

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

Housing Authority of the City of Waterville

Waterville, Maine

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

PHA Plan Agency Identification

PHAName: Housing Authority of the City of Waterville

PHANumber: ME008

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

A.Mission

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

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

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

B.Goals

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

PHA Goals and Objectives: (list below)

MANAGEMENT ISSUES

Goals:

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

Objectives:

- 1. The Waterville Housing Authority shall be a High Performer by June 30, 2004**
- 2. The Waterville Housing Authority shall maintain a high occupancy rate**
- 3. The Waterville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer -friendly and fiscally prudent leader in the affordable housing industry.**

TENANT-BASED HOUSING ISSUES

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

Objective:

- 1. The Waterville Housing Authority will be a high performer under SEMAP by 06/30/2004**

MAINTENANCE ISSUES

Goals

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

Objectives

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

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

FISCAL RESPONSIBILITY ISSUES

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

Objectives

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

SUPPORTIVE SERVICE ISSUES

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

Objectives:

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

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnual PHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheCityofWatervil lehaspreparedthisAgencyPlanin compliancewithSection511oftheQualityHousingandWorkResponsibilityActof 1998andtheensuingHUDrequirements.

WehaveadoptedthefollowingmissionstatementtoguidetheactivitiesoftheHousing AuthorityoftheCityofWaterville.

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

Wehavealsoa doptedthefollowinggoalsandobjectivesforthenextfiveyears.

MANAGEMENTISSUES

Goal:

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

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

Objectives:

1. The Waterville Housing Authority shall be a High Performer by June 30, 2004
2. The Waterville Housing Authority shall maintain a high occupancy rate
3. The Waterville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

TENANT-BASED HOUSING ISSUES

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

Objective:

1. The Waterville Housing Authority will be a high performer under SEMAP by 06/30/2004.

MAINTENANCE ISSUES

Goals:

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

Objectives:

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

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

FISCAL RESPONSIBILITY ISSUES

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

Objectives:

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

SUPPORTIVE SERVICE ISSUES

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

Objectives:

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

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

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

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

- **Admissions and Continued Occupancy Policy:**

We have added the current HUD required welfare assistance language and definition to our Admissions and Continued Occupancy Policy.

We have added the current HUD required delinquency language.

We have incorporated a Code of Conduct to our ACO P.

The Housing Authority suspended enforcement of the 8-hour community service requirement for the Fiscal Year ending June 30, 2003 in accordance with the HUD FY 2002 Appropriations Act. We shall implement enforcement of this provision of our Admissions and Continued Occupancy Policy effective with the beginning of our Fiscal Year on July 1, 2003 unless otherwise directed by Congressional legislation or instructions from HUD.

All affected residents will be notified of the enforcement of the requirements.

- **Section 8 Administrative Plan:**

We have incorporated the required Code of Conduct to our Section 8 Administrative Plan.

We have added the current HUD required welfare assistance language and definition to our Section 8 Administrative Plan.

We have added the current required delinquency language.

In addition, we have made the following discretionary changes.

- We have increased our procurement policy limits

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. **Not** e: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

Admissions Policy for Deconcentration

Attachment F: Deconcentration Policy

FY2003 Capital Fund Program Annual Statement

Attachment A: Capital Fund Program FY2003 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
- FY2003 Capital Fund Program 5 Year Action Plan

Attachment B: Capital Fund Program FY2003 5 -Year Action Plan

- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards

(included in PHA Plan text, if any)

- Other (List below, providing each attachment name)

- Attachment C: Capital Fund Program FY2002 P&E Report**
- Attachment D: Capital Fund Program FY2001 P&E Report**
- Attachment E: Capital Fund Program FY2000 Final Report**
- Attachment G: Resident Member on the PHA Governing Board**
- Attachment H: Membership of the Resident Advisory Board**
- Attachment I: Deconcentration and Income Mixing**
- Attachment J: Definition of Substantial Deviation and Significant Amendment or Modification**
- Attachment K: Pet Policy Statement**
- Attachment L: Implementation of Community Service Requirements**
- Attachment M: Statement of Progress in Meeting Mission, Goals and Objectives**
- Attachment N: PHA Resident Survey Follow-up Plan**
- Attachment O: Capital Fund Program FY1999 Final Report**

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the PHA's involvement. – less than 10% minority as per CHAS Data Set which was analyzed	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	year	
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Deconcentration and Income Mixing Documentation	ACOP/Annual Plan
X	Voluntary Conversion Documentation	Annual Plan (2002)

