

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: FY 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Brunswick Housing Authority

**PHA Number:** ME006

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2001

### PHA Plan Contact Information:

Name: John A. Hodge

Phone: 207-725-8711

TDD: SAME

Email (if available): john@brunswickhousing.org

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**Annual PHA Plan  
Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

<b>Contents</b>	<b><u>Page #</u></b>
<b>Annual Plan</b>	
i. Executive Summary (optional)	--
ii. Annual Plan Information	--
iii. Table of Contents	
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	2
2. Capital Improvement Needs	2
3. Demolition and Disposition	2
4. Homeownership: Voucher Homeownership Program	3
5. Crime and Safety: PHDEP Plan	4
6. Other Information:	
A. Resident Advisory Board Consultation Process	4
B. Statement of Consistency with Consolidated Plan	5
C. Criteria for Substantial Deviations and Significant Amendments	
6	
<b>Attachments</b>	
<input checked="" type="checkbox"/> Attachment A : Supporting Documents Available for Review	1
<input checked="" type="checkbox"/> Attachment B: Capital Fund Program Annual Statement	5
<input checked="" type="checkbox"/> Attachment C: Capital Fund Program 5 Year Action Plan	11
<input type="checkbox"/> Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement	
<input checked="" type="checkbox"/> Attachment D: Public Housing Drug Elimination Program (PHDEP) Plan	15
<input checked="" type="checkbox"/> Attachment E: Resident Membership on PHA Board or Governing Body	25
<input checked="" type="checkbox"/> Attachment F: Membership of Resident Advisory Board or Boards	26
<input checked="" type="checkbox"/> Attachment G: Comments of Resident Advisory Board or Boards &	27
Explanation of PHA Response (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment H: CIAP 1999 P&E Report and Budget Revision	
Attachment I: CFP 2000 P&E Report and Budget Revision	

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

The Brunswick Housing Authority's plans for the next fiscal year will be to focus on existing housing programs to

ensure long term viability and provide decent, safe and affordable housing to its program participants. The BHA has maintained high standards of performance and will work towards maintaining these standards under the new assessment systems promulgated by the US Department of Housing & Urban Development. In addition, we will monitor housing issues in our area of jurisdiction to determine needs and work closely with local, state & Federal government officials and community service organizations to meet needs as they arise.

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

**The BHA is proposing minor changes to its Section 8 Administrative policy and its Public Housing Administrative Policy. The policies are being modified to alter the way we process our applications in house. The changes do not alter our local preferences nor alter the way we manage our waiting list.**

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$294,285

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each

program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$4 2,229

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment (File name)

3. In what manner did the PHA address those comments? (select all that apply)

- The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes  No: below or

Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment \_\_\_\_.

Other: The Board considered the comments offered by residents and acknowledge their responses. They indicated a sprinkler system in Woodlawn Terrace would beneficial however it would be cost prohibitive at this time. The Board also acknowledged that carpeting in units is done on an as needed basis. As for re-paving side walks and striping the parking at Perryman Village, The Board acknowledged that this item is already funded in the FY 2001 budget.

**B. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- 1. Continued financing from the Maine State Housing Authority (MSHA) for our State financed, 24-unit section 8 family development.

2. Through our local non-profit, the Greater Brunswick Housing Corporation, we will be requesting financing for a 30-unit low-income assisted living facility under the Low Income Housing Tax Credit Program.
3. Through our local non-profit, the Greater Brunswick Housing Corporation, we will be requesting financing from MSHA's New Lease Program to purchase and rehab to apartment buildings with a total of 11 units.

