

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2002

Housing Authority of the City of Waterville

Waterville, Maine

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

PHA Plan Agency Identification

PHAName: Waterville Housing Authority

PHANumber: ME008

PHAFiscalYearBeginning: 07/2002

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
- PHA local 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
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the 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)

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The mission of the Housing Authority of the City of Waterville is to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families we serve, without discrimination .

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

PHA Goals and Objectives: (list below)

MANAGEMENT ISSUES

Goals:

- 1. Manage the Waterville Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.**
- 2. Manage the Waterville Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.**

Objectives:

- 1. The Waterville Housing Authority shall be a High Performer by December 31, 2004**
- 2. The Waterville Housing Authority shall maintain a high occupancy rate**
- 3. The Waterville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.**

TENANT-BASED HOUSING ISSUES

Goal: Manage the Waterville Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMA P.

Objective:

- 1. The Waterville Housing Authority will be a high performer under HP by 12/31/2004**

MAINTENANCE ISSUES

Goals

- 1. Sustain and maintain the Waterville Housing Authority's present housing stock in a decent condition.**
- 2. Deliver timely and high quality maintenance service to the residents of the Waterville Housing Authority.**

Objectives

- 1. The Waterville Housing Authority shall have all of its units in compliance with the Waterville Housing Code by June 30, 2004.**
- 2. The Waterville Housing Authority shall maintain an appealing, up-to-date environment in its developments.**

3. **The Waterville Housing Authority shall maintain an average response time of 24 hours in responding to emergency work orders.**
4. **The Waterville Housing Authority will maintain an average response time of five days in responding to routine work orders.**

FISCAL RESPONSIBILITY ISSUES

Goal: **Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.**

Objectives

1. **The Waterville Housing Authority shall continue to operate so that income exceeds expenses every year.**
2. **The Waterville Housing Authority shall maintain its operating reserves of at least 40 percent.**

SUPPORTIVE SERVICE ISSUES

Goal: **The Waterville Housing Authority will link and provide direct services to residents wherever possible.**

Objectives:

1. **Will continue to provide membership to the Boys and Girls Clubs for all juveniles in its family housing.**
2. **The Waterville Housing Authority will continue to lend financial support to the Waterville Homeless Shelter as resources permit.**
3. **The Waterville housing Authority will continue to support the Waterville Teen Families in Transition, a program for pregnant teen mothers through a Section 8 set-aside.**
4. **The Waterville Housing Authority will continue to set aside Section 8 units for persons with HIV.**

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesofthePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheCityofWatervillehasprepared thisAgencyPlanin compliancewithSection511oftheQualityHousingandWorkResponsibilityActof 1998andtheensuingHUDrequirements.

WehaveadoptedthefollowingmissionstatementtoguidetheactivitiesoftheHousing AuthorityoftheCityofWaterville.

The mission of the Housing Authority of the City of Waterville is to promote adequate, affordable housing, economic opportunity, and a suitable living environmentforthefamiliesweserve,withoutdiscrimination .

Wehavealsoadoptedthefollowinggoalsandobjectivesforthenextfiveyears.

MANAGEMENTISSUES

Goal:

- 1. Manage the Waterville Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.**

2. **Manage the Waterville Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.**

Objectives:

1. **The Waterville Housing Authority shall be a High Performer by December 31, 2004**
2. **The Waterville Housing Authority shall maintain a high occupancy rate**
3. **The Waterville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.**

TENANT-BASED HOUSING ISSUES

Goal: Manage the Waterville Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.

Objective:

1. **The Waterville Housing Authority will be a high performer under HP by 12/31/2004**

MAINTENANCE ISSUES

Goals:

1. **Sustain and maintain the Waterville Housing Authority's present housing stock in a decent condition.**
2. **Deliver timely and high quality maintenance service to the residents of the Waterville Housing Authority.**

Objectives:

1. **The Waterville Housing Authority shall have all of its units in compliance with the Waterville Housing Code by June 30, 2004.**

2. **The Waterville Housing Authority shall maintain an appealing, up-to-date environment in its developments.**
3. **The Waterville Housing Authority shall maintain an average response time of 24 hours in responding to emergency work orders.**
4. **The Waterville Housing Authority will maintain an average response time of five days in responding to routine work orders.**

FISCAL RESPONSIBILITY ISSUES

Goal: Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

Objectives:

1. **The Waterville Housing Authority shall continue to operate so that income exceeds expenses every year.**
2. **The Waterville Housing Authority shall maintain its operating reserves of at least 40 percent.**

SUPPORTIVE SERVICE ISSUES

Goal: The Waterville Housing Authority will link and provide direct services to residents wherever possible.

Objectives:

1. **The Waterville Housing Authority will continue to provide memberships to the Boys and Girls Clubs for all juveniles in its family housing.**
2. **The Waterville Housing Authority will continue to lend financial support to the Waterville Homeless Shelter as resources permit.**
3. **The Waterville Housing Authority will continue to support the Waterville Teen Families in Transition, a program for pregnant teen mothers through a Section 8 set-aside.**
4. **The Waterville Housing Authority will continue to set aside Section 8 units for persons with HIV.**

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc., set forth in the annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. e

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.

- We have adopted a revised Admissions and Continued Occupancy Policy for Public Housing that meets all statutory requirements and HUD regulations including the current mandatory income exclusions.
- We have adopted a revised Section 8 Administrative Plan that meets all statutory requirements and HUD regulation including the current mandatory income exclusions. Our Administrative Plan also includes the necessary provisions for administering a home ownership program.
- The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of these requirements.

The Housing Authority of the City of Waterville has suspended enforcement of the 8-hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the requirements.

In addition we have made the following discretionary changes.