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

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

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	274		30 units
Extremely low income (<=30% AMI)	174	64%	
Very low income (>30% but <=50% AMI)	42	15%	
Low income (>50% but <80% AMI)	58	21%	
Families with children	144	53%	
Elderly families	86	31%	
Families with Disabilities	44	16%	
White	242	88.2%	
African American	13	4.7%	
Hispanic	18	6.7%	
Asian	1	.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	86	31%	8 units
2BR	148	54%	4 units
3BR	30	11%	13 units

HousingNeeds of Families on the Waiting List			
4BR	10	4%	5 units
5BR	0	0	0
5+BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeeds of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	857		120 Vouchers
Extremely low income <= 30% AMI	532	62.1%	
Very low income (>30% but <=50% AMI)	325	37.9%	
Low income (>50% but <80% AMI)	0	0	
Families with children	426	49.7%	
Elderly families	84	9.8%	
Families with Disabilities	347	40.5%	
White	822	95.9%	
Black	15	1.8%	
Hispanic	18	2.1%	
Asian	2	.2%	
Characteristics by Bedroom Size		N/A	N/A

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C.Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -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 -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market these section 8 programs to owners outside of areas of poverty/minority concentrations
- Other:(list below)

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

(2) Reasons for Selecting Strategies

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

- Funding constraints

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

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

MARLENSE

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	337,974	
b) Public Housing Capital Fund	363,395	
c) HOPEVI Revitalization	0	
d) HOPEVI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,922,573	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP for FY 2002	363,395	Modernization
3. Public Housing Dwelling Rental Income	480,600	PH Operations
4. Other income (list below)		PH Operations
Interest, excess util., misc	45,100	
4. Non -federal sources (list below)	0	
Total resources	3,513,037	

3. PHAP Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug -related activity
- Rental history

- Housekeeping
- Other(describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work or are retired from working 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)

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreferen ce(s)(listbelow)

4.Relationshipofpreferencetoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

(5)Occupancy

a.Whatreferencematerialscanapplicantsandresidentsusetooobtaininformationabout therulesofoccupancyofpublichousing(selectallthatapply)

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

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (select allthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

(6)DeconcentrationandIncomeMixing

Thissectionintentionallyleftblankinaccordancewiththeinstructionsprovidedin HUDPIHNotice99 -51.InaccordancewithNoticePIH2001 -4,wearerespondingto revisedquestionsprovidedintheNotice.SeeAttachmentI:Deconcentrationand IncomeMixing.

- a. Yes No:DidthePHA'sanalysisofitsfamily(generalloccupancy) developmentstodetermineconcentrationsofpovertyindicatethe needformeasurestopromotedeconcentrationofpovertyorincome mixing?

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development 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 effort 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 effort to assure access for lower -income families? (select all that apply)

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

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

(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)

(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:

The following is an extract from our adopted Section 8 Administrative Plan

6.4 Term of the Voucher

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

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

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension allowing the family the full 120 days search time. If the Housing Authority determines that additional search time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

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

(4) Admissions Preferences

a. Incometargeting

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 of 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)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs -NA

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

- TheSection8AdministrativePlan
- Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposesection8 programstothepublic?

- Throughpublishednotices
- Other(listbelow)

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component4A.

(1)IncomeBasedRentPolicies

DescribethePHA'sincomebasedrentsettingpolicy/iesforpublichousingusing,includingdiscretionary (thatis,notrequiredbystatuteorregulation)incomedisregardsandexclusions,intheappropriatespaces below.

a. Useofdiscretionarypolicies:(selectone)

- ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincomebased rentin publichousing.Income -basedrentsaresetatthehigherof30%of adjustedmonthlyincome,10%ofunadjustedmonthlyincome,thewelfare rent,or minimumrent(lessHUDmandatorydeductionsandexclusions).(Ifselected, skiptosub -component(2))

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetquestionb.)

b. MinimumRent

1. WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

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

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

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

Our policies require that tenants report changes in income anytime the family experiences an income increase. Adjustments in rent are made at the time of the annual reexamination. Addition of a family member is treated as an interim re-determination.

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

(2) Flat Rents

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

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

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 repayments standards reevaluated for adequacy? (select one)

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

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

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

The Housing Authority of the City of Waterville has been designated a High Performing Agency for its fiscal year ended June 30, 2002 and is not required to complete this section.

