

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **2003**

**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: FortFairfieldHousingAuthority

PHANumber: ME002

PHAFiscalYearBeginning:(mm/yyyy) 07/2003

PHA Plan Contact Information:

Name: Wayne E. Troicke

Phone: 207-476-5771

TDD:

Email(if available): wayneff@maine.rr.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered :

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

Annual PHA Plan Fiscal Year 2003

[24CFR Part 903.7]

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ii. Executive Summary -N/A

[24CFR Part 903.79(r)]

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

iii. Annual Plan Information -N/A

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

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

2. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ **136,316.00**

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 -Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3.D Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description (Not including activities associated with HOPE VI or Conversion Activities)	
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 activity (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

4. Voucher Homeownership Program

[24CFR Part 903.79(k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified).)

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

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

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

PHA EXPERIENCE

The staff person, Tracie Helstrom, in charge of the Homeownership Program has eight years of experience in charge of the Section 8 Program, which includes a Self-Sufficiency Program. Throughout these eight years, the Section 8 Program has achieved high performer status seven times; the only exception being in 2001 when an error by the fee accountant in the submission of year-end report resulted in a standard score (85) when that should have been a high performer (98) score.

The staff person has been Certified in the following areas:

- *Occupancy Specialist (NCHM)
- *Housing Specialist (Nan McKay and Associates)
- *SEMAP/Rent Reasonableness (Nan McKay and Associates)
- *Lead Smart Renovator (Klane Education Info. Training)
- *Lead Visual Assessment (DHUD)
- *Home Ownership Workshop (Nan McKay and Associates)

Tracie was also a customer service representative at a local bank prior to working for the Housing Authority.

Tracie is to be supervised by the Executive Director who has 20 years of experience in Housing Authority Programs which includes: Public Housing, Section 8, Self-Sufficiency Program, Family Investment Center (FIC), Economic Development Supportive Services (EDSS), Resident Opportunity & Self-Sufficiency (ROSS), multiple workshops and Certifications including Public Housing Management Certification. He also attended a HUD Homeownership Workshop.

5. Safety and Crime Prevention: PHDEP Plan -N/A

[24CFR Part 903.7(m)]

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

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

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

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

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

6. Other Information

[24CFR Part 903.79(r)]

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

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

2. If yes, the comments are attached at Attachment (Filename) _____

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

The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included

Yes No: below

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

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

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (Maine State Housing Authority)

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

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

3. PHA Requests for support from the Consolidated Plan Agency

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (See 2001 Statement)

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

See Attachment I for definition.

A. Substantial Deviation from the 5 -year Plan:

None

B. Significant Amendment or Modification to the Annual Plan:

1. Home Ownership Program
2. 8-Hour Community Service Requirement
3. CFP Revision to 2003 & 2004 FY

Attachment A
Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Results of latest bin ding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing § 504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 21 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report – Attachment “B”						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: Fort Fairfield Ho using Authority		Grant Type and Number Capital Fund Program: ME36P002501 -03 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non -CFP Funds					
2	1406 Operations	15,000	27,000	0	0	
3	1408 Management Improvements					
4	1410 Administration	2,000	7,416	0	0	
5	1411 Audit	0	400	0	0	
6	1415 Liquidated Damages					
7	1430 Fees and Costs	10,500	8,000	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement	0	70,000	0	0	
10	1460 Dwelling Structures	111,700	23,500	0	0	
11	1465.1 Dwelling Equipment — Nonexpendable					
12	1470 Nondwelling Structures	0	0	0	0	
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency	4,439	0	0	0	
20	Amount of Annual Grant: (sum of lines 2 -19)	143,639	136,316	0	0	
21	Amount of line 20 Related to LBP Activities	0	0			
22	Amount of line 20 Related to Section 504 Compliance	0	0			
23	Amount of line 20 Related to Security	0	0			
24	Amount of line 20 Related to Energy Conservation Measures	111,700	0			