- We have increased the minimum rent requirement for our public housing and Section 8 Program to \$50.
- We have revised our Public Housing Admissions and Continued Occupancy Policy on Interim Reexaminations so that Families will not be required to report any increase in income or decrease in allowable expenses between annual reexaminations.

In summary we are on course to improve the condition of affordable housing in the City of Waterville.

iii. Annual Plan Table of Contents

[24CFR part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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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. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plan file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

Admissions Policy for Deconcentration

AttachmentA:DeconcentrationPolicy

- FY2002CapitalFundProgramAnnualStatement

AttachmentB:CapitalFundProgramFY2002AnnualStatement

- Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

OptionalAttachments:

- PHAManagementOrganizationalChart
- FY2002CapitalFundProgram5YearActionPlan

AttachmentC:CapitalFundProgramFY20025 -YearActionPlan

- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBoards

(includedinPHAPlantext,ifany)

- Other(Listbelow,providingeachattachmentname)

- AttachmentD: DefinitionofSubstantialDeviationandSignificant AmendmentorModification**
- AttachmentE: ResidentMemberonthePHA GoverningBoard**
- AttachmentF: MembershipoftheResident Advisory BoardorBoards**
- AttachmentG: DeconcentrationandIncomeMixing**
- AttachmentH: VoluntaryConversionofDevelopmentsfromPublic HousingStock;RequiredInitialAssessments**
- AttachmentI: PetPolicyStatement**
- AttachmentJ: ImplementationofCommunityServiceRequirements**
- AttachmentK: CapitalFundProgramFY2001P&EReport**
- AttachmentL: CapitalFundProgramFY2000P&EReport**
- AttachmentM: CapitalFundProgramFY1999P&EReport**
- AttachmentN: StatementofProgressinMeetingMission,Goalsand Objectives**
- AttachmentO: OrganizationChart**

SupportingDocumentsAvailableforReview

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	5 Year and Annual Plans
X	Fair Housing Documentation: 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. – less than 10% minority as per CHAS Data Set which was analyzed	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA's located (which include the Analysis of Impediments to Fair Housing Choice (AI)) 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), which include the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	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 the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	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	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan Section 8	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Deconcentration and Income Mixing Documentation	ACOP/Annual Plan
X	Voluntary Conversion Documentation	Annual Plan

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	1987	5	2	4	2	3	3
Income > 30% but ≤ 50% of AMI	1905	5	2	4	2	3	3
Income > 50% but < 80% of AMI	1057	5	2	4	2	3	3
Elderly	1305	5	2	3	4	2	2
Families with Disabilities	NA						
Race/Ethnicity	<10%						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	302		30 units
Extremely low income <= 30% AMI	199	66%	
Very low income (>30% but <=50% AMI)	58	19%	
Low income (>50% but <80% AMI)	45	15%	
Families with children	201	66.5%	
Elderly families	101	33.5%	
Families with Disabilities	59	19.4%	
White	259	86%	
African American	18	6%	

Housing Needs of Families on the Waiting List			
Hispanic	21	7%	
Asian	4	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	101	33.4%	8 units
2BR	133	44.1%	4 units
3BR	61	20.2%	13 units
4BR	7	2.3%	5 units
5BR	0	0	0
5+BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	716		120 Vouchers
Extremely low income <= 30% AMI	471	65.8%	
Very low income (> 30% but <= 50% AMI)	245	34.2%	
Low income (> 50% but < 80% AMI)	N/A	N/A	
Families with children	397	55.4%	
Elderly families	64	9%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	270	37.7%	
White	673	94%	
Black	18	2.5%	
Hispanic	21	3%	
Asian	4	.5%	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market section 8 program to owners outside of areas of poverty/minority concentrations

Other:(listbelow)

OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)

(2)ReasonsforSelectingStrategies

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthestrategiesitwillpursue:

- Fundingconstraints
- Staffingconstraints
- Limitedavailabilityofsitesforassistedhousing
- Extenttowhichparticularhousingneedsaremetbyotherorganizationsinthe community
- EvidenceofhousingneedsasdemonstratedintheConsolidatedPlanandother informationavailabletothePHA
- Influenceofthehousing marketonPHAprograms
- Communityprioritiesregardinghousingassistance
- Resultsofconsultationwithlocalorstategovernment
- ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

2. StatementofFinancialResources

[24CFRPart903.79(b)]

ListthefinancialresourcesthatareanticipatedtobeavailabletothePHAforthesupportof Federalpublic housingandtenant -basedSection8assistanceprogramsadministeredbythePHAduringthePlanyear.

Note:thetableassumes thatFederalpublichousingortenantbasedSection8assistancegrantfundsare expendedoneligiblepurposes;therefore,usesofthesefundsneednotbestated.Forotherfunds,indicate theseforthosefundsasoneofthefollowingcategories:publichousingoperations,publichousingcapital improvements,publichousingsafety/security,publichousingsupportiveservices,Section8tenant -based assistance,Section8supportiveservicesorother.

MARLENS

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2002grants)		
a) PublicHousingOperatingFund	337,974	
b) PublicHousingCapitalFund	363,395	
c) HOPEVIRevitalization	0	
d) HOPEVIDemolition	0	
e) AnnualContributionsforSection 8Tenant -BasedAssistance	1,922,573	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self - Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP for FY2001	165,000	
3. Public Housing Dwelling Rental Income	474,170	PH Operations
4. Other income (list below)		PH Operations
Interest, excess util., misc	42,600	
4. Non -federal sources (list below)	0	
Total resources	3,305,712	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
When applicants near the top of the waiting list

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)
By mail

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) **Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

By Telephone

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused

- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work or are retired from working in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work or retire from working in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA - resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

This section intentionally left blank in accordance with the instructions provided in HUD PIH Notice 99-51. In accordance with Notice PIH 2001-4, we are responding to revised questions provided in the Notice. See Attachment G: Deconcentration and Income Mixing.