PHAM 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 PHAM Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab (State Funded)		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Section 8 New Construction (State Funded)		
Section 8 Substantial Rehab (State Funded)		
Section 8 Vouchers (State Funded)		
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.

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

The Housing Authority of the City of Waterville has been designated a High Performing Agency for its fiscal year ended June 30, 2002 and is not required to complete this section.

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables

provided in the table library at the end of the PHA Plan template and attaching a properly updated HUD -52837.

OR, at the PHA's option, by completing

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment A

-or-

The Capital Fund Program Annual Statement is provided below:

(2) Optional 5 -Year Action Plan

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

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

b. If yes to question a, select one:

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>

3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:

Occupancy by only the elderly <input type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <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

[24CFR Part 903.79(j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD 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.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (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

[24CFR Part 903.79(k)]

A. Public Housing

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

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 for

plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicable program/plan,unleseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmayskip tocomponent11B.)

2. Activity Description

Yes No: HasthePHAprovidedallrequiredactivitydescriptioninformation forthiscomponentinthe **optional**PublicHousingAsset ManagementTable?(If“yes”,skiptocomponent12.If“no”, completetheActivityDescriptiontablebelow.)

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

B. Section 8 Tenant Based Assistance

1. Yes No: DoesthePHAplantoadministeraSection8Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CF Rpart 982?(If“no”,skipto component 12;if“yes”,describeeachprogramusingthetablebelow(copy and complete questions for each program identified), unless the

PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-Sufficiency Programs

[24CFR Part 903.79(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.

The Housing Authority of the City of Waterville has been designated a High Performing Agency for its fiscal year ended June 30, 2002 and is not required to complete this section.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer 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	Access (development office/	Eligibility (public housing or

Other:(list below)

D.ReservedforCommunityServiceRequirement pursuant to section 12(c) of the U.S.Housing Act of 1937

See Attachment L: Implementation of Community Service Requirements

13.PHASafetyandCrimePreventionMeasures

[24CFR Part 903.79(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.

The Housing Authority of the City of Waterville has been designated a High Performing Agency for its fiscal year ended June 30, 2002 and is not required to complete this section.

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 area 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/antidrug programs

Other(describebelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplanto undertakeinthenextPHAfiscalyear

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplantoundertake:(selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsfortheprovisionofcrime - and/or drug -preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors
- VolunteerResidentPatrol/BlockWatchersProgram
- Other(describebelow)

Notifypoliceformorepatrolsandmoreresidentinvolvement

2.Whichdevelopmentsaremostaffected?(listbelow)

C.CoordinationbetweenPHAandthepolice

1.DescribethecoordinationbetweenthePHAand theappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoingevaluation ofdrug -eliminationplan
- Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisepupportevictioncases(whennecessary)
- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAseligibleforFY2002PHDEPfundsmustprovideaPHDEPPlanmeeting specifiedrequirements priortoreceiptofPHDEPfund.

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

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See Attachment K: Pet Policy Statement

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

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

17. PHA Asset Management

[24CFR Part 903.79(q)]

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

The Housing Authority of the City of Waterville has been designated a High Performing Agency for its fiscal year ended June 30, 2002 and is not required to complete this section.

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

the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename)
- Provided below:

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

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

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

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

2. Yes No: Was 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.) Appointed by the mayor and confirmed by the city council.

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: The State of Maine

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

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

- The Housing Authority of the City of Waterville will continue to provide a drug free workplace.
- The Housing Authority of the City of Waterville will continue to maintain and renovate its public housing units.
- The Housing Authority of the City of Waterville has successfully eliminated the risk of lead based paint poisoning in all of its public housing units and strive to provide housing opportunities to its Section 8 program participants free of the risk of lead based paint poisoning.
- The Housing Authority of the City of Waterville will continue to meet the special needs of elderly families and families with disabilities by providing appropriate and accessible housing in the public housing program.
- The Housing Authority of the City of Waterville will continue to market its public housing and Section 8 program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Housing Authority.

Other: (list below)

- The Housing Authority of the City of Waterville Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:
 - (1) Provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level.
 - (2) To operate as socially and financially sound public housing agency that is violence and drug free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
 - (3) To avoid concentrations of economically and socially deprived families in any of our public housing developments.
 - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
 - (5) To attempt to house tenant body in each development that is composed of families with a broad range of incomes and rent paying abilities that is

representative of the range of incomes of low income families in our jurisdiction.

