

# Sanford Housing Authority

## PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006  
Annual Plan for Fiscal Year 2002

**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:** The Housing Authority of the Town of Sanford, ME

**PHANumber:** ME36- 011

**PHAFiscalYearBeginning:** 04/2002

**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 2002 -2006**  
[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 Sanford is to assist low - income families with safe, decent, and affordable housing opportunities as they strive to achieve self -sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS** . (Quantifiable measures would include target such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: 5 units
  - Acquire or build units or developments

Other(listbelow)

PHAGoal:Improvethethequalityofassistedhousing

Objectives:

- Improvepublichousingmanagement:(PHASscore)88%
- Improvevouchermanagement:(SEMAPscore)92%
- Increasecustomersatisfaction:
- Concentrateoneffortstoimprovespecificmanagementfunctions:  
(list;e.g.,publichousingfinanc e;voucherunitinspections)
- Renovateormodernizepublichousingunits:5units
- Demolishordisposeofobsoletepublichousing:
- Providereplacementpublichousing:
- Providereplacement vouchers:
- Other:(listbelow)

PHAGoal:Increaseassistedhousingchoices

Objectives:

- Providevoucher mobilitycounseling:
- Conductoutreacheffortstopotentialvoucherlandlords
- Increasevoucherpaymentstandards
- Implementvoucherhomeownershipprogram:
- Implementpublichousingorotherhomeownershipp rograms:by2002
- Implementpublichousing site -basedwaitinglists:
- Convertpublichousingtovouchers:
- Other:(listbelow)

TheSanfordHousingAuthoritywillpartnerwithotherlocalnon -profitentitiesto createanadditional5unitsofaffordablehousing.

### **HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

PHAGoal:Provideanimprovedlivingenvironment

Objectives:

- Implementmeasurestodeconcentratepovertybybringinghigherincome publichousinghouseholdsin tolowerincomedevelopments:
- Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesinto higherincome developments:
- Implementpublichousingsecurityimprovements:
- Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly, personswith disabilities)elderlydesignation
- Other:(listbelow)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability: Develop tutorial center for adult and school-age children.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**SHA will partner with the Town of Sanford, Chamber of Commerce and Regional Planning to develop a comprehensive housing strategy.**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajor initiativesanddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

TheSanfordHousingAuthorityhasutilizedthisvehicletore -examinehowweoperateour publichousingandSection8programs.Thisre -examinationhasledustothe following decisions:

- WewillestablishaSection8HomeownershipProgram.
- Wehaveestablisheda residency preferenceforournewadmissionsinbothprograms.
- Wehavemergedour Section8CertificateandVoucherProgramsandestablishedpayment standards.
- WehaveprioritizedourCapitalFundsthroughtheyear2006.
- WewilldevelopapartnershipwiththeTownofSanfordandassistinthedevelopmentof economicandaffordablehousing plans.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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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 Plans file, provide the filename in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart (Attachment One)
- FY2002 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	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.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes 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 includes 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	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	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
	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
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA	Annual Plan: Capital Needs

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	option)	
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**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	Accessability	Size	Location
Income <= 30% of AMI	2,204	5	5	5	4	4	3
Income > 30% but <= 50% of AMI	1,782	4	5	4	3	3	3
Income > 50% but < 80% of AMI	2,042	2	4	4	3	3	3
Elderly	1,673	4	4	4	4	5	3
Families with Disabilities	Not Available						
Race/Ethnicity	All minorities less than 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: Action Plan 1/1/01 - 12/31/01
- 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)

Town of Sanford Comprehensive Housing Assessment October, 2001

**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.

<b>Housing Needs of Families on the Waiting List</b>			
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	163		
Extremely low income <= 30% AMI	95	58%	
Very low income (> 30% but <= 50% AMI)	55	34%	
Low income (> 50% but < 80% AMI)	13	8%	
Families with children	63	39%	
Elderly families	3	2%	
Families with Disabilities	32	20%	
White	159	98%	
Black	4	2%	
Race/ethnicity			
Race/ethnicity			
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	19	12%	
2BR	89	55%	
3BR	37	23%	
4BR	18	11%	
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 re-open 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 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	307		
Extremely low income <= 30% AMI	201	65%	
Very low income (> 30% but <= 50% AMI)	100	33%	
Low income (> 50% but < 80% AMI)	6	2	
Families with children	225	73%	
Elderly families	3	1%	
Families with Disabilities	79	26%	
White	294	95%	

Housing Needs of Families on the Waiting List			
Black	3	1%	
Hispanic	5	2%	
Asian	5	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	117	38%	
2BR	127	41%	
3BR	51	17%	
4BR	12	4%	
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 re-open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input 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 finance 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)

Work with the Town of Sanford in the development of comprehensive housing strategy.

**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 the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below )**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	216,479.00	
b) Public Housing Capital Fund	372,500.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,517,800.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CIAPFY00	78,500.00	
CAP Fund 2001	230,167.00	
<b>3. Public Housing Dwelling Rental Income</b>	289,000.00	
<b>4. Other income (list below) misc.</b>	3,500.00	
Interest	5,200.00	
Non-dwelling & excess utilities	7,000.00	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	3,720,146.00	

**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 families are nearing 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)

c. If the PHA plans 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)

**(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 admission 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
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households 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

Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- 1 Residentswholiveand/orworki nthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontribute tomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontribute tomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relationshipofpreferencesto incometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensurethatthePHAwillmeetincome targetingrequirements

**(5)Occupancy**

a.Whatreferencematerialscanapplicantsandresidentsusetoobtaininformationabouttherules ofoccupancyofpublichousing(selectallthatapply)

- ThePHA -residentlease
- ThePHA'sAdmissionsand( Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectallthat apply)

- Atannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

a.  Yes  No:DidthePHA'sanalysisofitsfamily(generaloccupancy)developmentsto determineconcentrationsofpovertyindicatetheneedformeasures to promotedeconcentrationofpovertyorincomemixing?

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 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: PHAs 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)

Upon written request the Sanford Housing Authority will provide documented information regarding tenancy history.

