average income of all Households residing in a single FHA Family Housing development.

Higher-income Development: A development in which the Development average income is above 115% of the Authority-wide average income.

Lower-income Development: A development in which the Development average income is below 85% of the Authority-wide average income.

### Remedial Action

Based upon the above-mentioned analysis, the FHA will review the need to offer incentives to eligible families that would help accomplish the deconcentration objectives at individual developments. Should the average income at a development(s) vary more than 15% from the Authority-wide average, the FHA may utilize some or all of the policies and/or incentives listed below:

**Deconcentration Policy  
ACOP, Chapter 4, pgs. 4.19-23**

- Establish an income Preference in order to reach Applicant Households with lower or higher incomes as appropriate.
- Initiate affirmative marketing strategies to all eligible income groups.
- Provide additional applicant consultation and information.
- Provide additional supportive services and amenities.
- Provide rent incentives authorized by Quality Housing and Work Responsibility Act of 1998 (“QHWRA”).
- Targeting investment and capital improvements towards a development(s) below 85% of the Authority-wide average income.

**Monitoring**

The FHA will annually monitor the income levels of Households residing in FHA public housing and placed on the waiting list to assess its progress in attaining deconcentration and income mixing goals. The FHA will calculate and compare the average Household incomes at each development with the Authority-wide average, as described above. In addition, the income status of Applicants on the FHA’s waiting list will be analyzed to determine the percentage of Applicants with “Low,” “Very Low” and “Extremely Low” incomes.

The FHA will also ascertain its progress in meeting HUD’s income-targeting goal requiring 40% of new admissions must be Extremely-Low Income Households in federal developments. If the monitored data indicates any problem, FHA will alter its marketing and deconcentration strategies in accordance with this policy and federal requirements.

- As of August 2024, **Average Annual income** of all covered families residing in the development: **\$24,192**

<b>Development</b>	<b>Average Income</b>	<b>EIR (85-115%)</b>
MA028-01 Pusan Road (Family)	\$ 28,221	Above
MA028-02 John J Brady (Senior)	\$ 22,481	Within



# FRAMINGHAM HOUSING AUTHORITY

1 John J. Brady Drive  
Framingham, MA 01702-2300



## COMMISSIONERS:

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## **Framingham Housing Authority Definition of Significant Amendment and/or Modification Regarding Capital Funds Program 5-year action Plan Effective September 1, 2022**

The Framingham Housing Authority considers one or more of the following to be a significant amendment or modification to the CFP 5-year action plan:

1. A change in any open annual capital fund program that modifies or changes the work items by greater than 20% of the total grant amount
2. Any proposed demolition, disposition, homeownership, capital fund financing, development, or mixed finance proposals
3. Any major reduction in funding (>20%) from HUD or CFP
4. A proposed Demolition, Disposition, Homeownership, RAD conversion, Capital Fund Financing, Development or Mix Finance Proposal



# VIOLENCE AGAINST WOMEN ACT (VAWA)

The goal of the FHA is to assist eligible families in serving the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking by offering a local preference to families that have been subjected to or victimized by a member of the family or household or affiliated individual. The FHA will require evidence that the family has been displaced as a result of violence in the home. Families will also be eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to, or victimized by, violence in the home.

The FHA follows policies regarding Admission, Occupancy, and Termination of Assistance in accordance with HUD regulations.

The FHA works with local advocacy groups and service providers to assist victims and consults with the Framingham Police Department, the Massachusetts Trial Court Probation Department, and Probate Court to enhance victim safety in assisted families.

## Framingham Housing Authority

### Violence Against Women Act (VAWA) Policy

#### I. Purpose and Applicability.

The purpose of this policy (herein called "Policy" is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2013 (VAWA 2013) and more generally to set forth the Framingham Housing Authority (FHA) policies and procedures regarding domestic violence, dating violence, sexual assault and stalking, as hereinafter defined. This policy shall be applicable to the administration by the FHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. § 1437 et seq.). Notwithstanding its title, this policy

#### II. is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, sexual assault or stalking as well as female victims of such violence.