- (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
- We have similar principles for our Section 8 program:
 - (1) To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
 - (2) To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
 - (3) To promote fair housing and the opportunity for very low -income families of all ethnic backgrounds to experience freedom of housing choice.
 - (4) To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low - income families.
 - (5) To attain and maintain a high level of standards and professionalism in our day to day management of all program components.
 - (6) To administer an efficient, high -performing agency through continuous improvement of the Housing Authority support systems and commitment to our employees and their development.

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

This year we expect to continue to utilize the funds we receive for our existing program to house people. We will be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year

to year and our decision to pursue certain opportunities and resources may change over the coming year if the care program changes beyond our control.

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

The Comprehensive plan calls for the following:

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

D. Other Information Required by HUD

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

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

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

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

Attachment F

Housing Authority of the City of Waterville

Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

Deconcentration Policy

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

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

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

Deconcentration Incentives

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

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

Offer of a Unit

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

The Housing Authority of the City of Waterville will contact the family to make the unit offer. The family will be notified of a unit offer via first class mail. The

family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of the City of Waterville regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of the City of Waterville will send the family a letter documenting the offer and the rejection.

Rejection of Unit

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

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

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

Acceptance of Unit

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

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

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

AttachmentG

HousingAuthorityoftheCityofWaterville

AnnualPlan

FiscalYear07/01/2003 -06/30/2004

Required Attachment: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Lucille M. Grenier
Anne-Marie Mathieu

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

- Elected
 Appointed

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

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

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

B. Date of next term expiration of a governing board member: 07/2003

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

Mayor Nelson Medore

AttachmentH

HousingAuthorityoftheCityofWaterville

AnnualPlan

FiscalYear07/01/2003 –06/30/2004

RequiredAttachment:Membe rshipoftheResidentAdvisoryBoardorBoards

- i. ListmembersoftheResidentAdvisoryBoardorBoards:(Ifthelistwouldbe unreasonablylong,listorganizationsrepresentedorotherwiseprovideadescription sufficienttoidentifyhowmembersarechosen .)

MarionKibbe(ME008 -4)

LucilleGrenier,LoisOwensorIrenePion(ME008 -5)

PatriciaMarsh(ME008 -6)

LucretiaSmith(ME008 -7)

DonnaMcEachran –Section8

LorettaGoldrup –Section8

RuthE.Wolcott –Section8

ChrystalPease –(ME008 -3)

Attachment I

Housing Authority of the City of Waterville

Annual Plan

Fiscal year 07/01/2003 – 06/30/2004

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

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

AttachmentJ

HousingAuthorityoftheCityofWaterville

AnnualPlan

FiscalYear07/01/2003 -06/30/3004

Definitionof SubstantialDeviationandSignificantAmendmentsorModifications

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority of the City of Waterville that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

AttachmentK

HousingAuthorityoftheCityofWaterville

AnnualPlan

FiscalYear07/01/2003 –06/30/2004

PetPolicyStatement

TheHousingAuthorityoftheCityofWatervilleallowsforpetownershipinits developmentswiththewrittenpre-approvaloftheHousingAuthority.

TheHousingAuthorityoftheCityofWatervilleadoptsreasonable requirementsaspartofthePetPolicy:

1. Residentsareresponsibleforanydamagecausedbytheirpets,includingthecost offumigatingorcleaningtheirunits.
2. Inexchangeforthisright,residentassumesfullresponsibilityandliabilityforthe petand agreestoholdtheHousingAuthorityoftheCityofWatervilleharmless fromanyclaimscausedbyanactionorinactionofthepet.
3. ResidentsmusthavethepriorwrittenapprovaloftheHousingAuthoritybefore movingapetintotheirunit.
4. ResidentsmustrequestapprovalontheAuthorizationforPetOwnershipForm thatmustbefullycompletedbeforetheHousingAuthoritywillapprove the request.
5. ResidentsmustgivetheHousingAuthorityapictureofthepetsoitcanbe identifiedifitisrunningloose.
6. Apetdepositof\$300isrequiredatthetimeofregisteringapet.
7. TheHousingAuthorityoftheCityofWatervillewillallowonlycommon householdpets.Thismeansonlydomesticatedanimalsuchasadog,cat,bird, rodent(includingarabbit),fishinaquariumsoraturtlewillbeallowedinunits. Commonhouseholdpetsdonotinclude reptiles(exceptturtles).

Alldogsandcatsmustbespayedorneuteredbeforetheybecomesixmonthsold. Alicensedveterinarianmustverifythis fact.