## **C. Criteria for Substantial Deviation and Significant Amendments**

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### **A. Substantial Deviation from the 5-year Plan:**

1. Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

#### **B. Significant Amendment or Modification to the Annual Plan:**

1. Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

**Attachment A: Supporting Documents**  
**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
X	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)



21	Amount of line 20 Related to LBP Activities	-0-			
22	Amount of line 20 Related to Section 504 Compliance	-0-			
23	Amount of line 20 Related to Security	-0-			
24	Amount of line 20 Related to Energy Conservation Measures	\$58,500			

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

PHA Name: Brunswick Housing Authority		Grant Type and Number Capital Fund Program #: ME36-P006-913-01 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: FFY2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	General Operations of Public Housing	1406		\$29,400				
HA Wide	Upgrade Computer Hardware & Software	1408		\$5,000				
HA Wide	CFP Administration	1410		\$15,000				
HA Wide	A&E/Consultant Fees	1430		\$14,000				
HA Wide	Administrative Office Renovations	1470		\$5,000				
HA Wide	New 15-Passenger Van	1475		\$24,650				
ME6-001	Congregate Services Program	1408		\$3,000				
ME6-001	Replace roof with Rubber membrane System	1460		\$114,780				
ME6-001	Upgrade Elevators	1460		\$16,985				
ME6004	Replace windows	1460		\$58,500				
ME6-003	Replace Stoves & Refrigerators	1465.1	15 Units	\$12,750				



**Attachment C: Capital Fund Program 5 Year Action Plan**

**Capital Fund Program 5-Year Action Plan**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
ME6-001	Woodlawn Towers	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Range Hoods	\$12,000	FY02
Repair Fencing	\$10,000	FY02
Install Security Cameras	\$112,000	FY03
Congregate Services Program	\$15,000	FY04
Replace Flooring in Units	\$56,700	FY05
Replace Exterior Lighting	\$15,000	FY05
Upgrade Common Areas	\$45,000	FY05
<b>Total estimated cost over next 5 years</b>	<b>\$265,700</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
ME6-003	Perryman Village	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Stoves & Refrigerators	\$12,000	FY02
Upgrade Domestic Hot water System	\$20,000	FY02
Replace Electrical Service Panels	\$50,000	FY02
Remove T-111 & replace with Vinyl Sidings	\$73,000	FY02
Replace Exterior Doors	\$40,000	FY03
Replace All Interior Doors	\$40,000	FY04
Replace all Shower Units	\$132,000	FY04
Repair/Replace Fencing	\$28,000	FY05
<b>Total estimated cost over next 5 years</b>	<b>\$395,000</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
ME6-004	Woodlawn Terrace	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Carpeting in All Common Areas	\$15,000	FY02
Replace Stoves & Refrigerators	\$25,000	FY02
Install Door Canopies (4 Units)	\$4,000	FY02
Refurbish Common Areas/Resident Services Space	\$12,000	FY02
Install Security cameras	\$61,700	FY03
Reshingle Roof	\$20,000	FY05
Improve Landscaping	\$25,000	FY05
<b>Total estimated cost over next 5 years</b>	<b>\$162,700</b>	

<b>CFP 5-Year Action Plan</b>	
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement	

Development Number	Development Name (or indicate PHA wide)	
HA Wide	Brunswick Housing Authority	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade Computer Hardware & Software Upgrade Computer Hardware & Software Construct Building Addition to Maintenance Facility Upgrade Computer Hardware & Software Install Central Air Conditioning System at Admin Office Replace Snow blower Hire Management/Marketing Consultant Purchase New Maintenance Truck with Plow Operations CFP Administration A/E & Consultant Fees	\$5,000 \$10,000 \$18,000 \$10,000 \$30,000 \$3,000 \$10,000 \$30,000 \$55,000 \$60,000 \$56,000	FY02 FY03 FY03 FY04 FY04 FY04 FY05 FY05 Ongoing, FY02-05 Ongoing, FY02-05 Ongoing, FY02-05
<b>Total estimated cost over next 5 years</b>	<b>\$287,000</b>	

**Attachment D: Public Housing Drug Elimination Program (PHDEP) Plan**

## PHA Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### **Section 1: General Information/History**

- A. Amount of PHDEP Grant \$** 47,173
- B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_      R X
- C. FFY in which funding is requested** 2001
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The goals of our PHDEP are to address the high incidence of crime and drug use, especially amongst teens; poverty issues which contribute to drug use; and the lack of educational opportunities for our residents. We shall endeavor to achieve these goals by offering on site after school programs, adult education and an increased police presence through on-site community policing. We shall partner with the Brunswick Police department, Family Focus and Merry Meeting Adult Education.

