

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: 2001

# Housing Authority of the City of Waterville

**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:** Housing Authority of the City of Waterville

**PHA Number:** ME008

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

**PHA Plan Contact Information:**

Name: Terri Connatser, Executive Director

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**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.

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<input checked="" type="checkbox"/> Attachment <u>me008a06</u> : Supporting Documents Available for Review	
<input checked="" type="checkbox"/> Attachment <u>me008b06</u> : Capital Fund Program Annual Statement	
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<input checked="" type="checkbox"/> Attachment <u>me008d06</u> : Resident Membership on PHA Board or Governing Body	
<input checked="" type="checkbox"/> Attachment <u>me008e06</u> : Membership of Resident Advisory Board or Boards	
<input type="checkbox"/> Attachment __: Comments of Resident Advisory Board or Boards & 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 me008f06: CFP 2000 P & E Report	
Attachment me008g06: CIAP 1999 P & E Report	
Attachment me008h06: Deconcentration and Income Mixing	

## ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

**This Section is left blank since it is optional.**

### 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.

**We have made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.**

- **Updated our public housing Admissions and Continued Occupancy Policy**
- **Updated our public housing Dwelling Lease**
- **Updated our public housing Grievance Procedures**
- **Adopted a policy governing pet ownership in public housing family units and updated our policy governing pet ownership in public housing units and buildings designated for occupancy by elderly and disabled individuals and families**

### 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? \$ 383,102

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 me008c06

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

The Capital Fund Program Annual Statement is provided as Attachment me008b06

### **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: <u>(DD/MM/YY)</u>
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 - NA**

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? \$ \_\_\_\_\_

- 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: (list below)

**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: State of Maine

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)
- The Housing Authority of the City of Waterville will continue to provide a drug free workplace.
  - The Housing Authority of the City of Waterville will continue to maintain and renovate its public housing units.
  - The Housing Authority of the City of Waterville has successfully eliminated the risk of lead based paint poisoning in all of its public housing units and strives to provide housing opportunities to its Section 8 program participants free of the risk of lead based paint poisoning.
  - The Housing Authority of the City of Waterville will continue to meet the special needs of elderly families and families with disabilities by providing appropriate and accessible housing in the public housing program.

- The Housing Authority of the City of Waterville will continue to market its public housing and Section 8 program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Housing Authority.

Other: (list below)

- The Housing Authority of the City of Waterville Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:
  - (1) Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
  - (2) To operate a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
  - (3) To avoid concentrations of economically and socially deprived families in any of our public housing developments.
  - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
  - (5) To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that is representative of the range of incomes of low income families in our jurisdiction.
  - (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
- We have similar principles for our Section 8 program:
  - (1) To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
  - (2) To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
  - (3) To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.

- (4) To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families.
- (5) To attain and maintain a high level of standards and professionalism in our day to day management of all program components.
- (6) To administer an efficient, high-performing agency through continuous improvement of the Housing Authority support systems and commitment to our employees and their development.

Our agency is part of the entire effort undertaken by the City of Waterville and the State of Maine to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified in the Consolidated Plan, in accordance with our goals and objectives included in this Plan, we will try to address some of the identified need by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to enhance the affordable housing available in our community. We intend to continue working with our local partners to try and meet these identified needs.

This year we expect to continue to utilize the funds we receive for our existing programs to house people. We will be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

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)

The Maine Consolidated Plan for the 5-year period 2000-2005 and the 2000 Action Plan is supportive and is consistent with the Housing Authority of the City of Waterville's 5-year plan and Annual Plan.

The 5 year strategic plan and the 2000 Action Plan for assisting the low income citizens in Maine ranks the priority needs for each of the housing population groups as follows:

HIGH PRIORITY	Very Low Income Home Owners
HIGH PRIORITY	Very Low Income Renters
HIGH PRIORITY	Homeless Persons and Families
HIGH PRIORITY	Very Low Income Persons with Special Needs
HIGH PRIORITY	First-time Homebuyers
HIGH PRIORITY	Very Low Income First-time Homebuyers
MEDIUM PRIORITY	Low Income Renters
MEDIUM PRIORITY	Non-homeless Persons with Special Needs
MEDIUM PRIORITY	Low Income Owners
LOW PRIORITY	Large Related Renter Households

While the housing development strategies outlined in the Consolidated Plan do not specifically address or include local public housing agencies, the priorities and strategies are consistent with and support the Housing Authority’s 5-year and annual plans to accomplish similar objectives for the very low and low income persons and families in its jurisdiction. The State of Maine proposes to utilize available HUD funding as well as numerous sources to accomplish the strategies outlined in the Consolidated Plan

The local Comprehensive Plan calls for the following:

1. “Take steps to ensure that housing remains affordable in Old Town. Continue to all subsidized housing units within the City.”
2. “Provide for future needs of the elderly population. Develop congregate housing and other types of housing serving elderly needs. Set aside land for such housing.”

### **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:**

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.