Onlyonepetperunitwillbeallowed.

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

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

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

Attachment L

Housing Authority of the City of Waterville

Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

Implementation of Public Housing Resident Community Service Requirements

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

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements. Accordingly, the Housing Authority of the City of Waterville suspended enforcement of the 8-hour community service requirement for its Fiscal Year ending June 30, 2003.

The Federal Fiscal Year Appropriations Bill, signed into law on February 23, 2003 allows Community Service requirements to take effect. Unless otherwise instructed by the Congress or by HUD, the Housing Authority will enforce this provision of our Admissions and Continued Occupancy Policy for our Fiscal Year beginning July 1, 2003.

All affected residents will be notified of the requirements.

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

1. Development of Written Description of Community Service Requirement:

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

2. Scheduled Changes in Leases:

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

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

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

4. Cooperative Agreements with TANF Agencies:

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

5. Programmatic Aspects:

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

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

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

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

AttachmentM

Housing Authority of the City of Waterville

Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

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

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

Goal: Manage the Waterville Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.	
Manage the Waterville Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.	
Objective	Progress
4. The Waterville Housing Authority shall be a High Performer by June 30, 2004	The Housing Authority is currently designated as a High Performer for its fiscal year ended June 30, 2002. This objective has been accomplished.
5. The Waterville Housing Authority shall maintain a high occupancy rate	Our occupancy rate consistently averages 99%.
6. The Waterville Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry.	Staff have attended industry and HUD training during the past year.

Goal: Manage the Waterville Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.	
Objective	Progress
2. The Waterville Housing Authority will be a high performer under SEMAP by	We are currently designated as a standard performer under SEMAP for our fiscal year

06/30/2004	ended6/30/01.Noscoreswereavailablefor ourFYended6/30/02asofthisPlan submission.
<p>Goals:SustainandmaintaintheWatervilleHousingAuthority'spresenthousingstockina decentconditio n.</p> <p>Deliver timely and high quality maintenance service to the residents of the Waterville HousingAuthority.</p>	
Objective	Progress
<p>5. The Waterville Housing Authority shall have all of its units in compliance with theWatervilleHousingCodebyJune30, 2004.</p>	<p>Thisobjectivehasbeenaccomplished. All of ourunitscurrentlymeetcode.</p>
<p>6. The Waterville Housing Authority maintain an appealing, up -to-date environmentinitsdevelopments.</p>	<p>ThemaintenancedepartmentandProperty Managerinspectsunitsandgrou ndsweekly andassessesresidentsiftheirunitsandgrounds arenotadequatelymaintained.</p>
<p>7. The Waterville Housing Authority shall maintainanaverageresponsetimeof24 hoursinrespondingtoemergencywork orders.</p>	<p>Thisobjectiveismetandgenerally exceeded.</p>
<p>8. The Waterville Housing Authority will maintain an average response time of five days in responding to routine work orders.</p>	<p>Thisobjectiveismetandgenerallyexceeded.</p>

<p>Goal: Ensure full compliance with all applicable standards and regulati ons including governmentgenerallyacceptedaccountingpractices.</p>	
Objective	Progress
<p>3. The Waterville Housing Authority shall continue to operate so that income exceedsexpenseseveryyear.</p>	<p>Thisobjectiveisbeingaccomplished.</p>
<p>4. The Waterville Housing Au thority shall maintainitsoperatingreservesofatleast 40percent.</p>	<p>Thisobjectiveisbeingaccomplished.</p>

Goal: The Waterville Housing Authority will link and provide direct services to residents wherever possible	
Objective	Progress
5. The Wat erville Housing Authority will continue to provide memberships to the Boys and Girls Clubs for all juveniles in its family housing.	This objective continues to be met.
6. The Waterville Housing Authority will continue to lend financial support to the Waterville Homeless Shelter as resources permit.	This objective continues to be met
7. The Waterville housing Authority will continue to support the Waterville Teen Families in Transition, a program for pregnant teen mothers through a Section 8 set -aside.	This program no longer exists.
8. The Waterville Housing Authority will continue to set aside Section 8 units for persons with HIV.	The Housing Authority sets aside 2 vouchers for persons with HIV

Attachment N

Housing Authority of the City of Waterville

Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

The PHAS 2002 Resident Survey Follow Up Plan

OVERVIEW/BACKGROUND

The results of the Fiscal Year 2002 Resident Service and Satisfaction Survey indicate that the Housing Authority received the following scores:

Maintenance and Repair:	95.2%
Communication:	73.6%
Safety:	72.6%
Services:	96.6%
Neighborhood Appearance:	77.6%

As a result, we are required to include this Action Plan for the sections that score below 75% as a supporting document to our PHA Annual Plan for our fiscal year that begins on July 1, 2003.

