

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

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# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHA Name:** Brunswick Housing Authority

**PHA Number:** ME006

**PHA Fiscal Year Beginning:** 07/2003

### 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**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

*The Brunswick Housing Authority submitted its five-year Agency Plan for fiscal years 2000-2004 in April, 2000. Please skip to the Annual Plan section for our Agency Plan for FY 2003.*

**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)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs 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:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**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:

- 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)**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Brunswick Housing Authority's plans for the next fiscal year will be to focus on existing housing programs to ensure long-term viability and provide decent, safe and affordable housing to its program participants. The BHA has maintained high standards of performance and will work towards maintaining these standards under the current assessment systems promulgated by the US Department of Housing & Urban Development. In addition, we will monitor housing issues in our area of jurisdiction to determine needs and work closely with local, state & federal government officials and community service organizations to meet needs as they arise.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- Attachment G*: Admissions Policy for Deconcentration
- Attachment A*: FY 2003 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 B*: FY 2003 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)
- Attachment C:* Capital Fund Program Annual Statement FY 2002
- Attachment D:* Capital Fund Program Annual Statement FY 2001
- Attachment E:* Capital Fund Program Final Statement FY 2000
- Attachment F:* Resident Advisory Board Member List
- Attachment G:* Admissions Policy for Deconcentration
- Attachment H:* Statement of Progress in Meeting 5 Year Plan Mission & Goals

### 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
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
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
	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
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	programs/plans	Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" 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
X	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 resident 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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

*There continues to be a great need for rental assistance and affordable rental units in Brunswick, as is evidenced by the growth of our waiting list to 285 applicants from 120 applicants two years ago. Brunswick is currently experiencing a high occupancy rate, making it increasingly difficult for our program participants to find adequate housing.*

### **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	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	723	5	4	3	2	2	4
Income >30% but <=50% of AMI	484	5	4	3	2	2	4
Income >50% but <80% of AMI	1105	5	4	3	2	2	4
Elderly	513	5	4	3	5	2	4
Families with Disabilities	324	5	4	3	5	2	4
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
*www.census.gov 2003*  
*Housing Authority Waiting List Data 2003*  
*Staff Observations 2003*

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 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	285		142
Extremely low income <=30% AMI	178	62%	
Very low income (>30% but <=50% AMI)	102	36%	
Low income (>50% but <80% AMI)	5	2%	
Families with children	124	44%	
Elderly families	up to 161*	up to 56%**	
Families with Disabilities	up to 161* *The sum of these two boxes is 161.	up to 56%** **These two boxes total 56%.	
Caucasian	268	94%	
African American	15	5%	
Asian	1	<1%	
Hispanic	1	<1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	67 (of 159)	42%	
2 BR	65	41%	
3 BR	18	11%	
4 BR	8	5%	
5 BR	1	<1%	
5+ BR	0		

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates 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) *Coordinate community effort to assess housing needs, develop workable strategies, and oversee implementation.*

**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)  
*Market availability of units and programs to working families.*

**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 vouchers targeted to the elderly, should they become available
- Other: (list below)  
*Brunswick Housing Authority has received HUD approval to designate Woodlawn Towers and Woodlawn Terrace as elderly only.*

**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 vouchers 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)  
*Promote awareness of programs and services to families of races and ethnicities with disproportionate needs.*

**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)**

1. *Develop homeownership opportunities through local non-profit development corporation.*
2. *Develop affordable assisted living for frail elderly.*
3. *Develop affordable housing opportunities for people with disabilities and for chronic homeless families.*

**(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**

[24 CFR Part 903.7 9 (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 2003 grants)</b>		
a) Public Housing Operating Fund	\$409,813	
b) Public Housing Capital Fund	\$284,704	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,038,422	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self-Sufficiency Grants	\$0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)		
Congregate Housing Services Program	\$54,000	Public Housing Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	\$0	
<b>3. Public Housing Dwelling Rental Income</b>	\$478,040	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest	\$10,000	Public Housing Operations
Miscellaneous	\$3,000	Public Housing Operations
<b>5. Non-federal sources (list below)</b>	\$34,700	Public Housing & Section 8 Operations
<b>Total resources</b>	\$4,312,679	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs 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) *10*
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
- 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)
- Applicant may use telephone, mail or e-mail to request an application via mail.*
- 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 admissions to public housing to families at or below 30% of median area income?