- a. Yes No: Did the PHA's analysis of its family (general occupancy) development(s) to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists
If selected, list targeted developments below:
 - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 - Other (list policies and development(s) targeted below)
- d. Yes No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments

- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

(2)WaitingListOrganization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

(3)SearchTime

a. Yes No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

The following is a next extract from our adopted Section 8 Administrative Plan

6.4 Term of the Voucher

The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher.

The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance without an extraordinary reason. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant the length of request sought by the family or 60 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension

allowing the family the full 120 days search time. If the Housing Authority determines that additional search time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

Upon submittal of a completed request for approval of tenancy form, the Waterville Housing Authority will suspend the term of the voucher. The term will be in suspension until the date the Housing Authority provides notice that the request has been approved or denied. This policy allows families the full term (60 days, or more with extensions) to find a unit, not penalizing them for the period during which the Housing Authority is taking action on their request. A family may submit a second request for approval of tenancy before the Housing Authority finalizes action on the first request. In this case the suspension will last from the date of the first submittal through the Housing Authority's action on the second submittal. No more than two requests will be concurrently considered.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissionsto the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespace thatrepresentsyourfirstpriority,a“2”inthe space representingyour second priority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(either throughanabsolutehierarchyorthroughapointsystem),placethe samenumbertothat each.Thatmeansyoucanuse“1”morethanonce, “2”more thanonce,etc.

DateandTime

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentstwholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwiththeequalpreferencestatus,howare applicantsselected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor“residentstwholiveand/orworkinthe jurisdiction”(selectone)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preference to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
FSS action plan

b. How does the PHA announce the availability of any special purpose section 8 program to the public?

- Through published notices
- Other (list below)
TANF check mailings
Mailings
Public Service announcements

4. PHA Rent De termination Policies

[24CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of

adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

For household heads

For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never

- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveat thresholdamountor percentage:(ifselected,specifythreshold)_____
- Other(listbelow)

g. Yes No:DoesthePHAplantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternative totherequired12month disallowanceofearnedincomeandphasinginofrentincreasesin thenextyear?

(2)FlatRents

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuseto establishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list /describebelow)
Paymentstandard

B.Section8Tenant -BasedAssistance

Exemptions:PHAsthatdonotadministerSection8tenant -basedassistancearenotrequiredtocomplete sub-component4B. **Unlessotherwise specified,allquestionsinthissectionapplyonlytothetenant - basedsection8assistanceprogram(vouchers,anduntilcompletelymergedintothevoucher program,certificates).**

(1)PaymentStandards

Describevoucherpaymentstandardsandpolicies .

a. WhatisthePHA'spaymentstandard? (selectthecategorythatbestdescribesyour standard)

- Atorabove90%butbelow100%ofFMR
- 100%ofFMR
- Above100%butatorbelow110%ofFMR
- Above110%ofFMR(ifHUDapproved;describe circumstancesbelow)

b.IfthepaymentstandardislowerthanFMR,whyhasthePHAselectedthisstandard? (selectallthatapply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)
Coincides with Maine State Housing Authority

Section 8 What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
Factors used by Maine State Housing Authority

(2) Minimum Rent

Section 8 What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

PHAManagementStructure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. **See Attachment O: Organization Chart**
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	194 units	
Section 8 Vouchers	394 vouchers	
Section 8 Certificates	0	
Section 8 Mod Rehab (State Funded)	15 units	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	0	
Section 8 New Construction (State Funded)	16 units	
Section 8 Substantial Rehab (State Funded)	28 units	
Section 8 Vouchers (State Funded)	23 vouchers	None
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Agency Plan
Admissions and Continued Occupancy Policy
Capitalization Policy
Capital Fund Program Annual Statement and 5 -Year Action Plan
Check Signing Policy
Deconcentration Policy
Disposition Policy
Drug-Free Workplace Policy
Dwelling Lease
Equal Housing Opportunity Policy
Ethics Policy
Grievance Procedures
Personnel Policy
Investment Policy
Procurement Policy
Pet Policy
Pest Control Policy
Schedule of Flat Rents
Schedule of Standard Charges to Residents

(2) Section 8 Management: (list below)

Administrative Plan
Voucher Holders Packet

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub -component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant -Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plant template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment B

-or-

The Capital Fund Program Annual Statement is provided below:

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD -52834.

a. Yes No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) Attachment C

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert there)

B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: 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 component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
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. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>

3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number :
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)

<input type="checkbox"/> Other(explainbelow)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(Ifyes,gotoblock4;ifno,goto block5.)
4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent status) <input type="checkbox"/> ConversionPlanindevelopment <input type="checkbox"/> ConversionPlansubmittedtoHUDon:(DD/MM/YYYY) <input type="checkbox"/> ConversionPlanapprovedbyHUDon:(DD/MM/YYYY) <input type="checkbox"/> ActivitiespursuanttoHUD -approvedConversionPlanunde rway
5.DescriptionofhowrequirementsofSection202arebeingsatisfiedbymeansother thanconversion(selectone) <input type="checkbox"/> Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved: <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIDemolitionapplication (datesubmittedorapproved:) <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIREvitalizationPlan (datesubmittedora pproved:) <input type="checkbox"/> Requirementsnolongerapplicable:vacancyratesarelessthan10percent <input type="checkbox"/> Requirementsnolongerapplicable:sitenowhaslessthan300units <input type="checkbox"/> Other:(describebelow)

B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof1937

C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsectio n5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. Housing Actof1937(42U.S.C.1437z -4).(If“No”,skipto

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. 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 component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26- 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program

Other(describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
Women, Work, and Community Transition Services	NA	No Preferences	Other Provider	Both
Good Will Employment Services	NA	All job seekers	Other Provider	Both
Maine Educational Opportunity Center	NA	Low Income Families	PHA Community Room	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	17	3 as of 5/31/02

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?
 If no, list steps the PHA will take below:

The Housing Authority requested and been granted an exemption to the requirement to implement a FSS Program by HUD on 5/17/02

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing grant determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

SeeAttachmentJ:ImplementationofCommunityServiceRequirements

13.PHASa fetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand
Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAsthatareparticipating in
PHDEPandaesubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub -componentD.