Our Authority is interested in addressing any and/or real or perceived concerns that the residents may have regarding communications, neighborhood appearance, services, maintenance and repair and safety. We will strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interests of our residents, the Housing Authority and the community.

RESIDENT SURVEY

We determined that our best course of action was to discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that were in attendance at the Resident Advisory Board meetings held as part of our Annual Plan development process.

Our Action Plan consists of the following steps:

STEP ONE: Meet with the Resident Advisory Board and discuss their concerns regarding any of the sections outlined in the Survey.

STEPTWO: Document comments received (if any) from the residents in the PHA Plan.

STEP THREE: Address the comments received (if any) from the residents in the PHA Plan.

OTHER ACTION ITEMS

Communications: (73.6%)

- Our Authority holds periodic meetings with residents and with our Resident Advisory Board on a monthly basis. As appropriate, we communicate services, procedures and other neighborhood related issues. Residents are encouraged to express concerns regarding maintenance and repair, communications, safety, services, and neighborhood appearance. Residents are encouraged to actively participate in activities that promote the overall well being of the development.
- We have updated our written policies and procedures, including the Admissions and Continued Occupancy Policy, Dwelling Lease, and Pet Policy to be in compliance with current HUD regulation. The Resident Advisory Board has been given the opportunity to provide comments and recommendations regarding each of the policies.
- We communicate with residents by using flyers, community meetings, family conferences, newsletter, field trips, social activities, educational training, and letters.
- The Housing Authority will continue to seek resident involvement in the development of both an annual and long -range plans for the modernization of its public housing units and site improvements. Residents are notified of improvements being made to their developments.

Safety: (72.6%)

- The Housing Authority has budgeted for numerous physical improvements that will improve resident perception of security and safety. The following are a few of the improvements completed or planned over the next five years.
 1. Resurfacing parking lots
 2. Repair/replace sidewalks
 3. Install fencing
 4. install medicine cabinets with lights
 5. Increased exterior lighting
 6. new lighting over kitchen sinks

7. replace exterior doors and hardware
 8. install GFI outlets in kitchens
 9. retrofit entrance at ME008 -5 to meet Sec 504/ADA requirements
 10. retrofit common areas at ME008 -7 to meet Sec 504/ADA requirements
 11. Conversion of apartment to meet Sec 504/ADA requirements.
 12. replacing carpets in dwelling units
- All criminal activities known to the Housing Authority are reported to local police authorities. Residents are encouraged to report criminal activities to the local police and the Housing Authority.
 - Our adopted Admissions and Continued Occupancy policy includes an applicant and resident screening process which denies admission and continued occupancy to those individuals who do not meet the legal criteria established by HUD and the suitability criteria established by the Board of Commissioners.
 - Our public housing Dwelling Lease defines safe behavior for residents and outlines policies for termination for failure to abide by such policies.

In summary, the Housing Authority is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the resident survey including maintenance and repair, safety, communications, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

Attachment O

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Waterville Housing Authority 60 Elm St. Waterville, Maine 04901			Grant Type and Number Capital Fund Program Grant No: ME36-P008-91599 Replacement Housing Factor Grant No:		Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <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				
3	1408 Management Improvements Soft Costs	\$36,152.00	\$37,127.71	\$37,127.71	\$37,127.71
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$31,000.00	21,526.21	\$21,526.21	\$21,526.21
8	1440 Site Acquisition				
9	1450 Site Improvement	\$58,000.00	\$45,538.55	\$45,538.55	\$45,538.55
10	1460 Dwelling Structures	\$122,500.00	\$213,490.40	\$213,490.40	\$213,490.40
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non-dwelling Structures		\$1,500.00	\$1,500.00	\$1,500.00
13	1475 Non-dwelling Equipment	\$120,000.00	\$39,400.00	\$39,400.00	\$39,400.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs		\$9,069.13	\$9,069.13	\$9,069.13
18	1498 Mod Used for Development				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: Waterville Housing Authority 60 Elm St. Waterville, Maine 04901		Grant Type and Number Capital Fund Program Grant No: ME36-P008-91599 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
21	Amount of Annual Grant: (sum of lines 2 -20)	\$367,652.00	\$367,652.00	\$367,652.00	\$367,652.00	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance		\$83,200.00	\$83,200.00		
24	Amount of line 21 Related to Security --Soft Costs					
25	Amount of line 21 Related to Security --Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHAName: Waterville Housing Authority			Grant Type and Number Capital Fund Program Grant No: ME36-P008-91599 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
ME008-5 Elm Towers	Install emergency calls system, electric striker release & new doors, frames, flooring		1460	48 units	\$75,000.00	\$67,578.40	\$67,578.40	\$67,578.40	Complete