- b. Transfer policies:

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

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work 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 reprisals or hate crimes
- Other preference(s) (list below)

*Homeless families (adults with dependent children).*

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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1. *Homeless families*
2. *Date and time (for households not currently receiving rental subsidy)*

3. *Households currently receiving rental subsidy*

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
- 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 reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision

Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments 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)

*Screening to see if they owe money to other housing authorities.*

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)

*Any information which is accessible to the public, upon request.*

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

- PHA main administrative office
- Other (list below)

*Applicant may use telephone, mail or e-mail to request an application via mail.*

**(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:

*When there is a lack of available units, when the applicant requires reasonable accommodation and on a case-by-case basis.*

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

*Homeless families (adults with dependent children)*

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 point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1. *Homeless families*
2. *Date and time (for households not currently receiving rental subsidy)*
3. *Households currently receiving rental subsidy*

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

- 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)

4. Among applicants on the waiting list with 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 ensures 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 admissions 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 programs to the public?

- Through published notices
- Other (list below)

*Direct contact with advocacy groups serving targeted population.*

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (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?

1. Family lost or waiting for assistance program
2. Eviction would result
3. Income has decreased
4. Increase in family expenses (Medical)

5. When a death in the family has occurred

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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 reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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.)

- The 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)

*Actual expenses.*

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

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

1. Family lost or waiting for assistance program
2. Eviction would result
3. Income has decreased
4. Increase in family expenses (Medical)
5. When a death in the family has occurred

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

*Sections 5 & 6 are not completed because Brunswick Housing Authority is a high performing agency per 2002 PHAS scores.*

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.
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
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)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

*Section 6 is not completed because Brunswick Housing Authority is a high performing agency per 2002 PHAS scores.*

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 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office 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 office 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 903.7 9 (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 at Attachment (state name) *Attachment A*

-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) *Attachment B*

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

Yes  No: d) Will the PHA be engaging in any mixed-finance 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**

[24 CFR Part 903.7 9 (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: <i>Woodlawn Towers</i>

1b. Development (project) number: <i>ME6-001</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>Not yet determined.</i>
5. Number of units affected: 1-2
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>Not yet determined.</i> b. Projected end date of activity: <i>Not yet determined.</i>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
	Occupancy by only the elderly <input type="checkbox"/>
	Occupancy by families with disabilities <input type="checkbox"/>
	Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	
	Approved; included in the PHA's Designation Plan <input type="checkbox"/>
	Submitted, pending approval <input type="checkbox"/>
	Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
	<input type="checkbox"/> New Designation Plan
	<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD 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 HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI 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**

**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"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

*Sections 12 and 13 are not completed because Brunswick Housing Authority is a high performing agency per 2002 PHAS scores.*

[24 CFR Part 903.7 9 (l)]

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and 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 programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)


**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 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 plans 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: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

*Section 13 is not completed because Brunswick Housing Authority is a high performing agency per 2002 PHAS scores.*

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents  
(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans 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-risk 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 otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

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

PHAs eligible for FY 2000 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Brunswick Housing Authority

*Administrative Policy Governing the Keeping of Pets in BHA Owned Public Housing Developments*

I. Types of Pets

**Woodlawn Towers & Terrace:** The following types of pets are allowed: household cats, caged birds, fish and domesticated rodents such as hamsters. **Please note: Dogs are PROHIBITED\*.**

**Perryman Drive and Old Gurnet:** The following types of pets are allowed: cats, caged birds, fish, and domesticated rodents such as hamsters. **Please note: Dogs are PROHIBITED\*.**

\*Note: Due to concerns about health and safety, dogs are prohibited from all BHA property. The Resident Associations of Perryman Drive and Woodlawn Towers & Terrace both adopted resolutions requesting the Board of Commissioners to prohibit dogs. The Board has considered their request and is in agreement.

All pets must be registered with the Authority office before being brought onto the premises.

II. Fees and Deposits

A. Owners must provide the Brunswick Housing Authority a pet deposit to cover any and all damages resulting from pet ownership. The deposits shall be as follows:

Fish, Birds, & Caged Rodents:	\$ 50.00
Cats	\$200.00

B. Due to the increased management costs associated with pets in public housing, the BHA will also require a pet fee to cover these expenses: These expenses include verifying pet vaccinations and that they have been neutered or spayed; dealing with issues that will arise as the result of pets being in the buildings and on the premises; and ensuring the pets are being cared for and their waste is being disposed of appropriately.