**(2) Waiting List Organization**

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 a section 8 tenant -based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Evidence of aggressive participant search for unit and consideration of market conditions.

**(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 admission to 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 assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**) -based

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
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households 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)

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 soon. 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 in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households 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)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

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

6. Relationship of preferences 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)

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination 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 exclusion 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)
- 95<sup>th</sup> 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 re-examinations, 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
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

When family composition changes.

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- These section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

### **B. Section 8 Tenant -Based Assistance**

Exemptions: PHA that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4 B. **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) Payment Standards**

Describe the voucher payments standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- 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)

e. 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)

**(2) Minimum Rent**

a. 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)

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (Attachment One)
- 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	Expected
--------------	-------------------	----------

	<b>Served at Year Beginning</b>	<b>Turnover</b>
Public Housing	132	40
Section 8 Vouchers	487	50
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
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) Admissions and continued Occupancy Policy

(2) Section 8 Management: (list below) Section 8 Admissions Policy

**1. 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 additions 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**

[24 CFR 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: PHAs 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 Plan 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 as Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(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)

-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 here)

**B. HOPEVI and Public Housing Development and Replacement Activities (Non - Capital Fund)**

Applicability of sub - component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 Plans 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 HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the ePHA 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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. 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 submission 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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Sunset Tower	
1b. Development (project) number: ME36 -011-002	
2. Designation type:	
Occupancy by only the elderly	<input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>02/15/2002</u>
5. If approved, will this designation constitute a (select one)	
<input checked="" 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)

Part of the development

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. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 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 FY 1996 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.

<b>Conversion of Public Housing Activity Description</b>
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 (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
---

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**  
 [24CFR Part 903.79(k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Tur nkey 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 support 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 programs 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 homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any program 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)

**(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		

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:

**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 rent 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:(listbelow)

**D.ReservedforCommunityServiceRequirementpursuanttosection12(c)oftheU.S. HousingActof1937**

**13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent 13:HighperformingandsmallPHAsnotparticipatinginPHDEP andSection8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAsthatare participatinginPHDEPandaesubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub componentD.

**A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(selectallthat apply)

- Highincidenceofviolentand/or drug -relatedcrimei nsomeorallofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingoradjacent tothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchi ldren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsduetoperceived and/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionstoimprove safetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisof crimestatisticsovertimeforcrimescommitted“inandaround”public housingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeeer eports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug programs
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

**B.Crimea ndDrugPreventionactivitiesthePHAhasundertakenorplanstoundertakein thenextPHAfiscalyear**

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)

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

### 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 other wise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above - baselinelaw enforcement services
- Other activities (list below)

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

### D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY 2002 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 FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **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**

[24CFRPart903.79(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**

[24CFRPart903.79(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**

[24CFRPart903.79(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 at Attachment (Filename)
- Provided below:

Requested revision of Pet Policy  
 Requested to review and pursue designated for elderly only policy

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 the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

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 assistance) -based
- 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: 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)

Increase in affordable housing 5 units by leveraging housing resources. The Sanford Housing Authority will apply for any Section 8 housing allocation available.

Other: (list below)

Work with the Town of Sanford in the development of a comprehensive housing strategy.

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

The Consolidated Plan supports the Sanford Housing Authority Agency Plan by emphasizing:

- High priority for low income renters
- High priority for working poor and families
- High priority for the development of affordable housing for moderate and low income persons living and working in our jurisdiction.

**D. Other Information Required by HUD**

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

Definition of Substantial Deviation:

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

Commissioners.

## Attachments

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

Attachment:

1. Sanford Housing Authority Organizational Chart
2. Deconcentration Policy
3. 5-Year Plan Statement of Progress
4. Resident Member on PHA Governing Board
5. Resident Advisory Board Membership
6. Sanford Housing Authority Resident Survey Follow -Up Plan
7. Capital Fund
  - a. Annual Statement
  - b. Five Year Summary
  - c. P&E Reports 914 ,915,916,917
8. Voluntary Conversion