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Perryman Village	50	50

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months \_\_\_\_\_ 18 Months X \_\_\_\_\_ 24 Months \_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998	\$57,600	ME36DEP0060198	\$-0-			11/2000
FY 1999	\$42,229	ME36DEP0060199	\$			11/2001

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**The goals of our PHDEP are to address the high incidence of crime and drug use, especially amongst teens; poverty issues which contribute to drug use; and the lack of educational opportunities for our residents. Brunswick police department will increase patrols up to 8 hours per week above the base-line with the goal of increasing intervention strategies and promoting effective prevention strategies through positive**

relationship building and when necessary make arrests for violations. Merrymeeting Adult Education will provide up to 8 hours per week of on-site adult literacy services including GED preparation and staffing for a computer lab. Family Focus will provide staffing for an after school enrichment program for up to 30 youth on-site. The program will provide age appropriate learning activities in a nurturing environment.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FFY 2001 PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	\$12,480
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$29,976
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$4,717
<b>TOTAL PHDEP FUNDING</b>	<b>\$47,713</b>

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Evening Patrols			11/01	10/31/02	\$8,200		Reduce Police calls for service, make drug arrests
2. Background checks on applicants			11/01	10/31/02	\$4,280		Deny ineligible applicants when appropriate
3.							

<b>9115 - Special Initiative</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9116 - Gun Buyback TA Match</b>				<b>Total PHDEP Funding: \$</b>			
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.						
3.						

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. After School Enrichment program	30	youth	11/01	06/02	\$19,195		Decreased drug use as evidenced by surveys and reduced vandalism.
2. Adult Education	5-10	adult	11/01	10/31/02	10,781		Acquire GED or diploma, gain computer skills leading to employment.
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Program administration			11/01	04/03	\$4,717		Program compliance
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)

<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activities 1,2	\$3,120	Activities 1,2	\$12,480
9120				
9130				
9140				
9150				
9160	Activities 1,2	\$7,494	Activities 1,2	\$29,976
9170				
9180				
9190	Activities 1,2	\$1,180	Activities 1,2	\$4,717
<b>TOTAL</b>		\$11,794		\$B

**Attachment E: Resident Membership on PHA Board**

**Required Attachment \_\_\_\_: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Harriet Bibber  
Patricia King

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires):

Bibber: June, 2004  
King: June, 2001

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Brunswick Town Council



**Attachment F: Membership of Resident Advisory Board**

**Required Attachment \_\_\_\_\_: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

**RESIDENT ADVISORY COMMITTEE  
MEMBERS**

**Woodlawn Tower**  
David Crowell  
Joan Mann

**Woodlawn Terrace**  
Verna Coombs  
Della Morin

**Perryman Village**  
Charlene Clukey  
Donna Keller

**Old Gurnet**  
Gail Moffat

**Section 8**  
Freda Austin

**Attachment G: Comments of Resident Advisory Board**

**BRUNSWICK HOUSING AUTHORITY**

**Resident Advisory Committee  
March 20, 2001**

**Present:** Verna Coombs, Della Morin – Woodlawn Terrace  
Joan Mann, David Crowell – Woodlawn Tower  
Donna Keller, Charlene Clukey – Perryman Village  
Charles Small, Director Resident Services, BHA

1. Review of Annual Plan for Fiscal year: FY2001

Recommendations for Capital Fund Program:

A. **Woodlawn Terrace**

In addition to those items listed under physical improvements, the committee recommended adding a sprinkler system for the building and carpeting for units.

B. **Woodlawn Tower**

Items listed were approved. However, there was consensus as to why security cameras would be needed throughout the building. Members could see cameras on first floor but felt not necessary on other floors.

C. **Perryman Village**

In addition to items listed, members from Perryman Village stressed the need for repaving of walkways and stripes for parking areas.