The following fees shall apply:

Fish, Birds & Caged Rodents:	\$10.00
Cats	\$75.00

The fees will be effective January 1, 1999. Any existing resident who currently has a pet in accordance with the BHA's previous Pet Policy shall be exempt from the fee.

III. Certifications

A. Tenant agrees to provide the Authority, prior to the time the pet is brought on the premises, with a veterinary certification stating that the pet is in good health, that it has been neutered or spayed, that it has been immunized against rabies, distemper, heartworm, and any other ailment as may be required by law. Tenant agrees to renew said certification annually.

- B. Tenant agrees to provide the Authority with a signed agreement naming two (2) persons or entities accepting responsibility to act as temporary or permanent caretaker for the pet if tenant is unable to care for it. This agreement must also be signed by the caretaker. Tenant agrees to permit the Authority, at its discretion, to implement this agreement if the pet is not properly cared for, shows signs of abuse, or is a source of damage or disturbance to the premises, or other tenants.**
- C. Tenant shall provide a copy of all licenses and immunizations that are required by law.**

**IV. Number & Size of Pets**

- A. Each tenant shall be limited to one free roaming pet per apartment. In the elderly developments this means one cat confined to the resident's apartment and it shall not be allowed in any common area. In Perryman, this means one cat. Tenants may have one fish aquarium, one birdcage and or one caged pet.**

**V. Other Requirements**

- A. The tenant shall make provisions for care of the pet while he/she is absent from the apartment. If it is determined that pets have been abandoned or are being neglected in a way which is harmful to the pet, the BHA reserves the right to intervene and contact the proper authorities. Intervention may include entering the unit and removing the pet.**
- B. Tenant agrees the Brunswick Housing Authority is not responsible in any way for illness or injury to the pet. The pet and the apartment shall be kept free of fleas, ticks, or other vermin. Should anti-pest measures be required, (1) the cost shall be borne by the tenant, and (2) the Authority shall not be liable for any effects of those measures upon the health of the pet. Tenant agrees to be completely responsible for the care and cleanliness of the pet, both inside and outside the building or apartment areas.**
- C. The Authority may establish buffer zones around tenants suffering medically-documented allergies to pets. Tenant agrees that if other tenants or employees of the Authority develop allergies resulting from the pet, tenant will voluntarily relinquish habitation of the pet on Authority premises.**
- D. Notwithstanding the above rules, no cats shall be allowed in any indoor common area of any project or on any elevators at the same time as any other tenant is occupying those areas.**
- E. Cat owners shall be required to have a litter pan. Owner must separate waste from litter daily and litter must be changed at least twice a week. Cat litter and waste must be disposed of by first placing it in a paper bag, then placing the paper bag in a heavy duty plastic bag for disposal into a dumpster. Tenant will keep all kitty litter material out of the sanitary drain lines and trash chutes. Tenant will be responsible for any damage caused by such materials getting into the plumbing, compactor, or carpeting.**
- F. Any other tenant, or employee of the Authority, who considers a pet to be a nuisance so as to disturb the peace and quiet of the area, a menace or vicious to persons, property or other pets, may make a complaint to a law enforcement officer, and a copy of that complaint will be kept on file with the Authority.**

**VI. Special Accommodations**

- A. Persons requiring animals for assistance with disabilities such as seeing eye dogs shall not be required to pay the stated fees and deposit. However, they shall still be responsible for damages caused by the animal and may still be subject to the required certifications as stated in section III. The BHA will review this policy as necessary to provide for reasonable accommodations to residents and may waive any and all requirements in order to make such accommodations.**

**VII. Compliance**

Having a pet is a special privilege and requires total compliance with all provisions of this policy. Failure to comply with all provisions of this policy could result in removal of the pet and/or eviction.

Brunswick Housing Authority

Acknowledgement of Pet Policy

**By virtue of my signature below, I agree that the Brunswick Housing Authority is exempted, and held harmless, from any and all responsibility for injury, illness or damage caused by my pet.**

**I have reviewed this policy, understand it, agree to adhere to it and have received a copy of it.**

\_\_\_\_\_  
Date

**Signature of Tenant**

\_\_\_\_\_  
Date

**Signature of Tenant**

\_\_\_\_\_  
**Brunswick Housing Authority**

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (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**

[24 CFR Part 903.7 9 (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.