**PHA Plan  
Table Library**

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and III**

**Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number ME36P011 -501-02 FFY of Grant Approval: (04/2002)

Original Annual Statement

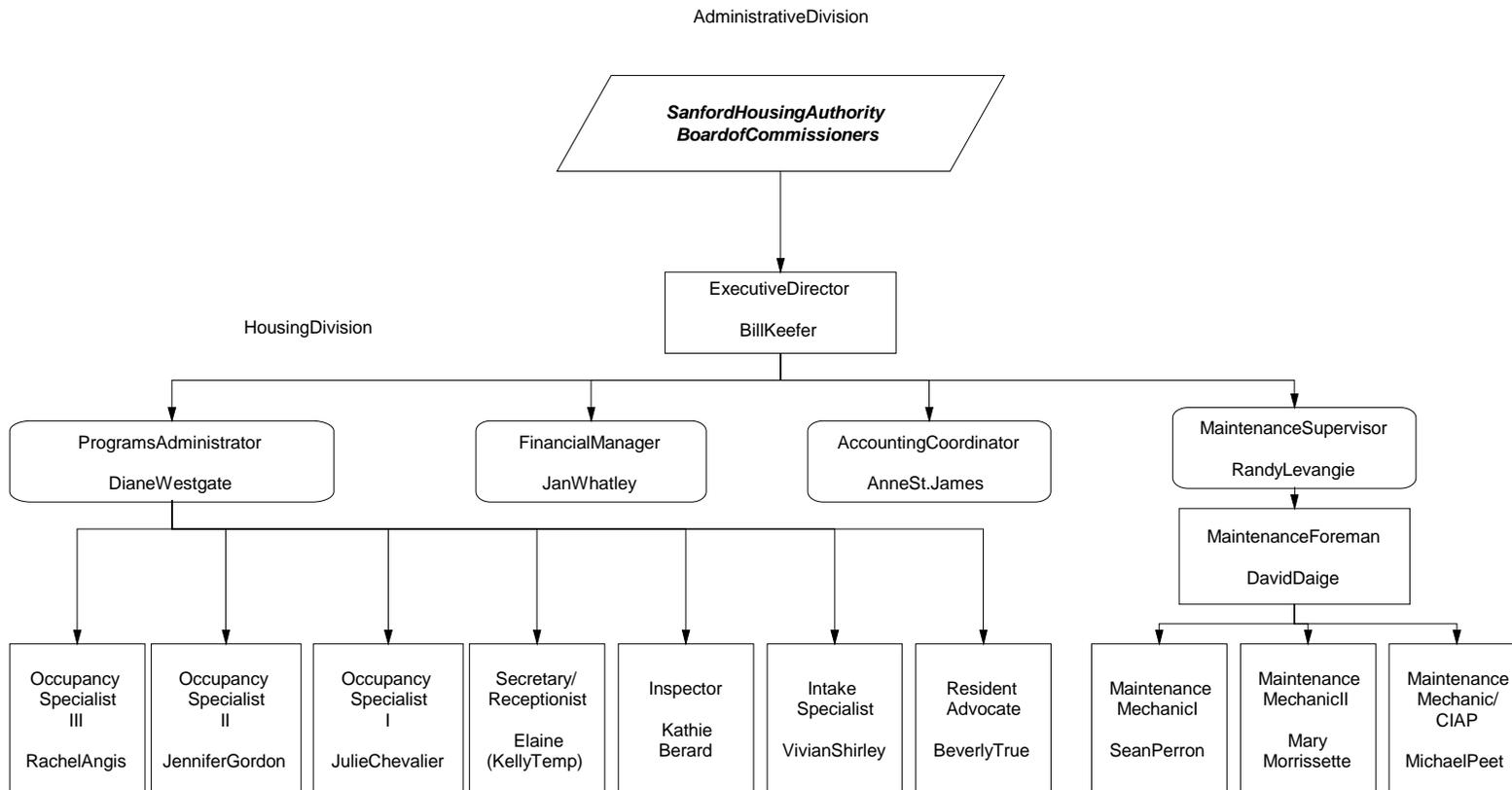
Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	23,016.00
3	1408 Management Improvements	40,843.00
4	1410 Administration	22,767.00
5	1411 Audit	700.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	1,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	105,500.00
11	1465.1 Dwelling Equipment -Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	36,341.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 -19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	16,500.00
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
1406	August 31, 2003	March 31, 2004
1408	August 31, 2003	March 31, 2004
1411	August 31, 2003	March 31, 2004
1430	August 31, 2004	March 31, 2005
1460	August 31, 2004	March 31, 2005

AttachmentOne

**TownofSanfordHousingAuthority  
OrganizationalChart**



**Attachments**

AttachmentTwo

**10.4 DECONCENTRATIONPOLICY**

It is the Sanford Housing Authority'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 Sanford Housing Authority 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.

**10.5 DECONCENTRATIONINCENTIVES**

The Sanford Housing Authority 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.

Attachment Three

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:

Goal One: Expand the supply of assisted housing	
Objective	Progress
Leverage private or other public funds to create additional housing opportunities: 5 units	The Sanford Housing Authority is currently under construction in providing 5 units of Affordable housing.

Goal Two: Improve the quality of assisted housing	
Objective	Progress
Improve voucher management SEMAP score.	The Sanford Housing Authority will improve the results of the SEMAP score.
Renovate or modernize public housing units: 5 units.	The Sanford Housing Authority is on target with the Capital Funds plan and has modernized more than the anticipated 5 units.

Goal One: Increase assisted housing choices	
Objective	Progress
Implement public housing or other homeownership programs: by 2003	The Sanford Housing Authority is working towards homeownership in conjunction with the Community Action program.
The Sanford Housing Authority will partner with other local non-profit entities to create an additional 5 units of affordable housing.	The Sanford Housing Authority will partner with the Town of Sanford, Community Action Program, Homeless Shelter and the Women's Shelter to provide the affordable housing opportunities. The Sanford Housing Authority accomplishes this by project basing 9 units with the Section 8 Existing program.

Goal Two: Provide a more improved living environment	
Objective	Progress
Designate developments or buildings for particular resident groups (elderly, persons with disabilities) elderly designation.	The Sanford Housing Authority has budgeted and scheduled this designation before the year 2004.

Goal One: Promote self-sufficiency and asset development of assisted households	
Objective	Progress
Provide or attract support services to improve assistance recipients' employability: Provide onsite learning center.	The Sanford Housing Authority is currently working with Town Hall to make this goal a reality. Together we are looking at grants that can be applied for. We expect to meet this goal by 2003.

AttachmentFour

**Required Attachment me36-011f01: 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:

George Bergeron  
Shelly Morgan

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

- Elected  
 Appointed

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

Bergeron 1/1/2000 – 12/31/2004  
Morgan 1/4/2000 – 12/31/2004

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

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

B. Date of next term expiration of a governing board member: 2004

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

AttachmentFive

**Required Attachment\_ me36-011g01: Membership of the Resident Advisory Board or Boards**

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

The majority of the membership was the officers of the Tenant Organizations and two Section 8 clients.

- Ida Seavey
- Shelley Morgan
- Shirley Clements
- Colin Campbell
- Rickie D. Norman d
- Donald Rundlett

**Attachmentme36 -011h01 –ResidentSurveyFollowUpPlan**

**SANFORDHOUSINGAUTHORITY**

**RESIDENTSURVEYFOLLOW -UPPLAN**

**OVERVIEW/BACKGROUND**

The results of the Resident Service and Satisfaction Survey indicate that Sanford Housing Authority received a score of 74.0% under the Neighborhood Appearance Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on April 1, 2002.

Our Authority is more than pleased to address any and all issues raised regarding appearance of our public housing developments. The SHA will hire a part-time maintenance staff person and assign them to custodial and janitorial needs to each community. The cost will be around \$10,000.00 a year.