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

PHAName: WatervilleHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36-P008-91599 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 1999			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work

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

PHAName: WatervilleHousingAuthority		GrantTypeandNumber CapitalFundProgramNo: ME36-P008-915-99 ReplacementHousingFactorNo:				FederalFYofGrant: 1999			
DevelopmentNumber Name/HA-Wide Activities	AllFund Obligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates		
	Original	Revised	Actual	Original	Revised	Actual			
ME008-2	09/01			09/02		12/01			
ME008-5	09/01			09/02		12/01			
ME008-7	09/01			09/02		12/01			

AttachmentA

AnnualStatement/PerformanceandEvaluationReport					
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName:HousingAuthorityoftheCityof Waterville		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P00850103 ReplacementHousingFactorGrantNo:		FederalFYof Grant: 2003	
<input checked="" type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno:)					
<input type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	50,000			
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	15,000			
8	1440SiteAcquisition				
9	1450SiteImprovement	84,000			
10	1460DwellingStructures	214,395			
11	1465.1DwellingEquipment — Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				

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

PHAName: Housing Authority of the City of Waterville	Grant Type and Number Capital Fund Program Grant No: ME36P00850103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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 20 – 20)	363,395			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Housing Authority of the City of Waterville			Grant Type and Number Capital Fund Program Grant No: ME36P00850103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
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	<u>Operations</u>	1406						
	Office furnishing and equipment for administration building		Lump Sum	50,000				
	Subtotal Acct 1406			50,000				
HA Wide	<u>Fees and Costs</u>	1430						
	A&E Fees and reimbursable costs; engineering study (Sec 504)		Lump Sum	15,000				
	Subtotal Acct 1430			15,000				
	<u>Site Improvements</u>	1450						
ME008-6	Resurface parking lot		Lump Sum	60,000				
ME008-7	Resurface parking lot		Lump Sum	24,000				
	Subtotal Acct 1430			84,000				

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
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	
	<u>Dwelling Structures</u>	1460						
ME008-2	Replace roofs and chimney repairs			85,000				
	Sec 504/ADA improvements at 14 Crawford			20,000				
ME008-3	Install medicine cabinets with lights			12,395				
	Install new fluorescent light over kitchen sinks			5,000				
	Install new entry doors and hardware			11,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Housing Authority of the City of Waterville			Grant Type and Number Capital Fund Program Grant No: ME36P00850103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
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	
	Replaced drain pipes			5,000				
ME008-4	Install medicine cabinets with lights			12,000				
ME008-5	Install medicine cabinets with lights			15,000				
ME008-6	Install medicine cabinets with lights			5,000				
	Refinish siding			14,000				
ME008-7	Install medicine cabinets with lights;			10,000				
Me008-5	Convert two units to Sec 504/ADA compliance standards			20,000				
	Subtotal Acct 1460			214,395				
	Grand Total			363,395				

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

PHAName: Housing Authority of the City of Waterville	Grant Type and Number Capital Fund Program No: ME36P00850103 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	06/30/05			06/30/07			
Me008-2	06/30/05			06/30/07			
ME008-3	06/30/05			06/30/07			
ME008-4	06/30/05			06/30/07			
ME008-5	06/30/05			06/30/07			
ME008-6	06/30/05			06/30/07			
ME008-7	06/30/05			06/30/07			