Annual Statement/Performance and Evaluation Report – Attachment “B” (Cont.)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: FortFairfieldHousingAuthority		GrantTypeandNumber CapitalFundProgram#: ME36P002501 -03 CapitalFund Program ReplacementHousingFactor#:			FederalFYofGrant: 2003			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	PreventiveMaintenance	1406		15,000	27,000	0	0	0%
HA-Wide	Admin.Salary&5YrPlanning	1410		2,000	7,416	0	0	0%
HA-Wide	AuditServices	1411		0	400	0	0	0%
HA-Wide	A/EServices	1430		10,500	8,000	0	0	0%
ME2 -3/4	StreetandParkingAreReconstruction andNewSewerLines*	1450		0	70,000	0	0	0%
ME2 -3	NewInteriorDoors	1460	20	0	3,500	0	0	0%
ME2 -1	SidingReplacement	1460	36	111,700	0	0	0	0%
ME2 -1	NewStorageSheds*	1460	36	0	20,000	0	0	0%
HA-Wide	CostOverruns/CO	1502		4,439	0	0	0	0%
	Note: HUD reduced CFP for 2002 from \$143,639 to \$136,316 for 2002. The revised amount reflects this change			143,639	136,316	0	0	0
	*Items are carryovers from prior FY unfinished projects due to funding shortfalls							

Capital Fund Program Five - Year Action Plan - Attachment "C" Part I: Summary					
PHAName: Fort Fairfield Housing Authority					<input type="checkbox"/> Original 5 - Year Plan <input checked="" type="checkbox"/> Revision No: 1
Development Number/Name/HA-Wide	Year1	Year2	Year3	Work Statement for Year4 FFY Grant:2003 PHAFY:2003	Work Statement for Year5 FFY Grant:2004 PHAFY:2004
ME2 -1	Annual Statement	Annual Statement	Annual Statement	20,000	95,000
ME2 -3/4				73,500	3,000
ME2 -4					
ME2 -5					
HA Wide				42,816	38,316
Total CF PFunds (Est.)				136,316	136,316
CF PFunds Listed for 5-year planning				4,416	
Replacement Housing Factor Funds				0	0

Capital Fund Program Five - Year Action Plan - Attachment "C" (Cont.)
Part II: Supporting Pages — Work Activities

Year 1	Year 2	Year 3	Year 4 Activities for Year: <u>4</u> FFY Grant: <u>2003</u> PHAFY: <u>2003</u>			Year 5 Activities for Year: <u>5</u> FFY Grant: <u>2004</u> PHAFY: <u>2004</u>		
			Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	See	See	ME2 -1	New Storage Sheds*	20,000	ME2 -1	New Siding/Insulation /Windows	75,000
Annual	Annual	Annual	ME2 -3	New Interior Doors	3,500	ME2 -1	New Storage Sheds*	20,000
Statement	Statement	Statement	ME2-3	Repair Street & Parking Areas/ Replace Drains*	70,000	PHAWide	Preventive Maintenance	27,000
			PHAWide	Preventive Maintenance	27,000	PHAWide	A/E Services	5,000
			PHAWide	Admin Salary & 5 - Year Planning	7,416	PHAWide	Audit Services	500
			PHAWide	Audit Services	400	PHAWide	Admin Salary	5,816
			PHAWide	A/E Services	8,000	ME2 -3	Street Renovations*	3,000
Total CFPEstimated Cost					\$136,316			\$136,316

Note: *Items are carryovers from prior FY unfinished projects due to funding shortfalls

Capital Fund Program Five - Year Action Plan - Attachment "C" (Cont.)

Part II: Supporting Pages — Work Activities

Activities for Year: <u>6 (Projected)</u> FFY Grant: <u>2005</u> PHAFY: <u>2005</u>			Activities for Year: <u>7 Projected</u> FFY Grant: <u>2006</u> PHAFY: <u>2006</u>			Activities for Year: <u>8 Projected</u> FFY Grant: <u>2007</u> PHAFY: <u>2007</u>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
ME2 -1	Siding/Windows/Insulation	75,000	ME2 -1	New Kitchen Cabinets	70,000.00	ME2 -3	Interior Renovations	25,000
ME2 -1	Refinish Flooring	2,000	ME2 -1	Refinish Flooring	6,316	ME2 -1/3	Replace Heating Systems	70,000
ME2 -5	New Garage	23,716	ME2 -1	Stairway Wall Renovation	25,000	ME2 -5	Repaint Brick Veneer	28,316
PHAWide	Preventive Maintenance	27,000	PHAWide	Preventive Maintenance	27,000	PHAWide	Preventive Maintenance	27,000
PHAWide	A/EServices	8,000	PHAWide	A/EServices	8,000	PHAWide	Admin Salary	8,000
						PHAWide	A&EService	8,000
		136,316			136,316			136,316