#### III. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Insuring the physical safety of victims of actual or threatened domestic violence, dating violence, sexual assault or stalking who are assisted by the FHA.
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault or stalking;
- D. Creating and maintaining collaborative arrangements between the FHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims

of actual and threatened domestic violence, dating violence, sexual assault and stalking who are assisted by the FHA; and

- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault or stalking, affecting individuals assisted by the FHA.

#### IV. Other FHA Policies and Procedures

This Policy shall be referenced in attached to the FHA's Five (5) year Public Housing Agency Plan and shall be incorporated in and made a part of the FHA's Admissions and Continued Occupancy Policy. The FHA's annual public housing agency plan shall also contain information concerning the FHA's activities, services or programs relating to domestic violence, dating violence, sexual assault and stalking to the extent any provision of this Policy shall vary or contradict any previously adopted policy or procedure of the FHA, the provisions of this Policy shall prevail.

#### V. Definitions

As used in this Policy:

- A. *Affiliated individual*- defined with respect to an individual-(A) a spouse, parent, brother, sister Or child of that individual, or an individual to whom that individual stands in loco parentis (B) any individual, tenant or lawful occupant living in the household of that individual
  
- B. *Domestic Violence* - The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with who the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarity situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  
- C. *Dating Violence* - means: violence committed by a person:
  - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. Where the existence of such a relationship shall be determined based on a consideration of factors:
    - i. The length of the relationship.
    - ii. The type of relationship.
    - iii. The frequency of interaction between the persons involved in the relationship
  
- D. *Stalking* - means:
  - a. to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (b) to place under surveillance with the intent to kill, injure, harass or intimate another person; and
  - b. in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to:

- i. that person;
- ii. a member of the affiliated individual of that person; or the spouse or intimate partner of that person

**E. Perpetrator** - means person who commits an act of violence, dating violence, sexual assault or stalking against a victim.

**F. Sexual Assault**- defined as "any nonconsensual sexual act proscribed by federal, tribal or state law including when the victim lacks capacity to consent.

## VI. Admissions and Screening

a) **Non-Denial of Assistance.** The FHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault or stalking, provided that such a person is otherwise qualified for such admission.

b) **Mitigation of Disqualifying Information.** When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, the FHA may but shall not be obliged to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an appellant to take such mitigating information into account, the FHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. The FHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## VII. Terminations of Tenancy or Assistance

### A. VAWA Protection.

Under VAWA, public housing residents and persons assisted under the section 8 rental assistance program have the following specific protections, which will be observed by the FHA:

a. An incident or incidents, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.

b. In addition to the foregoing, tenancy or assistance will not be terminated by the FHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence, sexual assault or stalking engaged in by a member of the tenant's household, a guest or person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an affiliated individual or family member is the victim or threatened victim of the domestic violence, dating violence, sexual assault or stalking (emphasis

added). However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

i. Nothing contained in this paragraph shall limit any otherwise available authority of the FHA or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, sexual assault or stalking in question against the tenant or member of the tenants household. However, in taking any such action neither the FHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence, dating violence, sexual assault or stalking than that apply to the other tenants.

ii. Nothing contained in this paragraph shall be construed to limit the authority of the FHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or the FHA, as that case may be, can demonstrate an actual and imminent threat to other tenants or to those who employed at providing service to the property, if the tenant is not evicted or terminated from assistance.

B. Removal of Perpetrator. Further, notwithstanding anything in paragraph VI.A.2 or Federal, State or local law to the contrary, the FHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking against an affiliated individual or other individual. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating, assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. The FHA shall provide remaining tenant the opportunity to establish eligibility for the covered Housing program. If the remaining tenant cannot establish eligibility, the FHA is required to provide the tenant a reasonable time to find new housing or to establish eligibility under another covered housing program. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the FHA. Leases used for all public housing operation by the FHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by the FHA, shall contain provisions setting for the substance of this paragraph.