A.Needformeasurestoensurethesafetyofpublichousingresidents

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(select
allthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorall ofthePHA's
developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor
adjacenttothePHA'sdevelopm ents
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsd ueto
perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionsto
improvesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”
publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalisma ndremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug
programs
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

Allfamilydevelopments: Me008-2Acquisition
ME008-3WoodmondHeights
ME008-4Chap -HillManor

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Notify police for more patrols and more resident involvement

2. Which developments are most affected? (list below)

All family developments: Me008-2 Acquisition
ME008-3 Woodmond Heights
ME008-4 Chap -Hill Manor

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases (when necessary)
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

All family developments: Me008-2 Acquisition
ME008-3 Woodmond Heights
ME008-4 Chap -Hill Manor

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See Attachment I: Pet Policy Statement

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment,

rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-

component C.) Appointed by the major and confirmed by the city council.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. 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: The 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 the initiatives contained in the Consolidated Plan. (list 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 as 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 an 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 principle s 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 program 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 decision to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

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

The 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."

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

The final Agency Plan Rule contains a requirement in 24 CFR 903.7 that agency plans contain a locally derived definition of "substantial deviation" and "significant amendment or modification."

The Housing Authority of the City of Waterville has adopted a definition of substantial deviation and significant amendment or modification. That definition is provided in:

Attachment D: Definition of Substantial Deviation and Significant Amendment or Modification

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A:	Deconcentration Policy
Attachment B:	Capital Fund Program FY 2002 Annual Statement
Attachment C:	Capital Fund Program FY 2002 5 - Year Action Plan
Attachment D:	Definition of Substantial Deviation and Significant Amendment or Modification
Attachment E:	Resident Member on the PHA Governing Board
Attachment F:	Membership of the Resident Advisory Board or Boards
Attachment G:	Deconcentration and Income Mixing
Attachment H:	Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments
Attachment I:	Pet Policy Statement
Attachment J:	Implementation of Community Service Requirements
Attachment K:	Capital Fund Program FY 2001 P & E Report
Attachment L:	Capital Fund Program FY 2000 P & E Report
Attachment M:	Capital Fund Program FY 1999 P & E Report
Attachment N:	Statement of Progress in Meeting Mission, Goals and Objectives
Attachment O:	Organization Chart

ATTACHMENT A

DECONCENTRATION POLICY

It is the Housing Authority of the City of Waterville's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of the City of Waterville will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

Deconcentration Incentives

The Housing Authority of the City of Waterville may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

Offer of a Unit

When the Housing Authority of the City of Waterville discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Housing Authority of the City of Waterville will contact the family to make the unit offer. The family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of the City of Waterville regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant

file. If the family rejects the offer of the unit, the Housing Authority of the City of Waterville will send the family a letter documenting the offer and the rejection.

Rejection of Unit

If in making the offer to the family the Housing Authority of the City of Waterville skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Housing Authority of the City of Waterville did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

Acceptance of Unit

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease, all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.

AttachmentB

**AnnualStatement/PerformanceandEvaluationReport
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

PHAName: HousingAuthorityoftheCi tyofWaterville	GrantTypeandNumber CapitalFundProgramGrantNo: ME36P00850102 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2002
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OriginalAnnualStatement ReserveforDi sasters/Emergencies RevisedAnnualStatement(revisionno:)
 PerformanceandEvaluationReportforPeriodEnding: FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415L iquidatedDamages				
7	1430FeesandCosts	55,000			
8	1440SiteAcquisition				
9	1450SiteImprovement	84,000			
10	1460DwellingStructures	158,395			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures	66,000			
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Conting ency				
21	AmountofAnnualGrant:(sumoflines2 -20)	363,395			

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

PHAName: Housing Authority of the City of Waterville	Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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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
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				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
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
				Original	Revised	Funds Obligated	Funds Expended	
HAWide	Fees and Costs	1430						
	A&E Fees and reimbursable costs			55,000				
	Subtotal Acct 1430			55,000				
	Site Improvements	1430						
ME008-6	Resurface parking lot; patch/replace overlay @ parking lot entrance drive			60,000				
ME008-7	Resurface parking lot			24,000				
	Subtotal Acct 1430			84,000				
	Dwelling Structures	1460						
ME008-2	Replace roof and foundation repairs		1 units	11,000				
	Shower Fixture Replacements		23 units	10,000				
	Install medicine cabinet s/w lights		23 units	5,000				
ME008-3	Replace under floor dryer vent		24 units	10,000				
	Install medicine cabinets/wlights		47 units	12,395				
	New fluorescent over kitchen sink		47 units	5,000				
	Replace front entrance doors & hardware		22 units	11,000				
	Replace drain pipes under bldgs		23 units	5,000				

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
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
				Original	Revised	Funds Obligated	Funds Expended	
ME008-4	Replaced dry vent ductwork		31 units	12,000				
	Install medicine cabinets/wlights		31 units	12,000				
ME008-5	Install medicine cabinets/wlights		48 units	15,000				
	Install GFI outlets in kitchens		48 units	2,000				
ME008-6	New medicine cabinet, light & exhaust fan		11 units	10,000				
	Replace/Refinish siding and trim			14,000				
ME008-7	New medicine cabinet, light & exhaust fan		16 units	10,000				
	Replace/Refinish siding and trim			14,000				
	Subtotal Acct 1460			158,395				
	Non Dwelling Structures	1470						
ME008-4	Install new roof/windowson Homemakers Bldg		Lump Sum	10,000				
HA Wide	Purchase & Renovate an Office		Lump Sum	56,000				
	Subtotal Acct 1470			66,000				
	Grand Total			363,395				