Required Attachment D: 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:
Valarie Clark -ME2- 1, Marjorie Haines -ME2-3

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

C. The term of appointment is (include the date term expires):
Valarie Clark -07/2001 thru 06/2004, Marjorie Haines -07/2001 thru 06/2006

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: 06/2004

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

Required Attachment E: 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.)

Patricia Chilson	ME2-1
Valarie Clark	ME2-1
Margorie Haines	ME2-3
Hugh Murchison	ME2-3
Eugene Butler	ME2-4
Florence Farrell	ME2-5
Janelle Cote	Sec8 Voucher

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

PHAName: Fort Fairfield Housing Authority	Grant Type and Number Capital Fund Program: ME36P002501 -02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement t
 Performance and Evaluation Report for Period Ending: 12/31/2002
 Reserve for Disasters/Emergencies Revised Annual Statement (revision no :3)
 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	15,000	15,000	15,000	1,673
3	1408 Management Improvements				
4	1410 Administration	1,000	1,000	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,000	3,500	3,500	0
8	1440 Site Acquisition				
9	1450 Site Improvement	42,200	14,291	14,291	14,291
10	1460 Dwelling Structures	0	97,393	0	
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	64,677	5,132	5,132	5,132
13	1475 Nondwelling Equipment				
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	4,439	0		
20	Amount of Annual Grant: (sum of lines 2 -19)	\$136,316	\$136,316	37,923	21,096
21	Amount of line 20 Related to LBP Activities	0		0	0
22	Amount of line 20 Related to Section 504 Compliance	0		0	0
23	Amount of line 20 Related to Security	0		0	0
24	Amount of line 20 Related to Energy Conservation Measures				

Notes:
1. \$14,291 of 1450 was expended in 1460.
2. \$5,132 of 1470 was expended in 1460.
3. The 00/01 Electrical rewire project was more costly than expected and used 02 funds in the

Annual Statement/Performance and Evaluation Report - Attachment F -1 (Cont.)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName:		Grant Type and Number			Federal FY of Grant:			
Fort Fairfield Housing Authority		Capital Fund Program #: ME36P002501 -02 Replacement Housing Factor #:			2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
ME2 -1	New Electrical Wire In Dwelling Units	1460	20	0	97,363	0	0	0
ME2 -3	New Storage Sheds	1470		64,677	5,132	5,132	*5,132	100%
ME2 -3,4	Repair/Pave Street & Parking Areas	1450		42,200	14,291	14,291	*14,291	100%
HA Wide	Administrative Salary	1410		1,000	1,000	0	0	0
HA Wide	A/E Services	1430		9,000	3,500	3,500	0	0
HA Wide	Preventive Maintenance	1406		15,000	15,000	15,000	1,673	11%
	Contingency	1502		4,439	0	0	0	0
	TOTALS			136,316	136,316	37,923	21,096	

Notes:

1. \$14,291 of 1450 was expended in 1460 Dwelling units (New Electrical Wiring 01).
2. \$5,132 requisitioned from 1470 was expended in 1460 for (3) domestic hot water tanks (FY 2001 CFP project not completed in FY 01 due to insufficient funds).