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHA Name:</b>  BRUNSWICK HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program: ( CIAP ) ME36-P006-911-99 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
20	Amount of Annual Grant: (sum of lines 2-19)	309,801.00	309,801.00	282,784.93	112,584.93	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					
23	Amount of line 20 Related to Security					
24	Amount of line 20 Related to Energy Conservation Measures					

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name:  BRUNSWICK HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program #: ( CIAP ) ME36-P006-911-99 Capital Fund Program Replacement Housing Factor #:			<b>Federal FY of Grant:</b>  1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 6-1	Replace worn/unsafe carpet in common areas	1460		15,000.00	12,798.39	10,058.32	9,842.32	
ME 6-1	Replace commercial stove -community room	1475		5,748.00	5,748.00	5,748.00	5,748.00	
ME 6-3	Repave parking lot and walkways	1450		17,083.00	17,083.00	0.00	0.00	
ME 6-4	Convert electric heat to forced hot water baseboard	1465.1		168,252.00	168,252.00	168,252.00	0.00	
PHA WIDE	Operations	1406		25,000.00	25,000.00	25,000.00	25,000.00	
	Management Improvements: Upgrade computer hardware & software	1408		7,498.92	7,499.95	7,499.95	7,499.95	
	Administration – Salaries and benefits; Provide for CIAP administrative fees (Ex Dir., CFO, and Dir. of Maintenance)	1410		18,218.00	18,218.00	13,800.00	12,068.00	
	A/E Services; CIAP consultant and A/E costs associated with the improvements	1430		22,000.00	22,097.43	22,097.43	22,097.43	
ME 6-3	Purchase a new truck	1475		31,001.08	30,329.23	30,329.23	30,329.23	
ME 6-1	Purchase a commercial refrigerator	1475		0.00	2,775.00	0.00	0.00	



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: BRUNSWICK HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: ( CIAP ) ME36-P006-911-99 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ME 6-1	SEP-01			SEP-02			
ME 6-3	SEP-01			SEP-02			
ME 6-4	SEP-01			SEP-02			
PHA WIDE and Management Improvements	SEP-01			SEP-02			



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>				
<b>PHA Name:</b>  BRUNSWICK HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program: ME36-P006-501-00 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>  2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name:  BRUNSWICK HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program #: ME36-P006-501-00 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant:</b>  2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 6-1	Repave parking lot	1450		40,000.00	46,000.00	0.00	0.00	
ME 6-1	Install handrails in common area halls	1460		45,000.00	45,000.00	0.00	0.00	
ME 6-1	Replace steam table/kitchen equipment	1475		2,269.00	2,201.00	0.00	0.00	
ME 6-3	Repave parking lot	1450		10,000.00	18,000.00	0.00	0.00	
ME 6-3	Replace water heater in boiler room	1475		5,000.00	4,096.00	0.00	0.00	
ME 6-4	Convert electric heat to forced hot water baseboard (supplement FY'99 budget)	1465.1		0.00	93,298.00	93,298.00	0.00	
ME 6-4	Improve drainage – crawl space	1460		15,000.00	15,000.00	0.00	0.00	
ME 6-4	Replace existing windows	1460		58,500.00	0.00	0.00	0.00	
PHA WIDE	Operations	1406		20,216.00	20,216.00	132.60	132.60	
	Management Improvements;							
	Upgrade computer hardware & software	1408.2		5,000.00	5,000.00	0.00	0.00	
	Congregate Services	1408.1		15,000.00	1,374.00	0.00	0.00	
	Administration – Admin fees (salaries & benefits for ED, CFO & Dir. of Maint.)	1410		19,100.00	19,100.00	2,520.00	0.00	
	A/E Services;							
	CIAP consultant & A/E associated costs	1430		20,000.00	20,000.00	3,435.21	3,255.21	
	Purchase a Maintenance Vehicle	1475		33,200.00	0.00	0.00	0.00	
	Purchase a Portable Generator	1475		6,000.00	5,000.00	0.00	0.00	

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: BRUNSWICK HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: ME36-P006-501-00 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ME 6-1	SEP-02			SEP-03			
ME 6-3	SEP-02			SEP-03			
ME 6-4	SEP-02			SEP-03			
PHA WIDE and Management Improvements	SEP-02			SEP-03			