AttachmentSeven

**AttachmentME36 -011j01 –CapitalFundReports**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CF</b>			<b>PRHF)PartI:Summary</b>		
PHAName:SanfordHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo:ME36 -P011-501-02 ReplacementHousingFactorGrantNo:		FederalFYofGrant: 4/2002	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno: 1)					
<input type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: <input type="checkbox"/> FinalPerforman ceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	\$23,016.00			
3	1408ManagementImprovements	\$40,843.00			
4	1410Administration	\$22,767.00			
5	1411Audit	\$700.00			
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$1,000.00			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	\$105,500.00			
11	1465.1Dwelling Equipment—Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment	\$36,341.00			
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499Develop mentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	\$230,167.00			
22	Amountofline21RelatedtoLBPActivities				
23	Amountofline21RelatedtoSection504com pliance				
24	Amountofline21RelatedtoSecurity –SoftCosts				
25	AmountofLine21RelatedtoSecurity – HardCosts	\$16,500.00			
26	Amountofline21RelatedtoEnergyConservationMeasures				

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

PHAName: Sanford Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36 -P011-501-02 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 4/2002</b>		
Development No. 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	
Sunset Towers ME36-011-002	Security (Intercom System)	1460	1	\$6,500.00				
	Install Trash Compactor	1460	1	\$17,000.00				
	Automatic Doors (Accessibility)	1460	1	\$10,000.00				
	Apartment Reconfiguration	1460		\$72,000.00				
PHAWide	Operations	1406		\$23,016.00				
	Management Improvements	1408		\$40,843.00				
	Administration	1410		\$22,767.00				
	Fees/Costs	1430		\$1,000.00				
	Audit	1411		\$700.00				
	Automotive Equipment	1475.7		\$26,341.00				
	Office Equipment	1475		\$10,000.00				
	<b>TOTAL</b>			<b>\$230,167.00</b>				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program No: ME36 -P011-501-02 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date 12/31/03)			All Funds Expended (Quarter Ending Date 3/31/04)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
ME36-011-002	\$6,500.00							
Sunset Towers	\$17,000.00							
	\$10,000.00							
	\$72,000.00							
HA Wide	\$23,016.00							
	\$40,843.00							
	\$22,767.00							
	\$1,000.00							
	\$700.00							
	\$26,341.00							
	\$10,000.00							

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

<b>PHAName:</b> SanfordHousingAuthority	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo:ME36 -P011-914-98 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> <b>FY1999</b>
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 3)  
**X Performance and Evaluation Report for Period Ending: 3/31/2001**                       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		\$16,000.00	\$16,000.00	\$12,179.75
4	1410 Administration		\$15,000.00	\$15,000.00	\$15,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,100.00	\$3,100.00	\$3,100.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement		\$6,000.00	\$6,000.00	\$5,538.90
10	1460 Dwelling Structures	\$179,300.00	\$168,300.00	\$168,300.00	\$159,275.14
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	\$11,600.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$209,000.00	\$209,000.00	\$209,000.00	\$191,993.79
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$0.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36 -P011-914-98 Replacement Housing Factor Grant No:				Federal FY of Grant: FY1999		
Development No. 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	
ME11 -1WI -98-1	Install new roof on Community Bldg. (FA)	1470		\$11,600.00	\$0.00	\$0.00		
ME11 -1WI -98-5	Replace curbing and sidewalks, repave parking areas -partial	1450			\$6,000.00	\$6,000.00	\$5,538.90	
	<b>Subtotal 1450</b>				<b>\$6,000.00</b>	<b>\$6,000.00</b>	<b>\$5,538.90</b>	
ME11 -1WI -98-2	Install new winter -connected fire and 49 units smoke alarm system (FA)	1460		\$29,300.00	\$29,300.00	\$29,300.00	\$28,346.30	
ME11 -2WI -98-3	Reconfigure Efficiency Units into One 8 units Bedroom Units (FA)	1460		\$150,000.00	\$95,000.00	\$95,000.00	\$94,680.15	
ME11 -2WI -98-4	Replace Boiler at senior high -rise bldg.	1460			\$29,000.00	\$29,000.00	\$26,600.00	
ME11 -1WI -98-6	Install replacement master -keyed dead bolts in all units	1460			\$7,500.00	\$7,500.00	\$6,030.70	
ME11 -1WI -98-7	Install new interior doors and lighting	1460			\$7,500.00	\$7,500.00	\$3,617.99	
	<b>Subtotal</b>			<b>\$179,300.00</b>	<b>\$168,300.00</b>	<b>\$168,300.00</b>	<b>\$159,275.14</b>	
ME11 -2	A&E/Clerk of Works	1430		\$18,100.00	\$3,100.00	\$3,100.00	\$0.00	
	<b>Subtotal</b>				<b>\$3,100.00</b>	<b>\$3,100.00</b>	<b>\$0.00</b>	
ME11 -1&2	Upgrade SHA -Wide Computer System	1408			\$11,600.00	\$11,600.00	\$11,600.00	
ME11 -1&2	Staff Training	1408			\$5,000.00	\$5,000.00	\$579.75	
	<b>Subtotal</b>				<b>\$16,600.00</b>	<b>\$16,600.00</b>	<b>\$12,179.75</b>	
ME11 -1&2	Administrative Fees	1410			\$15,000.00	\$15,000.00	\$15,000.00	
	<b>Subtotal</b>				<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	
	<b>TOTAL WORK ITEM COST</b>			<b>\$209,000.00</b>	<b>\$209,000.00</b>	<b>\$209,000.00</b>	<b>\$191,993.79</b>	

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program No: ME36 -P011-914-98 Replacement Housing Factor No:					Federal FY of Grant: FY1999	
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		
<b>ME!! -1</b>								
WI-98-1	N/A			N/A				
WI-98-2	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
WI-98-6	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
WI-98-7	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
A&E				3 <sup>rd</sup> Qtr FY00				
<b>ME11 -2</b>								
WI-98-3	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
WI-98-4	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
Computer System	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
Staff Training	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
Admin. Fees	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				