Annual Statement/Performance and Evaluation Report - Attachment F -1 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Fort Fairfield Housing Authority		Grant Type and Number Capital Fund Program #: ME36P002501 -02 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002		
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	
ME2 -1	06/30/2003			06/30/2004			
ME2 -3/4	06/30/2003			06/30/2004			
HA Wide	06/30/2003			06/30/2004			

Annual Statement/Performance and Evaluation Report - Attachment F -2
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part 1: Summary

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PHAName: Fort Fairfield Housing Authority	Grant Type and Number Capital Fund Program: ME36P002501 -01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Performance and Evaluation Report for Period Ending: 12/31/2002
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no : 2)
 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				
4	1410 Administration	*1,000		1,000	1,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,400		10,400	10,012
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	96,300		96,300	96,300
11	1465.1 Dwelling Equipment — Nonexpendable	*26,900		26,900	26,900
12	1470 Non dwelling Structures	0		0	0
13	1475 Non dwelling Equipment				
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	*\$9,039		9,039	9,039
20	Amount of Annual Grant: (sum of lines 2 -19)	\$143,639		143,639	143,251
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	0			

Notes: 1. \$303 of 1410 was expended in 1460. 2. \$4,323 of 1465.1 was expended in 1460. 3. \$9,039 of 1502 was expended in 1460. 4. \$	and Evaluation Report - Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
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PHAName: Fort Fairfield Housing Authority		Grant Type and Number Capital Fund Program#: ME36P002501 -01 Replacement Housing Factor#:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
ME2 -1	Replace Stoves/Refrigerators	1465.1	64	26,900	*26,900	26,900	26,900	100%
ME2 -3,4	Replace Siding, Metal Wrap Wood Trim and relocate Dryer Ducts	1460	6	51,300	61,813	61,813	61,813	100%
ME2 -3	Repair/Replace Entrance Patio Slabs	1460	10	15,000	13,230	13,230	13,230	100%
ME2 -3	Replace Hot Water Storage Tank	1460	1	2,300	0	0	0	0%
ME2 -4	Install Hot Water Storage Tanks	1460	2	4,700	0	0	0	0%
ME2 -4	Repair Concrete Entrance Decks	1460	2	5,000	5,866	5,866	5,866	100%
ME2 -4	Window Replacement	1460	20	9,000	10,386	10,386	10,386	100%
ME2 -5	Construct Oil Retention Barricade in Boiler room	1460	1	4,000	982	982	982	100%
ME2 -5	New Windows at 2 nd Floor Hallway	1460	2	5,000	4,023	4,023	4,023	100%
HA Wide	Administration	1410		1,000	*1,000	697	697	100%
HA Wide	A/E Services	1430		10,400	10,400	10,400	10,012	96%
HA Wide	Contingency	1502		*9,039	9,039	9,039	9,039	100%
TOTALS				143,639	143,639	143,639	143,251	99.7%

Notes:

- \$4,323 of 1465.1 expended in 1460 – Continuation of FY00 project (Electrical Wiring)
- \$303 of 1410 expended in 1460 – Continuation of FY00 project (Electrical Wiring)
- \$9,039 of 1502 expended in 1460 – \$6,140, Continuation of FY00 project (Electrical Wiring)
\$2,899 Replace Siding, Metal Wrap Wood Trim and relocate Dryer Ducts

Annual Statement/Performance and Evaluation Report – Attachment F -3
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Fort Fairfield Housing Authority	Grant Type and Number Capital Fund Program: ME36P002501 -00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no : 2)
 Performance and Evaluation Report for Period Ending: 12/31/2002
 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				
4	1410 Administration	*1,000	1,000	1,000	1,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11,700	11,700	11,700	11,088
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	97,000	120,810	120,810	120,810
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures	*26,100	2,290	2,290	2,290
13	1475 Non Dwelling Equipment				
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	*5,060	5,060	5,060	5,060
20	Amount of Annual Grant: (sum of lines 2 -19)	\$140,860	\$140,860	\$140,860	140,860
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Compliance	0	0	0	0
23	Amount of line 20 Related to Security	0	0	0	0
24	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

Notes:
 1. \$1,000 of 1410 was expended in 1460.
 2. \$23,810 of 1470 was expended in 1460.
 3. \$5,060 of 1502 was expended in 1460.