*Sections 17 is not completed because Brunswick Housing Authority is a high performing agency per 2002 PHAS scores.*

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**

[24 CFR Part 903.7 9 (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 (File name)
- Provided below:

*On April 7, 2003, Della Morin (Woodlawn Terrace), Charlene Clukey (Perryman Village), Joan Mann and Charlotte Lemont (both of Woodlawn Towers) met to discuss the Annual Plan. The members were generally in accord with the plan, but did request replacement of the chairs in the Woodlawn Towers community room.*

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)  
*Resident Commissioners are appointed by the town council.*

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

***The following members of the governing board are Brunswick Housing Authority residents:***

Nora Hill, 12 Stone St, Apt. B01, Brunswick, ME 04011

Louise Russell, 12 Stone Street, Apt. A01, Brunswick, Me 04011

***Their terms of appointment last for five years.***

**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)

Other: (list below)

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

*Certification of consistency from Maine State Housing Authority is en route via mail.*

**D. Other Information Required by HUD**

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

## Attachment A

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-03</i> Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <i>FFY2003</i>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$29,500			
3	1408 Management Improvements	\$10,000			
4	1410 Administration	\$15,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$36,000			
10	1460 Dwelling Structures	\$100,000			
11	1465.1 Dwelling Equipment—Nonexpendable	\$6,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$73,204			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-03</i> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <i>FFY2003</i>
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$284,704			
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	\$18,000			
26	Amount of line 21 Related to Energy Conservation Measures	\$59,204			

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-03</i> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <i>FFY2003</i>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	General operations of public housing	1406		\$29,500				
HA Wide	Upgrade computer hardware & software	1408		\$5,000				
HA Wide	CFP administration	1410		\$15,000				
HA Wide	Management consultant	1408		\$5,000				
HA Wide	Information technology support	1430		\$15,000				
ME6-001	Exterior lighting upgrades	1475		\$14,000				
ME6-001	Site improvements/landscaping	1450		\$6,000				
ME6-001	Common area upgrades	1460		\$4,000				
ME6-001	Ninth floor patio repairs (South Side)	1460		\$13,000				
ME6-003	Stove/refrigerator replacement (4 units)	1465		\$3,000				
ME6-003	Siding replacement (T-111)	1460		\$47,500				
ME6-003	Exterior door replacements (5 units)	1460		\$4,000				
ME6-003	Storm drain system repairs	1450		\$30,000				
ME6-003	Heating System Replacement	1475		\$59,204				
ME6-004	First floor carpet replacement	1460	\$5,500					

**Table Library**

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-03</i> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <i>FFY2003</i>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME6-004	Stove/refrigerator replacement (4 units)	1465	\$3,000					
ME6-004	Common area upgrades	1460	\$4,000					
ME6-004	Crawl Space Water Remediation	1460	\$22,000					

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-03</i> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <i>FFY2003</i>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	6/30/05			6/30/06			
ME6-001	6/30/05			6/30/06			
ME6-003	6/30/05			6/30/06			
ME6-004	6/30/05			6/30/06			

**Attachment B**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name <i>Brunswick Housing Authority</i>		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 3			
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
ME6-001 Woodlawn Towers	See Annual Statement	\$68,000	\$90,204	\$69,000	\$83,500
ME6-003 Perryman Village		\$73,204	\$69,000	\$102,704	\$59,204
ME6-004 Woodlawn Terrace		\$74,000	\$56,000	\$43,500	\$72,500
HA Wide		\$69,500	\$69,500	\$69,500	\$69,500
Total Estimated CFP Funds		\$284,704	\$284,704	\$284,704	\$284,704