AttachmentC

CapitalFundProgramFive -YearActionPlan

PartI:Summary

PHAName:HousingAuthorityof theCityofWaterville		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:07/01/03	WorkStatementforYear3 FFYGrant:2004 PHAFY:07/01/04	WorkStatementforYear4 FFYGrant:2005 PHAFY:07/01/05	WorkStatementforYear5 FFYGrant:2006 PHAFY:07/01/06
	Annual Statement				
HAWide		45,293	35,293	48,395	20,293
ME008-2		134,616	48,616	125,000	-0-
ME008-3		183,486	-0-	-0-	210,000
ME008-4		-0-	135,486	-0-	133,102
ME008-5		-0-	144,000	130,000	-0-
ME008-6		-0-	-0-	25,000	-0-
ME008- 7		-0-	-0-	35,000	-0-
CFPFundsListedfor 5-yearplanning		363,395	363,395	363,395	363,395
ReplacementHousing FactorFunds					

CapitalFundProgramFive -YearActionPlan

PartII:Supporting Pages—WorkActivities

Activitiesfor Year1	ActivitiesforYear: <u> 2 </u> FFYGrant:2003 PHAFY:07/01/03			ActivitiesforYear: <u> 3 </u> FFYGrant:2004 PHAFY:07/01/04		
	Development Name/Number	MajorWork Categories	Estimated Cost	Development Name/Number	MajorWork Categories	EstimatedCost
See	<i>HAWide</i>	<u>Feesand Costs(1430)</u>		<i>HAWide</i>	<u>FeesandCosts</u>	
Annual		A&EFees:preparebids andcontractdocuments; assistatbidopenings; superviseconstruction; contractlabor	45,293		A&EFees:pre parebids andcontractdocuments; assistatbidopenings; superviseconstruction; contractlabor	35,293
Statement		<i>SubtotalHAWide</i>	45,293		<i>SubtotalHAWide</i>	35,293
		<u>Dwelling Structures(1460)</u>			<u>Dwelling Structures(1460)</u>	
	<i>ME008-2</i>	DwellingUnit Renovation	49,616	<i>ME008-2</i>	DwellingUnit Renovation	48,616
		RoofandChimney repairs	85,000		SubtotalME008 -2	48,616
		SubtotalME008 -2	134,616			
		<u>Dwelling Structures(1460)</u>			<u>Dwelling Structures(1460)</u>	

	ME008-3	Convert 19 bldgs from electric heat to oil hot water. Replace heating room door; install a combination storm/primary door	183,486	ME008-4	Convert 6 bldgs from electric heat to oil hot water. Replace heating room door; install a combination storm/primary door	135,486
		Subtotal ME008 -3	183,486		Subtotal ME008 -4	135,486
					<u>Dwelling Structures(1460)</u>	
				ME008-5	Replace kitchen cabinets, countertops, sinks and traps (48 units)	144,000
					Subtotal ME008 -5	144,000
	Total CFPEstimatedCost		363,395			363,395

CapitalFundProgramFive-YearActionPlan
PartII:SupportingPages —WorkActivities

ActivitiesforYear: <u>4</u> <u> </u> FFYGrant:2005 PHAFY:07/01/05			ActivitiesforYear: <u>5</u> <u> </u> FFYGrant:2006 PHAFY:07/01/06		
Development Name/Number	MajorWork Categories	Estimated Cost	Development Name/Number	MajorWork Categories	EstimatedCost
<i>HAWide</i>	<u>FeesandCosts</u>		<i>HAWide</i>	<u>FeesandCosts</u>	
	A&EFees:preparebids andcontractdocuments; assistatbidopenings; superviseconstruction; contractlabor	48,395		A&EFees:prep arebids andcontractdocuments; assistatbidopenings; superviseconstruction; contractlabor	20,293
	<i>SubtotalHAWide</i>	48,395		<i>SubtotalHAWide</i>	20,293
	<u>DwellingStructures</u>			<u>NonDwelling Structure</u>	
ME008-5	Replacecarpetsin48 units	55,000	ME008-3	Upgrade maintenanceshop	60,000
	Replacetoiletsin 48units	30,000		<u>DwellingStructures</u>	
	<u>SiteImprovements</u>			Replaceflooringin duplexes	120,000
	Resurfaceparking lotsandwalks	45,000		Upgradeinterior lightingin duplexes	30,000
	SubtotalM E008-5	130,000		Subtotal ME008-3	210,000

	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>	
ME008-6	Replacecarpetsin11 units	25,000	ME008-4	Replaceflooringin 31units	100,000
	SubtotalME008 -6	25,000		Upgradeinteriorlighting	33,102
				SubtotalME008 -4	133,102
	<u>Dwelling Structures</u>				
ME008-7	Replacecarpetsin15 units	35,000			
	SubtotalME008 -7	35,000			
	<u>Dwelling Structures</u>				
ME008-2	Replacesidingon10 units	125,000			
	SubtotalME008 -2	125,000			
TotalCFPEstimatedCost		363,395			363,395

AttachmentD

DefinitionofSubstantialDeviationandSignificantAmendmentsorModifications

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority of the City of Waterville that fundamentally change the mission, goals, objectives, or plans of the agencyandwhichrequireformalapprovaloftheBoardofCommissioners.