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

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the

agency and which require formal approval of the Board of Commissioners.

**Attachment me008a06**

**Housing Authority of the City of Waterville**

**Fiscal year 2001 Agency Plan**

**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
NA	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
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies

<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	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
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
X	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
X	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
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
NA	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
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy (incorporated by reference)	Pet Policy
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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary ) Implementation of Community Service Requirements Substantial Deviation Definition	(specify as needed)  ACOP Annual Plan

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of the City of Waterville	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36P00850101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:    )    )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	30,000			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	70,000			
10	1460 Dwelling Structures	228,102			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of the City of Waterville	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36P00850101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	383,102			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
ME008-2	Dwelling Unit Rehab		1460	1 apt	46,102				
ME008-3	Replace underfloor horizontal waste lines		1460	47 apts	30,000				
ME008-5	Install GFCI outlets to kitchen; replace toilet tank with an insulated tank; replace common area lights near apts; replace exit signs throughout building		1460	48 apts	40,000				
ME008-6	Replace windows throughout bldg; install GFCI outlets to kitchen & bath; stain siding and trim on bldg;		1460	11 apts	47,500				
	Resurface parking lot; patch/replace overlay parking lot entrance drive & construct a dumpster enclosure		1450		35,000				
ME008-7	Install GFCI in kitchens; replace carpet in common area & vinyl in		1460	16 apts.	64,500				



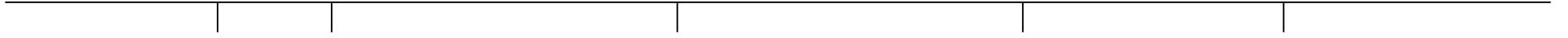


**Attachment me008c06**

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

**Part I: Summary**

PHA Name : Housing Authority of the City of Waterville					<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 7/1/02 – 6/30/03	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 7/1/03 – 6/30/04	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 7/1/04 – 6/30/05	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 7/1/05 – 6/30/06	
	Annual Statement					
HA Wide		111,000	65,000	55,000	34,102	
ME008-2		106,102	134,616	48,616	182,000	
ME008-3		77,000	183,486	135,486	76,000	
ME008-4		34,000	-0-	-0-	59,000	
ME008-5		35,000	-0-	144,000	14,000	
ME008-6		10,000	-0-	-0-	15,000	
ME008-7		10,000	-0-	-0-	3,000	
Total CFP Funds (Est.)		383,102	383,102	383,102	383,102	
Total Replacement Housing Factor Funds						



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year 2 FFY Grant: 2002 PHA FY: 7/1/02 – 6/30/03			Activities for Year: 3 FFY Grant: 2003 PHA FY: 7/1/03 – 6/30/04		
See Annual Statement	<b>General Description</b>	<b>Quantity</b>	<b>Cost</b>	<b>General Description</b>	<b>Quantity</b>	<b>Cost</b>
	<u>ME008-2</u> <u>Acct. 1460:</u> Dwelling Unit Rehab Shower Fixture Replacement Upgrade lighting in apts. Recessed medicine cabinet/ light <u>Acct. 1450</u> Paving	1 unit	46,102 10,000 10,000 5,000 35,000	<u>ME008-2</u> <u>Acct. 1460:</u> Dwelling Unit Rehab Roof & Chimney repairs	1 apt.	49,616 85,000
	<u>ME008-3</u> <u>Acct. 1460:</u> Replace underfloor dryer vent; Replace bath medicine cabinet & light New fluorescent over kitchen sink Replace front entrance doors/hardware <u>Acct. 1475:</u> Playground Equipment	24 units 47 units 22 units	10,000 15,000 5,000 22,000 25,000	<u>ME008-3</u> <u>Acct. 1460:</u> Convert 19 bldgs from electric heat to oil hot water. Replace heating room door/eliminate storm door; install a combination storm/primary door	19 bldgs	183,486
	<u>ME008-4</u> <u>Acct. 1460:</u> Replace dryer vent duct work Replace bath medicine cabinet & light <u>Acct. 1470:</u> Install new roof/windows- Homemakers Bldg.		12,000 12,000 10,000	<u>ME008-4</u>		-0-

	<u>ME008-5</u> <u>Acct. 1460:</u> New medicine cabinet with light New wood base lavatory under bath sink; install wall mounted storage cabinet in bath	48 apts 48 apts	15,000 20,000	<u>ME008-5</u>		-0-
	<u>ME008-6</u> <u>Acct. 1460:</u> New medicine cabinet, light & exhaust fan	11 apts	10,000	<u>ME008-6</u>		-0-
	<u>ME008-7</u> <u>Acct. 1460:</u> New medicine cabinet, light & exhaust fan	16 apts	10,000	<u>ME008-7</u>		-0-
	<u>HA Wide</u> <u>Acct. 1430:</u> A & E Fees and Cost <u>Acct. 1470:</u> Purchase and renovate an office		55,000 56,000	<u>HA Wide</u> <u>Acct. 1430</u> A & E Fees and Costs		65,000