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

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2006		
See Annual	<i>Development Number/Name</i>	<i>Major Work Categories</i>	<i>Estimated Costs</i>	<i>Development Number/Name</i>	<i>Major Work Categories</i>	<i>Estimated Costs</i>
Statement	ME6-001 Woodlawn Towers	Storm Drain cleaning/repairs Site improvements Common area improvements Repaving parking lot Stove/refrigerator replacement (5 units) Patio Repairs (North Side) <b>SUBTOTAL</b>	\$8,000 \$9,000 \$5,000 \$33,000 \$4,000 \$9,000 <b>\$68,000</b>	ME6-001 Woodlawn Towers	Site improvements Common area improvements Repaving parking lot Storm Drain cleaning/repairs Patio repairs (East side) <b>SUBTOTAL</b>	\$9,204 \$42,000 \$22,000 \$8,000 \$9,000 <b>\$90,204</b>
	ME6-003 Perryman Village	Community hall improvements Shower unit replacement (5 units) External door replacement (5 units) Heating system zones (25 units) Storm drain system repairs Stove/refrigerator replacement (4 units) <b>SUBTOTAL</b>	\$4,000 \$4,000 \$4,000 \$29,204 \$29,000 \$3,000 <b>\$73,204</b>	ME6-003 Perryman Village	Community hall improvements Shower unit replacement (7 units) External door replacement (10 units) Heating system zones (25 units) Stove/refrigerator replacement (4 units) Shed roofs and siding repairs <b>SUBTOTAL</b>	\$4,000 \$5,000 \$8,000 \$30,000 \$3,000 \$19,000 <b>\$69,000</b>
	ME6-004 Woodlawn Terrace	Re-shingle roof Common area improvements <b>SUBTOTAL</b>	\$70,000 \$4,000 <b>\$74,000</b>	ME6-004 Woodlawn Terrace	Site improvements/Landscaping Stove/refrigerator replacement (5 units) Window replacements (16 units) <b>SUBTOTAL</b>	\$23,000 \$4,000 \$29,000 <b>\$56,000</b>
	HA Wide	Operations CFP Administration Computer Hardware/Software IT Support Management Consultant <b>SUBTOTAL</b>	\$29,500 \$15,000 \$5,000 \$15,000 \$5,000 <b>\$69,500</b>	HA Wide	Operations CFP Administration Computer Hardware/Software IT Support Management Consultant New HA Software Program <b>SUBTOTAL</b>	\$7,500 \$4,000 \$2,000 \$4,000 \$2,000 \$50,000 <b>\$69,500</b>

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

Activities for Year: <u>4</u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2008		
<i>Development Number/Name</i>	<i>Major Work Categories</i>	<i>Estimated Costs</i>	<i>Development Number/Name</i>	<i>Major Work Categories</i>	<i>Estimated Costs</i>
ME6-001 Woodlawn Towers	Site improvements Replace kitchen/bath fixtures (10 units) Replace mixing valves Common area improvements Stove/refrigerator replacement (7 units) Repaving parking lot Storm drain cleaning/repairs Patio Repairs (West Side) <b>SUBTOTAL</b>	\$7,000 \$10,000 \$4,000 \$5,000 \$4,000 \$22,000 \$8,000 \$9,000 <b>\$69,000</b>	ME6-001 Woodlawn Towers	Site improvements Common area improvements Simplex upgrade (audio/visual) Repaving parking lot Storm Drain Cleaning/Repairs <b>SUBTOTAL</b>	\$9,500 \$9,500 \$27,500 \$27,500 \$9,500 <b>\$83,500</b>
ME6-003 Perryman Village	Fencing improvements Interior door replacement (50 units) Storm door replacement (10 units) Community hall renovation Shower unit replacement (5 units) Roof shingle replacement Stove/refrigerator replacement (4 units) Exterior door replacement (5 units) <b>SUBTOTAL</b>	\$10,000 \$10,000 \$15,400 \$10,000 \$4,000 \$46,304 \$3,000 \$4,000 <b>\$102,704</b>	ME6-003 Perryman Village	Community hall renovation Shower unit replacement (10 units) Stove/refrigerator replacement (8 units) Exterior door replacement (10 units) <b>SUBTOTAL</b>	\$32,500 \$9,704 \$7,500 \$9,500 <b>\$59,204</b>
ME6-004 Woodlawn Terrace	Replace kitchen/bath fixtures(10 units) Replace mixing valves Common area improvements Window replacements (13 units) <b>SUBTOTAL</b>	\$8,000 \$4,500 \$5,000 \$26,000 <b>\$43,500</b>	ME6-004 Woodlawn Terrace	Stove/refrigerator replacement (5 units) Window replacements (13 units) Common area improvements Replace Emergency Monitoring System <b>SUBTOTAL</b>	\$5,500 \$32,000 \$7,500 \$27,500 <b>\$72,500</b>