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

PHAName:SanfordHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo:ME36 -P011-914-98 ReplacementHousingFactorGrantNo:	FederalFYofGrant: FY1999
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 3)  
**X Performance and Evaluation Report for Period Ending: 10/01/2001**      **X 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		\$16,000.00	\$16,000.00	\$16,000.00
4	1410 Administration		\$15,000.00	\$15,000.00	\$15,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,100.00	\$2,077.50	\$2,077.50	\$2,078.00
8	1440 Site Acquisition				
9	1450 Site Improvement		\$11,845.50	\$11,845.50	\$11,845.50
10	1460 Dwelling Structures	\$179,300.00	\$163,477.00	\$163,477.00	\$163,477.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	\$11,600.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$209,000.00	\$209,000.00	\$209,000.00	\$209,000.00
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$0.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36 -P011-914-98 Replacement Housing Factor Grant No:				Federal FY of Grant: FY1999		
Development No. 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	
ME11 -1WI -98-1	Install new roof on Community Bldg. (FA)	1470		\$11,600.00	\$0.00	\$0.00		
ME11 -1WI -98-5	Replace curbing and sidewalks, repave parking areas -partial	1450			\$11,845.50	\$11,845.50	\$11,845.50	
	<b>Subtotal 1450</b>				<b>\$11,845.50</b>	<b>\$11,845.50</b>	<b>\$11,845.50</b>	
ME11 -1WI -98-2	Install new winter -connected fire and 49 units smoke alarm system (FA)	1460		\$29,300.00	\$28,346.30	\$28,346.30	\$28,346.30	
ME11 -2WI -98-3	Reconfigure Efficiency Units into One 8 units Bedroom Units (FA)	1460		\$150,000.00	\$95,000.00	\$95,000.00	\$95,000.00	
ME11 -2WI -98-4	Replace Boiler at senior high -rise bldg.	1460			\$26,600.00	\$26,600.00	\$26,600.00	
ME11 -1WI -98-6	Install replacement master -keyed dead bolts in all units	1460			\$6,030.70	\$6,030.70	\$6,030.70	
ME11 -1WI -98-7	Install new interior doors and lighting	1460			\$7,500.00	\$7,500.00	\$7,500.00	
	<b>Subtotal</b>			<b>\$179,300.00</b>	<b>\$163,477.00</b>	<b>\$163,477.00</b>	<b>\$163,477.00</b>	
ME11 -2	A&E/Clerk of Works	1430		\$18,100.00	\$2,077.50	\$2,077.50	\$2,077.50	
	<b>Subtotal</b>				<b>\$2,077.50</b>	<b>\$2,077.50</b>	<b>\$2,077.50</b>	
ME11 -1&2	Upgrade SHA -Wide Computer System	1408			\$11,600.00	\$11,600.00	\$11,600.00	
ME11 -1&2	Staff Training	1408			\$5,000.00	\$5,000.00	\$5,000.00	
	<b>Subtotal</b>				<b>\$16,600.00</b>	<b>\$16,600.00</b>	<b>\$16,000.00</b>	
ME11 -1&2	Administrative Fees	1410			\$15,000.00	\$15,000.00	\$15,000.00	
	<b>Subtotal</b>				<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	
	<b>TOTAL WORK ITEM COST</b>			<b>\$209,000.00</b>	<b>\$209,000.00</b>	<b>\$209,000.00</b>	<b>\$209,000.00</b>	

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program No: ME36 -P011-914-98 Replacement Housing Factor No:					Federal FY of Grant: FY1999	
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		
<b>ME!! -1</b>								
WI-98-1	N/A			N/A				
WI-98-2	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
WI-98-6	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
WI-98-7	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
A&E				3 <sup>rd</sup> Qtr FY00				
<b>ME11 -2</b>								
WI-98-3	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
WI-98-4	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
Computer System	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
Staff Training	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				
Admin. Fees	3 <sup>rd</sup> Qtr FY00			4 <sup>th</sup> Qtr FY01				

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

PHAName: Sanford Housing Authority	Grant Type and Number Capital Fund Program Grant No: ME36-P011-915-99 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 1999
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Original Annual Statement  
 Reserve for Disasters/Emergencies X  
 Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 3/31/2001  
 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	\$12,000.00	\$15,600.00	\$15,600.00	\$15,600.00
4	1410 Administration	\$15,728.00	\$15,728.00	\$15,728.00	\$15,728.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,100.00	\$4,000.00	\$4,000.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$150,000.00	\$104,000.00	\$104,000.00	\$103,497.28
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	\$24,500.00	\$81,000.00	\$81,000.00	\$0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$220,328.00	\$220,328.00	\$220,328.00	\$134,825.28
22	Amount of line 21 Related to LBP Activities	\$0			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$0			
25	Amount of Line 21 Related to Security – Hard Costs	\$0			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			

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

PHAName: Sanford Housing Authority		Grant Type and Number				Federal FY of Grant: FY1999		
		Capital Fund Program Grant No: ME36-P011-915-99						
		Replacement Housing Factor Grant No:						
Development No. 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	
ME11 -1WI99 -1	Replace curbs sidewalk/parking areas and repave parking areas	1470		\$24,500.00	\$65,000.00			
	<b>Subtotal 1470</b>			<b>\$24,500.00</b>	<b>\$81,000.00</b>	<b>\$81,000.00</b>	<b>\$0.00</b>	
ME11 -2	A&E/Clerk of Works	1430		\$18,100.00	\$4,000.00	\$4,000.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$18,100.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	
ME11 -2WI99 -2	Reconfigure Efficiency Units into One 8 units Bedroom Units (FA)(WI99 -2)	1460		\$150,000.00	\$104,000.00	\$104,000.00	\$103,497.28	
	<b>Subtotal 1460</b>			<b>\$150,000.00</b>	<b>\$104,000.00</b>	<b>\$104,000.00</b>	<b>\$103,497.28</b>	
Agency Wide WI99 -3	Upgrade of Computer system and software (partial)(WI99 -3)	1408		\$12,000.00	\$15,600.00	\$15,600.00	\$15,600.00	
	<b>Subtotal 1408</b>			<b>\$12,000.00</b>	<b>\$15,600.00</b>	<b>\$15,600.00</b>	<b>\$15,600.00</b>	
	Administrative Fee	1410		\$15,728.00	\$15,728.00	\$15,728.00	\$15,728.00	
	<b>Subtotal 1410</b>			<b>\$15,728.00</b>	<b>\$15,728.00</b>	<b>\$15,728.00</b>	<b>\$15,728.00</b>	
	<b>TOTAL WORK ITEM COST</b>			<b>\$220,328.00</b>	<b>\$220,328.00</b>	<b>\$220,328.00</b>	<b>\$134,825.28</b>	