Attachment E

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. Genier
Anne-Marie Mathieu

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): Lucille M. Genier: five year term expiring July 1, 2004; Anne-Marie Mathieu: 4 year term expiring in 2005

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: 07/2002

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

Mayor Nelson Medore

AttachmentF

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)

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 G

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 the 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:

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

Attachment H

Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments

As stated in Notice PIH2001-26, beginning with Fiscal Year 2002, all PHAs must address the following questions about their Required Initial Assessments and include the following information as a required attachment to the PHA Plan:

a. How many of the PHA's developments are subject to the Required Initial Assessments?

Three General Occupancy Developments:

<u>HUDACC</u>	<u>HAI Identifier</u>
ME008-2	Riverview Manor and Scattered Sites
ME008-3	Woodmond Hgts.
ME008-4	Chap Hill Manor

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Three elderly and/or disabled developments:

HUDACC	HAI Identifier
ME008-5	Elm Towers
ME008-6	26 Louise Ave.
ME008-7	Forsythe Terr.

c. How many assessments were conducted for the PHA's covered developments?

Three Assessments

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

DevelopmentName	NumberofUnits
None	None

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

Assessments completed

Summary

The Housing Authority has reviewed the development's operations as public housing and has considered the implications of converting the public housing to tenant-based assistance. It is the opinion of the Housing Authority that conversion would adversely affect the availability of affordable housing in the community and would not benefit the community or the public housing residents at this time.

Based on the above analysis, we have determined that conversion of public housing developments to Section 8 would not meet all three of the necessary conditions for voluntary conversion.

Attachment I

Pet Policy Statement

The Housing Authority of the City of Waterville allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Housing Authority of the City of Waterville adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Housing Authority of the City of Waterville harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. A pet deposit of \$300 is required at the time of registering a pet.
7. The Housing Authority of the City of Waterville will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in a aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only one pet per unit will be allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed twenty five (25) pounds in weight projected to full adult size.

8. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinance s. They must comply with all other state and local public health, animal control, and anti cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Housing Authority of the City of Waterville to attest to the inoculations.
9. The Housing Authority of the City of Waterville, or an appropriate community authority, shall require the removal of any pet from a project if the pet's condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

Attachment J

Implementation of Public Housing Resident Community Service Requirements

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Waterville has suspended enforcement of the 8 hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy as long as Congress provides for the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the requirements.

The following policy is hereby suspended.

The administrative steps that we will take to implement the Community Service Requirements include the following:

1. Development of Written Description of Community Service Requirement:

The Housing Authority of the City of Waterville has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.

2. Scheduled Changes in Leases:

The Housing Authority of the City of Waterville has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

3. Written Notification to Residents of Exempt Status to each Adult Family Member:

The Housing Authority of the City of Waterville will notify residents at the time of their recertification.

4. Cooperative Agreements with TANF Agencies:

The Housing Authority of the City of Waterville currently has no Cooperative Agreement with the TANF Agency.

5. Programmatic Aspects:

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of the City of Waterville will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Resident Advisory Board, the Housing Authority of the City of Waterville may create volunteer positions such as, litter patrols, and supervising and record keeping for volunteers.

AttachmentK

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: 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
<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: 12/31/01 <input type="checkbox"/> 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	-0-	30,000	-0-	-0-
	Management Improvements Hard Costs	30,000	25,000	-0-	-0-
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000	41,000	-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement	70,000	33,102	-0-	-0-
10	1460 Dwelling Structures	228,102	254,000	-0-	-0-
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHAName: 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
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no : 1)
 Performance and Evaluation Report for Period Ending: 12/31/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of Annual Grant:(sum of lines.....)	383,102	383,102	-0-	-0-
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

PHAName: 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
					Original	Revised	Funds Obligated	Funds Expended	
ME008-2	Dwelling Unit Rehab		1460	1 unit	46,102	-0-			Deleted
	Install new elevator		1460		-0-	129,000	-0-	-0-	In progress
	Upgrade parking lot		1450		-0-	33,102	-0-	-0-	In progress
ME008-3	Replace under floor horizontal waste lines		1460	47 units	30,000	-0-			Deleted
ME008-5	Install GFCI outlet to kitchen; replace toilet tank with an insulated tank; replace common area lights near apts; replace exit sign throughout building		1460	48 units	40,000	-0-			Deleted
	Replace windows throughout bldg;		1460	48 units	-0-	90,000	-0-	-0-	Planning
ME008-6	Replace windows throughout bldg; install GFCI outlet to kitchen & bath; stain siding and trim on bldg;		1460	11 units	47,500	-0-			Deleted
	Replace windows throughout bldg; replace carpet;		1460	11 units	-0-	27,000	-0-	-0-	Planning
	Resurface parking lot; patch/replace overlay parking lot entrance drive & construct dumpster enclosure		1450	Lump Sum	35,000	-0-			Deleted

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

PHAName: 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
ME008-7	Install GFCA in kitchens; replace carpet in common area & vinyl in each apt.; stain siding and trim around bldg; install motorized opener to the clerestory windows		1460	16 apts.	64,500	-0-			Deleted
	Replace carpet in common areas;		1460		-0-	8,000	-0-	-0-	Planning
	Resurface parking lot & construct dumpster enclosure		1450	Lump Sum	35,000	24,000	-0-	-0-	Planning
HA Wide	A&E Fees and Costs		1430	Lump Sum	55,000	41,000	-0-	-0-	Planning
	Purchase Office Equipment; computer hardware		1408	Lump Sum	30,000	25,000	-0-	-0-	Planning
	Upgrade computer software		1408	Lump Sum	-0-	30,000	-0-	-0-	Planning
	Grand Total				383,102	383,102	-0-	-0-	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program No: ME36P00850101 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	6/30/03	12/31/02		6/30/04			Per HUD Benchmark established for FY2001
ME008-2	6/30/03	12/31/02		6/30/04			CFP - HUD Notice PIH2001 -26
ME008-3	6/30/03	12/31/02		6/30/04			
ME008-5	6/30/03	12/31/02		6/30/04			
ME008-6	6/30/03	12/31/02		6/30/04			
ME008-7	6/30/03	12/31/02		6/30/04			