HA Wide	Operations	\$25,500	HA Wide	Operations	\$16,500
	CFP Administration	\$13,000		CFP Administration	\$8,500
	Computer Hardware/Software	\$4,000		Computer Hardware/Software	\$3,000
	IT Support	\$13,000		IT Support	\$8,500
	Management Consultant	\$4,000		Management Consultant	\$3,000
	New Radios	\$10,000		New Vehicle	\$30,000
	<b>SUBTOTAL</b>	<b>\$69,500</b>		<b>SUBTOTAL</b>	<b>\$69,500</b>

## Attachment C

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-02</i> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <i>FFY2002</i>	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 1)</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 12/31/2002</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	\$28,400	\$28,400	\$2,091	\$2,091	
3	1408 Management Improvements	\$5,000	\$5,000	\$2,710	\$2,710	
4	1410 Administration	\$14,965	\$14,965	\$1,930	\$1,240	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$15,000	\$15,000	\$15,000	\$15,000	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$0	\$36,000	\$0	\$0	
11	1465.1 Dwelling Equipment—Nonexpendable	\$221,339	\$167,782	\$0	\$0	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	\$0	\$17,557	\$17,557	\$17,557	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-02</i> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <i>FFY2002</i>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/2002  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$284,704	\$284,704	\$37,197	\$36,507
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	\$153,339	\$110,100	\$0	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$20,000	\$0	\$0	\$0

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

PHA Name: <i>Brunswick Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>ME36-P006-501-02</i> Replacement Housing Factor Grant No:				Federal FY of Grant: <i>FFY2002</i>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	General operations of public housing	1406		\$28,400	\$28,400	\$2,091	\$2,091	In progress
HA Wide	Upgrade computer hardware & software	1408		\$5,000	\$5,000	\$2,710	\$2,710	In progress
HA Wide	CFP administration	1410		\$14,965	\$14,965	\$1,930	\$1,240	In progress
HA Wide	Information technology consultant	1430		\$15,000	\$15,000	\$15,000	\$15,000	Complete
HA Wide	Maintenance vehicle (Chevy Crew Cab)	1475		\$0	\$17,557	\$17,557	\$17,557	Complete
ME6-001	Installation of new call/security system	1465.1	100 Units	\$97,000	\$77,500	\$0	\$0	In progress
ME6-003	Upgrade domestic hot water system	1465.1	4 Buildings	\$20,000	\$0	\$0	\$0	Deferred
ME6-003	Replace main electrical panels	1465.1	5 Buildings	\$48,000	\$48,000	\$0	\$0	In progress
ME6-003	Replace stoves & refrigerators	1465.1	11 Units	\$0	\$9,682	\$0	\$0	In progress
ME6-004	Installation of new call/security system	1465.1	42 Units	\$56,339	\$32,600	\$0	\$0	In progress
ME6-004	Floor structure repair	1460		\$0	\$25,000	\$0	\$0	In progress
ME6-004	Replace common area carpet	1460		\$0	\$11,000	\$0	\$0	In progress

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-02</i> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <i>FFY2002</i>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	6/30/04	6/30/04		6/30/05	6/30/05		No change
ME6-001	6/30/04	6/30/04		6/30/05	6/30/05		No change
ME6-003	6/30/04	6/30/04		6/30/05	6/30/05		No change
ME6-004	6/30/04	6/30/04		6/30/05	6/30/05		No change

## Attachment D

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: <i>Brunswick Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>ME36-P006-501-01</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>FFY2001</i>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <i>12/31/2002</i> <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	\$24,400	\$29,400	\$27,499	\$27,499
3	1408 Management Improvements	\$8,000	\$6,497	\$5,497	\$5,497
4	1410 Administration	\$20,000	\$20,000	\$19,395	\$16,680
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$14,000	\$9,292	\$6,837	\$6,837
8	1440 Site Acquisition				
9	1450 Site Improvement	\$8,506	\$69,390	\$69,390	\$69,390
10	1460 Dwelling Structures	\$190,265	\$120,525	\$120,525	\$120,525
11	1465.1 Dwelling Equipment—Nonexpendable	\$12,750	\$7,800	\$7,800	\$7,800
12	1470 Nondwelling Structures	\$5,000	\$10,017	\$10,017	\$10,017
13	1475 Nondwelling Equipment	\$16,144	\$26,144	\$26,144	\$26,144
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)	\$299,065	\$299,065	\$293,104	\$290,389

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-01</i> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <i>FFY2001</i>
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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
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	\$58,500	\$12,800	\$12,800	\$12,800