**Attachments**

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program No: ME36 -P011-915-99 Replacement Housing Factor No:					Federal FY of Grant: FY1999	
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		
ME11 -1 WI -99-1	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter FFY2002				
A&E	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter FFY2002				
ME11 -2 WI-99-2	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter FFY2002				
Agency Wide	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter FFY2002				

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

PHAName:SanfordHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo:ME36P011 -915-99 ReplacementHousingFactorGran tNo:	FederalFYofGrant: FY1999
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/2001     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	\$12,000.00	\$15,600.00	\$15,600.00	\$15,600.00
4	1410 Administration	\$15,728.00	\$15,728.00	\$15,728.00	\$15,728.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,100.00	\$4,000.00	\$4,000.00	\$905.85
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$150,000.00	\$104,000.00	\$104,000.00	\$104,000.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures	\$24,500.00	\$81,000.00	\$81,000.00	\$1,463.05
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	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$220,328.00	\$220,328.00	\$220,328.00	\$137,696.90
22	Amount of line 21 Related to LBP Activities	\$0			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$0			
25	Amount of Line 21 Related to Security – Hard Costs	\$0			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36 -P011-915-99 Replacement Housing Factor Grant No:				Federal FY of Grant: FY1999		
Development No. 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	
ME11 -1WI99 -1	Replace curbs sidewalk/parking areas and repave parking areas	1470		\$24,500.00	\$65,000.00			
	<b>Subtotal 1470</b>			<b>\$24,500.00</b>	<b>\$81,000.00</b>	<b>\$81,000.00</b>	<b>\$1,463.05</b>	
ME11 -2	A&E/Clerk of Works	1430		\$18,100.00	\$4,000.00	\$4,000.00	\$905.85	
	<b>Subtotal 1430</b>			<b>\$18,100.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$905.85</b>	
ME11 -2WI99 -2	Reconfigure Efficiency Units into One 8 units Bedroom Units (FA) (WI99 -2)	1460		\$150,000.00	\$104,000.00	\$104,000.00	\$104,000.00	
	<b>Subtotal 1460</b>			<b>\$150,000.00</b>	<b>\$104,000.00</b>	<b>\$104,000.00</b>	<b>\$104,000.00</b>	
Agency Wide WI99 -3	Upgrade of Computer system and software (partial) (W99 -3)	1408		\$12,000.00	\$15,600	\$15,600.00	\$15,600.00	
	<b>Subtotal 1408</b>			<b>\$12,000.00</b>	<b>\$15,600.00</b>	<b>\$15,600.00</b>	<b>\$15,600.00</b>	
	Administrative Fee	1410		\$15,728.00	\$15,728.00	\$15,728.00	\$15,728.00	
	<b>Subtotal 1410</b>			<b>\$15,728.00</b>	<b>\$15,728.00</b>	<b>\$15,728.00</b>	<b>\$15,728.00</b>	
	<b>TOTAL WORK ITEM COST</b>			<b>\$220,328.00</b>	<b>\$220,328.00</b>	<b>\$220,328.00</b>	<b>\$137,696.90</b>	

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program No: ME36 - P011-915-99 Replacement Housing Factor No:					Federal FY of Grant: FY1999	
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		
ME11 -1 WI -99-1	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter - FFY2002				
A&E	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter - FFY2002				
ME11 -2 WI-99-2	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter - FFY2002				
Agency Wide	4 <sup>th</sup> Quarter FFY2000			4 <sup>th</sup> Quarter - FFY2002				

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

PHAName:SanfordHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo:ME36 -P011-501-00 ReplacementHousingFactorGrantNo:	FederalFYofGrant: FY2000
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 1)  
**X** Performance and Evaluation Report for Period Ending: 3/31/01  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	\$42,638.00	\$42,638.00	\$42,638.00	\$42,638.00
3	1408 Management Improvements	\$13,500.00	\$18,500.00	\$4,508.28	\$4,508.28
4	1410 Administration				
5	1411 Audit	\$600.00	\$600.00	\$0.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$15,000.00	\$17,000.00	\$17,000.00	\$1,117.76
10	1460 Dwelling Structures	\$95,000.00	\$83,000.00	\$83,000.00	\$55,811.75
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$58,900.00	\$63,900.00	\$30,000.00	\$20,000.000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$225,638.00	\$225,638.00	\$175,146.23	\$122,958.03
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$0.00			
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	\$0.00			

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36 -P011-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2000		
Development No. 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	
Agency Wide	Operations	1406		\$42,638.00	\$42,638.00	\$42,638.00	\$42,638.00	
	<b>Subtotal 1406</b>			<b>\$42,638.00</b>	<b>\$42,638.00</b>	<b>\$42,638.00</b>	<b>\$42,638.00</b>	
Agency Wide	Staff Training	1408		\$3,500.00	\$5,500.00	\$3,500.00	\$2,908.28	
	Designated Housing Plan	1408		\$3,500.00	\$3,500.00			
	Public Housing Org Review	1408		\$6,500.00	\$9,500.00	\$1,600.00	\$1,600.00	
	<b>Subtotal 1408</b>			<b>\$13,500.00</b>	<b>\$18,500.00</b>	<b>\$4,508.23</b>	<b>\$4,508.23</b>	
Agency Wide	Audit	1411		\$600.00	\$600.00			
	<b>Subtotal 1411</b>			<b>\$600.00</b>	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
ME11 -1/WI2000 -1	Replace Playground Equipment	1450		\$15,000.00	\$17,000.00	\$15,000.00		
	<b>Subtotal 1450</b>			<b>\$15,000.00</b>	<b>\$17,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	
ME11 -2	Reconfigure Efficiency Units into One Bedroom Units	1460		\$80,000.00	\$80,000.00	\$80,000.00	\$55,811.75	
WI2000-2								
WI2000-3	Replace Flooring Central Office	1460		\$15,000.00	\$3,000.00	\$3,000.00		
	<b>Subtotal 1460</b>			<b>\$95,000.00</b>	<b>\$83,000.00</b>	<b>\$83,000.00</b>	<b>\$55,811.75</b>	
ME11 -2	Replace Boiler	1475		\$13,900.00	\$33,900.00			
Agency Wide	Telephone System Upgrade	1475		\$25,000.00	\$10,000.00	\$10,000.00		
	Computer Hardware	1475		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
	<b>Subtotal 1475</b>			<b>\$58,900.00</b>	<b>\$63,900.00</b>	<b>\$30,000.00</b>	<b>\$20,000.00</b>	
	<b>TOTAL WORK ITEM COST</b>			<b>\$225,638.00</b>	<b>\$225,638.00</b>	<b>\$175,146.23</b>	<b>\$122,958.03</b>	