### VIII. Verification of Domestic Violence, Dating Violence, Sexual assault or Stalking

A. Requirement for Verification. The law allows, but does not require, the FHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., the FHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the FHA. Section 8 owners or managers receiving rental assistance administered by the FHA may elect to

require verification, to not to require it as permitted under applicable law. Other acceptable forms of documentation of abuse to include a document signed by a mental health professional or the record of an administrative agency.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking may be accomplished in one of the following three ways:

- a. **HUD - approved form** - by providing FHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim on domestic violence, dating violence, sexual assault or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator if known to the victim.
- b. **Other Documentations** - by providing to the FHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence, sexual assault or stalking, or the effects of the abuse, described in documentation. the professional providing the documentation must sign and attest under the penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bonafide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence, or stalking described in documentation must also sign and attest to the documentation under the penalty of perjury.
- c. **Police or Court Record** - by providing the FHA or to the requesting Section 8 owner or manager, a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- d. **Document signed by a mental health professional or the record of an administrative agency.**

**B. Time allowed to provide verification/failure to provide.** An individual who claims protection against adverse action based on an incident or incidents of actual or throated domestic violence, dating violence, sexual assault or stalking, and who is requested by the FHA, or Section 8 owner or manager to provide verification, must provide such verification within 14 business days (i.e., 14 calendar days excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

**C. Waiver of Verification Requirement.** The Executive Director of the FHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## **IX. Confidentiality**

**A. Right of Confidentiality.** All information (including the fact that an individual is a victim of

domestic violence, dating violence, sexual assault or stalking) provided to the FHA or Section 8 owner or manager in connection with a verification required under Section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database not provided to any related entity, except where disclosure is.

a. requested or consented to by the individual in writing, or

b. required for use in public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or

c. otherwise required by applicable law.

**B. Notification of Rights.** All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by the FHA shall be notified in writing concerning their right to confidentiality and limits of such rights to confidentiality.

#### **X. Court Orders/Family Breakup**

**A. Court Orders.** It is the FHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by the FHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

#### **XI. Relationships with Service Providers**

It is the policy of the FHA to cooperate with organizations and entities, both private and governmental, which provides shelter and/or services to victims of domestic violence. If the FHA staff becomes aware that an individual assisted by the FHA is a victim of domestic violence, dating violence, sexual assault or stalking, the FHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the FHA to either maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The FHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which the FHA has referral or other cooperative relationships.

#### **XII. Notification**

The FHA shall provide with written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

#### **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence, sexual assault or stalking.

#### **XIV. Amendment**

This policy may be amended from time to time by the FHA as approved by the FHA's Board of Commissioners.

## FRAMINGHAM HOUSING AUTHORITY

1 John J. Brady Drive Framingham, MA 01702-2300

### Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>

#### To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **Framingham Housing Authority's Housing Choice Voucher Program** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

#### Protections for Applicants

If you otherwise qualify for assistance under **Framingham Housing Authority's Housing Choice Voucher Program**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### Protections for Tenants

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<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

If you are receiving assistance under [**Framingham Housing Authority's Housing Choice Voucher Program**], you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **Framingham Housing Authority's Housing Choice Voucher Program** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

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

#### **Removing the Abuser or Perpetrator from the Household**

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

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

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

**Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

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

### **Confidentiality**

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

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

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

**Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **[insert contact information for any intermediary, if applicable]** or **[insert HUD field office]**.

**For Additional Information**

You may view a copy of HUD's final VAWA rule at **[insert Federal Register link]**.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **Framingham Housing Authority at 508-879-7562**.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY).

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

**Attachment:** Certification form HUD-5382 **[form approved for this program to be included]**

**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

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

OMB Approval No. 2577-0286  
Exp. 06/30/2017

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_  
\_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_  
\_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_  
\_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):


This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.