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: <i>Brunswick Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>ME36-P006-501-01</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>FFY2001</i>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	General operations of public housing	1406		\$24,400	\$29,400	\$27,499	\$27,499	In progress
HA Wide	Upgrade computer hardware & software	1408		\$5,000	\$5,497	\$5,497	\$5,497	Complete
HA Wide	CFP administration	1410		\$20,000	\$20,000	\$19,395	\$16,680	In progress
HA Wide	A&E/consultant fees	1430		\$14,000	\$9,292	\$6,837	\$6,837	In progress
HA Wide	Administrative office renovations	1470		\$5,000	\$5,017	\$5,017	\$5,017	Complete
HA Wide	New 15-passenger van	1475		\$16,144	\$16,144	\$16,144	\$16,144	Complete
HA Wide	Maintenance vehicle (Chevy Crew Cab)	1475		\$0	\$10,000	\$10,000	\$10,000	Complete
ME6-001	Congregate services program	1408		\$3,000	\$1,000	\$0	\$0	In progress
ME6-001	Replace roof with rubber membrane system	1460		\$112,415	\$98,975	\$98,975	\$98,975	Complete
ME6-001	Upgrade elevators	1460		\$19,350	\$21,550	\$21,550	\$21,550	Complete
ME6-003	Replace stoves & refrigerators	1465.1	15 Units	\$12,750	\$0	\$0	\$0	Deferred
ME6-003	Repave parking lot	1450		\$8,506	\$69,390	\$69,390	\$69,390	Complete
ME6-003	Hot air furnace	1470		\$0	\$5,000	\$5,000	\$5,000	Complete
ME6-004	Replace windows	1460		\$58,500	\$0	\$0	\$0	Deferred
ME6-004	Convert electric heat	1465.1		\$0	\$7,800	\$7,800	\$7,800	Complete

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-01</i> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <i>FFY2001</i>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	9/30/03	9/30/03		9/30/04	9/30/04		No change
ME6-001	9/30/03	9/30/03		9/30/04	9/30/04		No change
ME6-003	9/30/03	9/30/03		9/30/04	9/30/04		No change
ME6-004	9/30/03	9/30/03		9/30/04	9/30/04		No change

## Attachment E

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: <i>Brunswick Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>ME36-P006-501-00</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>FFY2000</i>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <i>12/31/2002</i> <input checked="" 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	\$20,216	\$19,952	\$19,952	\$19,952
3	1408 Management Improvements	\$10,374	\$7,476	\$7,476	\$7,476
4	1410 Administration	\$19,100	\$19,100	\$19,100	\$19,100
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$14,076	\$11,412	\$11,412	\$11,412
8	1440 Site Acquisition				
9	1450 Site Improvement	\$111,232	\$117,058	\$117,058	\$117,058
10	1460 Dwelling Structures	\$29,400	\$29,400	\$29,400	\$29,400
11	1465.1 Dwelling Equipment—Nonexpendable	\$81,419	\$81,419	\$81,419	\$81,419
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$8,468	\$8,468	\$8,468	\$8,468
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)	\$294,285	\$294,285	\$294,285	\$294,285

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-00</i> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <i>FFY2000</i>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3)  
 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
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**

PHA Name: <i>Brunswick Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>ME36-P006-501-00</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>FFY2000</i>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	General operations of public housing	1406		\$20,216	\$19,952	\$19,952	\$19,952	Complete
HA Wide	Management consultant	1408		\$4,000	\$2,584	\$2,584	\$2,584	Complete
HA Wide	Upgrade computer hardware & software	1408		\$5,000	\$4,191	\$4,191	\$4,191	Complete
HA Wide	Congregate services program	1408		\$1,374	\$701	\$701	\$701	Complete
HA Wide	Administration – admin fees (salaries & benefits for ED, CFO & Maint. Dir.)	1410		\$19,100	\$19,100	\$19,100	\$19,100	Complete
HA Wide	A/E Services, CIAP consultant & A/E associated costs	1430		\$14,076	\$11,412	\$11,412	\$11,412	Complete
HA Wide	Purchase of maintenance vehicle	1475		\$0	\$0	\$0	\$0	Deferred
HA Wide	Purchase of portable generator	1475		\$0	\$0	\$0	\$0	Deferred
ME6-001	Repave parking lot	1450		\$66,232	\$0	\$0	\$0	Deferred
ME6-001	Install handrails in common area halls	1460		\$16,800	\$16,800	\$16,800	\$16,800	Complete
ME6-001	Replace kitchen equipment	1475		\$2,195	\$2,195	\$2,195	\$2,195	Complete
ME6-003	Repave parking lot	1450		\$45,000	\$117,058	\$117,058	\$117,058	Complete
ME6-003	Replace water heater in boiler room	1475		\$6,273	\$6,273	\$6,273	\$6,273	Complete
ME6-004	Replace roof shingles (emergency)	1460		\$12,600	\$12,600	\$12,600	\$12,600	Complete