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

PHAName: Sanford Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: ME36-P011-501-00 Replacement Housing Factor No:				<b>Federal FY of Grant: FY2000</b>	
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	
ME11-1	4 <sup>th</sup> Quarter FY2001			4 <sup>th</sup> Quarter FY2001			
ME11-2	4 <sup>th</sup> Quarter FY2001			4 <sup>th</sup> Quarter FY2001			
Agency Wide	4 <sup>th</sup> Quarter FY2001			4 <sup>th</sup> Quarter FY2001			

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

PHAName: Sanford Housing Authority	Grant Type and Number Capital Fund Program Grant No: ME36 -P011-501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: FY2000
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/2001     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	\$42,638.00	\$42,638.00	\$42,638.00	\$42,638.00
3	1408 Management Improvements	\$13,500.00	\$18,500.00	\$7,100.00	\$6,852.58
4	1410 Administration				
5	1411 Audit	\$600.00	\$600.00	\$600.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$15,000.00	\$17,000.00	\$17,000.00	\$1,117.76
10	1460 Dwelling Structures	\$95,000.00	\$83,000.00	\$82,165.00	\$80,000.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$58,900.00	\$63,900.00	\$61,631.59	\$23,749.50
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	\$225,638.00	\$225,638.00	\$211,134.59	\$154,357.84
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$0.00			
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	\$0.00			

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

PHAName: Sanford Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36 -P011-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2000		
Development No. 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	
Agency Wide	Operations	1406		\$42,638.00	\$42,638.00	\$42,638.00	\$42,638.00	
	<b>Subtotal 1406</b>			<b>\$42,638.00</b>	<b>\$42,638.00</b>	<b>\$42,638.00</b>	<b>\$42,638.00</b>	
Agency Wide	Staff Training	1408		\$3,500.00	\$5,500.00	\$5,500.00	\$5,252.58	
	Designated Housing Plan	1408		\$3,500.00	\$3,500.00			
	Public Housing Org Review	1408		\$6,500.00	\$9,500.00	\$1,600.00	\$1,600.00	
	<b>Subtotal 1408</b>			<b>\$13,500.00</b>	<b>\$18,500.00</b>	<b>\$7,100.00</b>	<b>\$6,852.58</b>	
Agency Wide	Audit	1411		\$600.00	\$600.00	\$600.00		
	<b>Subtotal 1411</b>			<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$0.00</b>	
ME11 -1 WI2000 -1	Replace Playground Equipment	1450		\$15,000.00	\$17,000.00	\$17,000.00	\$1,117.76	
	<b>Subtotal 1450</b>			<b>\$15,000.00</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>	<b>\$1,117.76</b>	
ME11 -2	Reconfigure Efficiency Units into One Bedroom Units	1460		\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	
WI2000-2								
WI2000-3	Replace Flooring Central Office	1460		\$15,000.00	\$3,000.00	\$2,165.00		
	<b>Subtotal 1460</b>			<b>\$95,000.00</b>	<b>\$83,000.00</b>	<b>\$82,165.00</b>	<b>\$80,000.00</b>	
ME11 -2	Replace Boiler	1475		\$13,900.00	\$33,900.00	\$33,900.00		
Agency Wide	Telephone System Upgrade	1475		\$25,000.00	\$10,000.00	\$7,731.59	\$3,749.50	
	Computer Hardware	1475		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
	<b>Subtotal 1475</b>			<b>\$58,900.00</b>	<b>\$63,900.00</b>	<b>\$61,631.59</b>	<b>\$23,749.50</b>	
	<b>TOTAL WORK ITEM COST</b>			<b>\$225,638.00</b>	<b>\$225,638.00</b>	<b>\$211,134.59</b>	<b>\$154,357.84</b>	

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

PHAName: Sanford Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: ME36-P011-501-00 Replacement Housing Factor No:					<b>Federal FY of Grant: FY2000</b>	
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		
ME11-1	4 <sup>th</sup> Quarter FY2001			4 <sup>th</sup> Quarter FY2001				
ME11-2	4 <sup>th</sup> Quarter FY2001			4 <sup>th</sup> Quarter FY2001				
Agency Wide	4 <sup>th</sup> Quarter FY2001			4 <sup>th</sup> Quarter FY2001				