AttachmentL

AnnualStatement/PerformanceandEvaluationReport					
CapitalFundProgramandCapitalFundProgramReplac ementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName: HousingAuthorityoftheCityofWaterville,ME		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P00850100 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2000
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: 1) <input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEndin g: 12/31/01 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements	\$36,500.00	\$56,500.00	\$56,500.00	\$34,832.43
4	1410Administration	\$2,116.00	\$2,116.00	\$2,116.00	\$844.80
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$55,000.00	\$35,000.00	\$35,000.00	\$17,564.61
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	\$167,000.00	\$233,701.00	\$233,701.00	\$63,094.96
11	1465.1DwellingEquipment —Nonexpendable	\$65,000.00	\$46,351.00	\$46,351.00	\$46,351.00
12	1470NondwellingStructures	\$50,000.00	\$1,948.00	\$1,948.00	\$1,948.00
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501Colla terizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	375,616.00	375,616.00	375,616.00	\$164,635.80

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

PHAName: 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: 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$45,000.00	\$45,000.00	\$45,000.00	-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				

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: ME36P00850100 Replacement Housing Factor Grant No:				Federal FY of Grant: 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 Work	
				Original	Revised	Funds Obligated	Funds Expended		
ME008-2	Completed Rehab of 14 Belmont Ave. (7 room apartment - Scattered Sites)	1460		\$41,000.00	\$42,979.00	\$42,979.00	\$42,979.00	Complete	
ME008-3 ME008-4	Replace all meter work and breaker panel cover on 78 family units (3 & 4 bedrooms)	1460	78 units	\$60,000.00	-0-	-0-	-0-	Deleted	
ME008-3 ME008-4	Replace all appliances (stoves & refrigerators) at family units	1465.1	78 units	\$65,000.00	\$46,351.00	\$46,351.00	\$46,351.00	Complete	
ME008-6 ME008-7	To install fire call system to comply with regulations	1460		\$10,000.00	-0-	-0-	-0-	Deleted	
ME008-5	Replace bathroom heaters (electric heat) in the elderly high-rise.	1460		\$20,000.00	\$4,542.96	\$4,542.96	\$4,542.96	Complete	
ME008-5	To install roof fans and vents for proper circulation of air in the elderly high-rise	1460		\$6,000.00	-0-	-0-	-0-	Deleted	
ME008-3 ME008-7	Complete maintenance garage and workshop in compliance with codes, safety and fire regulations	1470		\$40,000.00	-0-	-0-	-0-	Deleted	
ME008-3 ME008-4	To replace tub surrounds at the family units	1460	78 units	\$30,000.00	-0-	-0-	-0-	Deleted	
ME008-6	To replace pump station (sewerage service for tri-level elderly complex)	1470		\$10,000.00	\$1,948.00	\$1,948.00	\$1,948.00	Complete	

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850100 Replacement Housing Factor Grant No:			Federal FY of Grant: 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 Work
				Original	Revised	Funds Obligated	Funds Expended	
ME008-2	Add new elevator	1460		-0-	\$170,606.04	\$170,606.04	-0-	In Progress
ME008-3	Replacing Shutters	1460	47 units	-0-	\$11,652.00	\$11,652.00	\$11,652.00	Complete
ME008-2	Replace Intercom System	1460		-0-	\$3,921.00	\$3,921.00	\$3,921.00	Complete
HA Wide	Upgrade computer software and hardware	1408		\$36,500.00	\$56,500.00	\$56,500.00	\$34,832.43	In Progress
HA Wide	Administration	1410		\$2,116.00	\$2,116.00	\$2,116.00	\$844.80	In Progress
HA Wide	Fees and Costs A/E Services: Sec 504 handicapped needs assessment	1430		\$55,000.00	\$35,000.00	\$35,000.00	\$17,564.61	In Progress
	Total			\$375,616.00	\$375,616.00	\$375,616.00	\$164,635.80	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Housing Authority of the City of Waterville, ME		Grant Type and Number Capital Fund Program No: ME36P00850100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ME008-2	Dec.00	03/31/02	12/31/01	Sept.01	09/30/03		Per HUD Instructions & more realistic work schedule
ME008-3							
ME008-4	Jan.01	03/31/02	12/31/01	Sept.03	09/30/03		Per HUD Instructions & more realistic work schedule
ME008-5	Apr.01	03/31/02	12/31/01	Sept.03	09/30/03		Per HUD Instructions & more realistic work schedule
ME008-6	Apr.01	03/31/02	12/31/01	Sept.03	09/30/03		Per HUD Instructions & more realistic work schedule
ME008-7	Apr.01	03/31/02	12/31/01	Sept.03	09/30/03		Per HUD Instructions & more realistic work schedule
HA Wide	Jan.01	03/31/02	12/31/01	Sept.03	09/30/03		Per HUD Instructions & more realistic work schedule