Annual Statement/Performance and Evaluation Report - Attachment F -3(Cont.)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName:		Grant Type and Number				Federal FY of Grant:		
Fort Fairfield Housing Authority		Capital Fund Program#: ME36P002501 -00 Replacement Housing Factor#:				2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
ME2 -1	Replace Electrical Wiring	1460	36	70,104	70,104	70,104	70,104	100%
ME2 -1	Rebrick Chimneys	1460	18	8,000	8,000	8,000	8,000	100%
ME2 -1	Replace Exterior Combodoors	1460	36	9,000	9,000	9,000	9,000	100%
ME2 -3	Repair brick wall section, New boiler room door and replace chimney	1470	1	*7,100	7,100	7,100	7,100	100%
ME2 -4	Construct New Garage/Maintenance Building	1470		*19,000	19,000	19,000	19,000	100%
ME2 -1	Leak Proof Fuel Oil Lines in Units	1460	18	9,896	9,896	9,896	9,896	100%
HA Wide	Administration	1410		*1,000	1,000	1,000	1,000	100%
HA Wide	A/E Services	1430		11,700	11,700	11,700	11,088	95%
HA Wide	Contingency	1502		*5,060	5,060	5,060	5,060	100%
Total				140,860	140,860	140,860	140,248	99.6%

Notes:

- \$19,000 of 1470 was expended in 1460 (\$6,528 - Replace Electrical wiring, \$12,472 - Rebuild Chimneys)
- \$4,810 of 1470 was expended in 1460 ((\$3,792 - Rebuild Chimneys, \$1,018 Replace exterior doors)
- \$1,000 of 1410 was expended in 1460 (Rebuild Chimneys)
- \$5,060 of 1502 was expended in 1460 (Rebuild Chimneys)

Attachment G

HUD-9706

EXTRACT FROM MINUTES OF MEETING
EXTRACT FROM THE MINUTES OF THE REGULAR
MEETING OF THE COMMISSIONERS
OF THE HOUSING AUTHORITY OF FORT FAIRFIELD
HELD ON THE 31ST. DAY OF MARCH.

The Commissioners of the Fort Fairfield Housing Authority met in a regular meeting at the office of the Commissioners at Hillcrest Estates, in the town of Fort Fairfield, Maine, at the place, hour, and date duly established for the holding of such meeting. The Chairman called the meeting to order and on roll the following answered present:

- Valerie Clark
- Richard Pelletier
- Marjorie Haines
- Charles Lockhart
- Pat Dorsey
- Bob Robinson

ABSENT WERE:
NONE

The Chairman declared a quorum present

HUD-9706

The following resolution was introduced by David Bernard, Secretary, read in full and considered:

WHEREAS, the passage of the FY 2003 Omnibus Appropriations Act requires Housing Authorities to approve and implement the 8 Hours of Community Service Requirement beginning July 1, 2003;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of Port Fairfield hereby approves for implementation of the 8 Hour Community Service Requirement as previously required by the Quality Housing Work Responsibility (QHWRA) Act of 1998 and subsequent FY 2003 Omnibus Appropriations Act. This requirement will be included in the Authority's "Continued Occupancy Policy" so long as the Congress of the United States provides for the required enforcement of this provision. Volunteer organization information will be made available on the Authority's bulletin board at the Fields Lane Office.

UPON MOTION made by Marjorie Haines and seconded by Richard Pelletier and upon roll call the "AYES" and "NAYS" were as follows:

AYES

NAYS

Charles Lockhart
Valerie Clark
Richard Pelletier
Marjorie Haines
Pat Dorsey
Bob Robinson

The Chairman thereupon declared said motion carried and said resolution adopted.

03-21

CERTIFICATE OF RECORDING OFFICER

I, David J. Bernard, the duly appointed, qualified and acting Secretary, the Fort Fairfield Housing Authority, do hereby certify that the attached extract from the minutes of the Regular Meeting of the Commissioners of the Authority, held on March 19, 2003 is a true and correct copy of the original minutes of such meeting on file and of record in so far as they relate to the matters set forth in the attached extract, and I do further certify that each Resolution appearing in such extract is true and correct copy of a Resolution adopted at such meeting and on file and of record. IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this 31st day of March 2003.



SECRETARY