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

PHAName:SanfordHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo:ME36 -P011-501-01 ReplacementHousingFactorGrantNo:	FederalFYofGrant: FY2001
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 1)  
**X** Performance and Evaluation Report for Period Ending: 9/30/2001  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	\$42,638.00	\$42,638.00	\$42,638.00	\$42,638.00
3	1408 Management Improvements	\$13,500.00	\$11,500.00	\$5,000.00	\$0.00
4	1410 Administration		\$5,000.00	\$5,000.00	\$0.00
5	1411 Audit	\$600.00	\$600.00	\$600.00	
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$499.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$15,000.00	\$0.00		
10	1460 Dwelling Structures	\$99,529.00	\$77,450.00	\$12,287.18	
11	1465.1 Dwelling Equipment — Nonexpendable		\$14,930		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$58,900.00	\$77,550.00	\$67,550.00	\$4,495.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$230,167.00	\$230,167.00	\$198,238.00	\$59,420.18
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: Sanford Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36 -P011-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2001		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimate dCost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME35-011-002SST	Dwelling Structures							
ME35-011-002SST	A. Conversion of efficiency to 1BR apartments	1460	6	\$84,529.00	\$77,450.00	\$77,450.00	\$12,287.18	
ME35-011-001ESA	B. Conversion of Heating Plants	1460	1	\$0.00	\$0.00			
ME35-011-001ESA	C. Replace Flooring Office	1460	1	\$15,000.00	\$0.00			
ME35-011-002SST	Non-Dwelling Equipment							
ME35-011-002SST	A. Boiler	1475	1	\$25,000.00	\$0.00			
ME35-011-002SST	B. Snow Blower	1475	1	\$0.00	\$1,450.00	\$1,450.00		
ME35-011-002SST	C. Mower	1475	1	\$0.00	\$1,100.00	\$1,100.00		
PHAWide	D. Replace Phone System	1475	1	\$13,900.00	\$0.00			
PHAWide	E. Computer Hardware	1475	1	\$20,000.00	\$65,000.00	\$65,000.00	\$4,495.00	
ME35-011-002SST	F. Install Trash Compactor	1475	1	\$0.00	\$10,000.00			
ME35-011-002SST	Site Improvement							
ME35-011-001ESA	A. Erosion Control	1450	1	\$0.00	\$0.00			
ME35-011-001ESA	B. Replace Sidewalk sand Curbing	1450	1	\$0.00	\$0.00			
ME35-011-001ESA	C. Replace Playground	1450	1	\$15,000.00	\$0.00			
ME35-011-001ESA	Dwelling Equipment - Nonexpendable							
ME35-011-001ESA	A. Replace Hot Water Heaters	1465.1	49	\$0.00	\$14,930.00			
PHAWide	Operations	1406		\$42,638.00	\$42,638.00	\$42,638.00	\$42,638.00	
PHAWide	Management Improvements							
PHAWide	A. Staff Training	1408		\$3,500.00	\$5,000.00	\$5,000.00		
PHAWide	B. Designated Housing Plan	1408		\$3,500.00	\$0.00			
PHAWide	C. Organizational Review	1408		\$6,500.00	\$6,500.00			
PHAWide	Administration	1410		\$0.00	\$5,000.00	\$5,000.00		
PHAWide	Audit							
PHAWide	A. Audit	1411		\$600.00	\$600.00	\$600.00		
PHAWide	B. Energy Audit	1411		\$0.00	\$0.00			
PHAWide	Fees & Costs	1430		\$0.00	\$499.00			
	<b>TOTAL</b>			<b>\$230,167.00</b>	<b>\$230,167.00</b>	<b>\$198,238.00</b>	<b>\$59,420.18</b>	

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

PHAName:SanfordHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramNo:ME36 -P011-501-01 ReplacementHousingFactorNo:					<b>FederalFYofGrant:FY2001</b>	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates	
	Original	Revised	Actual	Original	Revised	Actual		
ME35-011-002SST/Conv	6/30/02			6/30/03				
ME35-011-001ESA/Conv HtgPlants	6/30/02			6/30/03				
ME35-011-002 SST/Blower	6/30/02			6/30/03				
ME35-011-002SST/Mower	6/30/02			6/30/03				
PHAWide/Computer Software	6/30/02			6/30/03				
ME35-011-002SST/Trash Compactor	6/30/02			6/30/03				
ME35-011-001ESA/Hot WaterHeaters	6/30/02			6/30/03				
PHAWide/Operations	6/30/02			6/30/03				
PHAWide/MgmtImp/Staff Training	6/30/02			6/30/03				
PHAWide/MgmtImp/Org Review	6/30/02			6/30/03				
PHAWide/Admin	6/30/02			6/30/03				
PHAWide/Audit	6/30/02			6/30/03				
PHAWide/Fees&Costs	6/30/02			6/30/03				

# CapitalFundProgramFive -YearActionPlan

## PartI:Summary

PHAName :SanfordHousingAuthority				X:Original5 -YearPlan <input type="checkbox"/> RevisionNo:	
Development Number/Name/ HA-Wide	Year1	Work StatementforYear2 FFYGrant:2003 PHAFY:2004	WorkStatementforYear3 FFYGrant:2004 PHAFY:2005	WorkStatementforYear4 FFYGrant:2005 PHAFY:2006	WorkStatementforYear5 FFYGrant:2006 PHAFY:2007
<i>EastSideAcres</i>	See Annual Statement				
ME36-011-001		\$30,000.00	\$40,000.00	\$100,000.00	\$35,000.00
SunsetTowers		\$60,000.00	\$60,000.00	\$50,000.00	\$60,000.00
ME36-011-002		\$60,000.00	\$50,000.00		\$55,000.00
HAWide					
CFPFundsListed for5 -year planning		\$230,167.00	\$230,167.00	\$230,167.00	\$230,167.00
Replacement HousingFactor Funds					





**AttachmentME36 -011k01 –VoluntaryConversion**

**Component10(B)VoluntaryConversionInitialAssessments**

a.HowmanyofthePHA’sdevelopmentsaresubjecttotheRequiredInitialAssessments? **One**

b.Howmanyof thePHA’sdevelopmentsarenotsubjecttotheRequiredInitialAssessments basedonexemptions(e.g.elderlyand/ordisableddevelopmentsnotgeneraloccupancy projects)? **One**

c.HowmanyAssessmentswereconductedforthePHA’scovereddevelopm ents? **One**

d.IdentifyPHAdevelopmentsthatmaybeappropriateforconversionbasedontheRequired InitialAssessments:

<b>DevelopmentName</b>	<b>NumberofUnits</b>
EastSideAcres	50

e.IfthePHAhasnotcompletedtheRequiredInitialAssessments, describethestatusofthese assessments:

TheSHAhasdeterminedthatvoluntaryconversionwouldbeinappropriate.The determinationwasmadebasedonthefollowing:

1. TheSanfordCommunitylacksaffordablehousingopportunitiesforvoucherholders. Vacancyrateislessthan3%.
2. Theconversionwouldadverselyeffecttheavailabilityofexistingaffordablehousing.
3. TheSHAdoesnothavesufficientvoucherandrelocationresourcesavailable.

## **Attachments**