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

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year 4 FFY Grant: 2004 PHA FY: 7/1/04 – 6/30/05			Activities for Year: 5 FFY Grant: 2005 PHA FY: 7/1/05 – 6/30/06		
See Annual Statement	<u>General Description</u>	<u>Quantity</u>	<u>Cost</u>	<u>General Description</u>	<u>Quantity</u>	<u>Cost</u>
	<u>ME008-2</u> <u>Acct. 1460:</u> Dwelling unit Rehab	1 apt	48,616	<u>ME008-2</u> <u>Acct. 1460:</u> Elevator Install automatic door system (elderly site) Handicapped Entrance  <u>Acct. 1450:</u> Replace driveway and install cement pad for dumpster and vehicle		130,000 10,000 2,000  40,000
	<u>ME008-3</u> <u>Acct. 1460:</u> Convert 19 bldgs from electric heat to oil hot water. Replace heating room door/eliminate storm door, install a combination storm/primary door	19 bldgs	135,486	<u>ME008-6</u> <u>Acct. 1450:</u> Install pump station <u>Acct. 1460:</u> Install fire call system		10,000 5,000
	<u>ME008-5</u> <u>Acct. 1460:</u> Replace kitchen cabinets, countertops, sinks and traps	48 apts	144,000	<u>ME008-7</u> <u>Acct. 1460:</u> Install fire call system		3,000

	<u>HA Wide</u> A & E Fees and Costs		55,000	<u>ME008-3</u> <u>Acct. 1465.1:</u> Ranges and Refrigerators (including disposal of old equipment) <u>Acct. 1460:</u> Replace electric meter entrances with breaker boxes		46,000  30,000
				<u>ME008-4</u> <u>Acct. 1465.1:</u> Ranges and Refrigerators (including disposal of old equipment) <u>Acct. 1460:</u> Replace electric meter entrances with breaker boxes		29,000  30,000
				<u>ME008-5</u> <u>Acct. 1460</u> Replace bath fans with fan/heater Replace roof vent & install timer		10,000 4,000
				<u>HA Wide</u> <u>Acct. 1430</u> A&E Fees and Costs		34,102



**Attachment me008d06**

**Housing Authority of the City of Waterville**

**Fiscal Year 2001 Agency Plan**

**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:

Lucille M. Grenier

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): five year term expiring July 1, 2004

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

- 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: 07/2001

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

Mayor Nelson Medore

**Attachment me008e06**

**Housing Authority of the City of Waterville**

**Fiscal Year 2001 Agency Plan**

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

- i. 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.)

Tamara Quimby-Hall (ME008-2)

Suzanne Saragosa (ME008-3)

Tammy Allard or Marion Kibbe (ME008-4)

Lucille Grenier, Lois Owens or Irene Pion (ME008-5)

Patricia Marsh (ME008-6)

Lucretia Smith (ME008-7)

Donna McEachran – Section 8

Loretta Goldrup – Section 8

Ruth E. Wolcott – Section 8

**Attachment me008f06**

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

PHA Name: Housing Authority of the City of Waterville, ME	Grant Type and Number Capital Fund Program Grant No: ME36P00850100 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: 12/31/00  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$36,500.00		-0-	-0-
4	1410 Administration	\$2,116.00		-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$55,000.00		-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$167,000.00		-0-	-0-
11	1465.1 Dwelling Equipment— Nonexpendable	\$65,000.00		-0-	-0-
12	1470 Nondwelling Structures	\$50,000.00		-0-	-0-
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	375,616.00	NA	-0-	-0-
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Housing Authority of the City of Waterville, ME	Grant Type and Number Capital Fund Program Grant No: ME36P00850100 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:   )  
 Performance and Evaluation Report for Period Ending: 12/31/00    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	\$45,000.00		-0-	-0-
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				







**Attachment me008g06**

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

<b>PHA Name: Waterville Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36-P008-915-99 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/00  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$36,152.00	\$36,152.00	\$36,152.00	\$30,036.32
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$31,000.00	\$31,000.00	\$31,000.00	18,066.41
8	1440 Site Acquisition				
9	1450 Site Improvement	\$58,000.00	\$69,345.87	\$69,345.87	\$40,778.55
10	1460 Dwelling Structures	\$122,500.00	\$183,185.00	\$183,185.00	\$62,673.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$120,000.00	\$38,900.00	\$38,900.00	\$38,900.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs		\$9,069.13	\$9,069.13	\$9,069.13
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$367,652.00	\$367,652.00	\$367,652.00	\$194,523.41
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance		\$83,200.00	\$83,200.00	

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

<b>PHA Name: Waterville Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36-P008-915-99 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>1999</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:   )  
 Performance and Evaluation Report for Period Ending: 12/31/00    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				







**Attachment me008h06**

**Housing Authority of the City of Waterville**

**Fiscal Year 2001 Agency Plan**

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>