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-00</i> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <i>FFY2000</i>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME6-004	Convert electric heat to FHWBB (supplement FY99 budget)	1465.1		\$81,419	\$81,419	\$81,419	\$81,419	Complete
ME6-004	Improve crawl space drainage	1460		\$0	\$0	\$0	\$0	Deferred
ME6-004	Replace existing windows	1460		\$0	\$0	\$0	\$0	Deferred

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

<b>PHA Name:</b> <i>Brunswick Housing Authority</i>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>ME36-P006-501-00</i> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <i>FFY2000</i>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	9/30/02	9/30/02	9/30/02	9/30/03	12/31/02	12/31/02	Work completed ahead of schedule.
ME6-001	9/30/02	9/30/02	9/30/02	9/30/03	12/31/02	12/31/02	Work completed ahead of schedule.
ME6-003	9/30/02	9/30/02	9/30/02	9/30/03	12/31/02	12/31/02	Work completed ahead of schedule.
ME6-004	9/30/02	9/30/02	9/30/02	9/30/03	12/31/02	12/31/02	Work completed ahead of schedule.

## *Attachment F: Resident Advisory Board Member List*

Woodlawn Terrace  
Della Morin  
Verna Coombs

Woodlawn Tower  
Joan Mann  
Charlotte Lemont

Perryman Village  
Charlene Clukey  
Charlene Briere

Old Gurnet  
Gail Moffat

Section 8 Representative  
Freda Austin

*Attachment G: Admissions Policy for Deconcentration*

The Brunswick Housing Authority has analyzed its requirement to deconcentrate its housing developments and has determined that such a policy is not required, because the development does not contain concentrations of poverty, as stated in Section 3 A 6 of the Admissions Policy. Furthermore, the BHA has only one 50-unit family development and therefore has no ability to income mix between developments.

## *Attachment H: Statement of Progress in Meeting 5 Year Plan Mission & Goals*

Goal: Expand supply of existing assisted housing.

The BHA has not been eligible to apply for new rental vouchers as we have been below 97% utilization rate. However, this fiscal year we are expected to be at 98% and will apply for new vouchers if they are made available.

Our development company has purchased and renovated 11 units for low income households and we are in the planning stages for a 14-unit single family subdivision for first time home-buyers which will begin construction in the fall of 2003.

Goal: Improve the Quality of assisted housing.

We continue to perform well as assessed by PHAS and SEMAP. WE have received a "High Performer" status under both for FY 2002. We have significantly improved our rent reasonableness process and continue to modernize our properties under the CFP program.

Goal: Increase assisted housing choices:

We continue to maintain a healthy relationship with area landlords and have brought new landlords onto the program. Also, as mentioned, we are developing 14 single family units for first time home-buyers and plan to begin construction in the fall of 2003.

Goal: Provide an improved living environment:

Until the cancellation of the PHDEP program, we contracted with the Brunswick Police dept for additional patrols in our family development. We continue to work with the police department as to perform all our criminal background checks for all our applicants.

We are continuing our collaboration with Merrymeeting Adult Education and have also begun a partnership with Sweetser, Inc to provide an after school program in Perryman Village.

Our Congregate Services program continues to be an excellent resource to our seniors we are always looking for ways to improve upon it.

Goal: Promote Self-Sufficiency and asset development of assisted households:

We continue to assist families in a Family Self-Sufficiency program and work closely with local agencies to provide services to special needs families.

Goal: Ensure Equal Opportunity and affirmatively further fair housing:

We continue to monitor our community to ensure that everyone is treated equally and fairly under the law.

Other Goals:

We are currently working with the Town of Brunswick and a group of concern citizens to look at the housing needs of our community. We are engaged in a comprehensive housing needs assessment and are developing strategies to provide long term relief to the housing crunch in our community. We also continue to work closely with our residents and program participants to ensure integrity within our programs. This is evidence by our assessment scores and our Resident Satisfaction surveys.