AttachmentM

Annual Statement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary

PHAName: WatervilleHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo: ME36-P008-915-99 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 1999
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OriginalAnnualStatement
 ReserveforDisasters/Emergencies
 RevisedAnnualStatement(revisionno:)
 PerformanceandEvaluationReportforPeriodEnding: 12/31/01
 FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	TotalNon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements	\$36,152.00	\$37,127.71	\$37,127.71	\$37,127.71
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCo sts	\$31,000.00	\$21,526.21	\$21,526.21	\$21,526.21
8	1440SiteAcquisition				
9	1450SiteImprovement	\$58,000.00	\$45,538.55	\$45,538.55	\$45,538.55
10	1460DwellingStructures	\$122,500.00	\$213,490.40	\$213,490.40	\$213,490.40
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures		\$1,500.00	\$1,500.00	\$1,500.00
13	1475NondwellingEquipment	\$120,000.00	\$39,400.00	\$39,400.00	\$33,900.00
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts		\$9,069.13	\$9,069.13	\$9,069.13
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	\$367,652.00	\$367,652.00	\$367,652.00	\$362,152.00

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

PHAName: Waterville Housing Authority	Grant Type and Number Capital Fund Program Grant No: ME36-P008-915-99 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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	
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				

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

PHAName: WatervilleHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36-P008-915-99 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 1999			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work	
				Original	Revised	Funds Obligated	Funds Expended		
ME008-5 ElmTowers	Installanemergencycallsystem,electric strikereleasesandnewdoors,frames andflooring	1460	48units	\$75,000.00	\$67,578.40	\$67,578.40	\$67,578.40	Complete	
ME008-2 RiverviewManor	Installleverhandles,locksetsto apartmententrancedoors	1460	23units	\$12,500.00	\$66,545.00	\$66,545.00	\$66,545.00	Complete	
ME008-4 ChapHillManor	pavecommonareas&sidewalks, replacementofcementpads	1450	31units	\$58,000.00	\$45,538.55	\$45,538.55	\$45,538.55	Complete	
ME008-2 25OaklandSt	StorageShed	1475	1	-0-	\$1,500.00	\$1,500.00	\$1,500.00	Complete	
ME008-3,4 WoodmondHgts ChapHillManor	Replacementofmeters	1460	47units	-0-	\$29,725.00	\$29,725.00	\$29,725.00	Complete	
ME008-5 ElmTowers	Upgradeelevators&firearmsystem	1475	48units	\$120,000.00	\$39,400.00	\$39,400.00	\$33,900.00	InProgress	
ME008-7 ForsytheTerrace	Conversionofunitstocomplywith ADA,Sec.504requirements	1460	1unit	\$35,000.00	\$49,642.00	\$49,642.00	\$49,642.00	Complete	
HAWide	Relocation	1495.1	1unit	-0-	\$9,069.13	\$9,069.13	\$9,069.13	Complete	
HAWide	ManagementImprovements:upgrade computerhardware&software	1408		\$36,152.00	\$37,127.71	\$37,127.71	\$37,127.71	Complete	

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

PHAName: WatervilleHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36-P008-915-99 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 1999			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HAWide	A&Eservices:CIAPconsultant&A/E costsassociatedwiththeimprovements	1430		\$31,000.00	\$21,526.21	\$21,526.21	\$21,526.21	Complete
Total				\$367,652.00	\$367,652.00	\$367,652.00	\$362,152.00	

Attachment N

Statement of Progress in Meeting the 5 -Year Plan Mission and Goals

The following table reflects the progress we have made in achieving our goals and objectives:

<p>Goal: Manage the Waterville Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.</p> <p>Manage the Waterville Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.</p>	
Objective	Progress
4. The Waterville Housing Authority shall be a High -Performer by December 31, 2004	The Housing Authority is currently designated as a Standard Performer for its fiscal year ended June 30, 2001
5. The Waterville Housing Authority shall maintain a high occupancy rate	
6. The Waterville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer - friendly and fiscally prudent leader in the affordable housing industry.	Staff have attended industry and HUD training during the past year.

<p>Goal: Manage the Waterville Housing Authority's tenant -based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.</p>	
Objective	Progress
2. The Waterville Housing Authority will be a high performer under HP by 12/31/2004	We are currently designated as a standard performer under SEMAP for our fiscal year ended 6/30/01
<p>Goals: Sustain and maintain the Waterville Housing Authority's present housing stock in a decent condition.</p> <p>Deliver timely and high quality maintenance service to the residents of the Waterville Housing Authority.</p>	
Objective	Progress

5. The Waterville Housing Authority shall have all of its units in compliance with the Waterville Housing Code by June 30, 2004.	This objective has been accomplished. All of our units currently meet code.
6. The Waterville Housing Authority maintain an appealing, up -to-date environment in its developments.	The maintenance department regularly inspects units and grounds and assesses residents if their units and grounds are not adequately maintained.
7. The Waterville Housing Authority shall maintain an average response time of 24 hours in responding to emergency work orders.	This objective is met and generally exceeded.
8. The Waterville Housing Authority will maintain an average response time of five days in responding to routine work orders.	This objective is met and generally exceeded.

Goal: Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.	
Objective	Progress
3. The Waterville Housing Authority shall continue to operate so that income exceeds expense every year.	This objective is being accomplished.
4. The Waterville Housing Authority shall maintain its operating reserves of at least 40 percent.	This objective is being accomplished.

Goal: The Waterville Housing Authority will link and provide direct services to residents wherever possible	
Objective	Progress
5. Will continue to provide memberships to the Boys and Girls Clubs for all juveniles in its family housing.	This objective continues to be met.
6. The Waterville Housing Authority will	This objective continues to be met

<p>continue to lend financial support to the Waterville Homeless Shelter as resources permit.</p>	
<p>7. The Waterville housing Authority will continue to support the Waterville Teen Families in Transition, a program for pregnant teen mothers through a Section 8 set-aside.</p>	<p>This program no longer exists.</p>
<p>8. The Waterville Housing Authority will continue to set aside Section 8 units for persons with HIV.</p>	<p>The Housing Authority sets aside 2 vouchers for persons with HIV</p>

HOUSING AUTHORITY OF
WATERVILLE, MAINE