AttachmentB
CapitalFundProgramFive -YearActionPlan
 PartI:Summary

PHAName:Housing AuthorityoftheCityof Waterville						<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:
Development Number/Name/H A-Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:07/01/04	WorkStatementforYear3 FFYGrant:2005 PHAFY:07/01/05	WorkStatementforYear4 FFYGrant:2006 PHAFY:07/01/06	WorkStateme ntforYear5 FFYGrant:2007 PHAFY:07/01/07	
	Annual Stateme nt					
HAWide		10,000	48,395	48,395	20,293	
ME008-2		50,000	140,000	125,000	0	
ME008-3		183,000	0	0	210,000	
ME008-4		0	0	0	133,102	
ME008-5		120,395	130,000	130,000	0	
ME008-6		0	25,000	25,000	0	
ME008-7		0	20,000	35,000	0	
CFPFundsListed for5 -year planning		363,395	363,395	363,395	363,395	
Replacement HousingFactor Funds						

CapitalFundProgramFive -YearActionPlan

PartII:SupportingP ages—WorkActivities

Activities for Year1	ActivitiesforYear: __ 2__ FFYGrant:2004 PHAFY:07/01/04			ActivitiesforYear: __ 3__ FFYGrant:2005 PHAFY:07/01/05		
See	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
	HAWide	<u>Feesand Costs(1430)</u>		HAWide	<u>Feesand Costs(1430)</u>	
Annual		A&EFees:prepare bidsandcontract documents;assistat bidopenings; supervise construction; contractlabor	10,000		A&EFees :prepare bidsandcontract documents;assistat bidopenings; supervise construction; contractlabor	18,395
Statement		SubtotalHAWide	10,000		Retrofit2unitsto meetSec504/ADA requirements	30,000
					SubtotalHAWide	48,395
		<u>Dwelling Structures(1460)</u>			<u>Dwelling Structures(1460)</u>	
	ME008-2	Dwellingunit renovations	50,000	ME008-2	Replacneasbestos sidingon10units	140,000
		SubtotalME008 -2	50,000		SubtotalME008 -2	140,000
		<u>Dwelling Structures(1460)</u>			<u>Dwelling Structures(1460)</u>	

	ME008-3	Convert 19 bldgs from electric heat to oil hot water. Replace heating room door; install a combination storm/primary door	183,000	ME008-5	Replace carpet in 48 units	55,000
		Subtotal ME008 -3	183,000		Replace toilets in 48 units	30,000
					Site Improvements (1450)	
		Dwelling Structures (1460)			Resurface parking lots and walks	45,000
	ME008-5	Replace kitchen cabinets, countertops, sinks and traps (48 units)	120,395		Subtotal ME008 -5	130,000
		Subtotal ME008 -5	120,395			
					Dwelling Structures (1460)	
				ME008-6	Replace carpet in 11 units	25,000
					Subtotal ME008 -6	25,000
					Dwelling Equipment (1465.1)	
				ME008-7	Replace appliances in 26 units	20,000
					Subtotal ME008 -7	20,000
	Total CFPEstimated Cost		363,395			363,395

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages —WorkActivities

ActivitiesforYear: <u>4</u> FFYGrant:2006 PHAFY:07/01/06			ActivitiesforYear: <u>5</u> FFYGrant:2007 PHAFY:07/01/07		
Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
HAWide	<u>Feesand Costs(1430)</u>		HAWide	<u>Feesand Costs(1430)</u>	
	A&EFees:prepare bidsandcontract documents;assistat bidopenings; supervise construction; contractlabor	48,395		A&EFees:prepare bidsandcontract documents;assistat bidopenings; supervise construction; contractlabor	20,293
	SubtotalHAWide	48,395		SubtotalHAWide	20,293
	<u>Dwelling Structures(1460)</u>			<u>NonDwelling Structures(1470)</u>	
ME008-5	Replacecarpetsin 48units	55,000	ME008-3	Upgrade maintenanceshop	60,000
	Replacetoiletsin48 units	30,000		<u>Dwelling Structures(1460)</u>	
	<u>SiteImprovements (1430)</u>			Replaceflooringin duplexes	120,000
	Resurfaceparking lotsandwalk s	45,000		Upgradeinterior lightinginduplexes	30,000
	SubtotalME008 -5	130,000		SubtotalME008 -3	210,000

	<u>Dwelling Structures(1460)</u>			<u>Dwelling Structures(1460)</u>	
ME008-6	Replacecarpetsin 11units	25,000	ME008-4	Replaceflooringin 31units	100,000
	SubtotalME008 -6	25,000		Upgradeinterior lighting	33,102
				SubtotalME008 -4	133,102
	<u>Dwelling Structures(1460)</u>				
ME008-7	Replacecarpetsin 15units	35,000			
	SubtotalME008 -7	35,000			
	<u>Dwelling Structures(1460)</u>				
ME008-2	Replacesidingon 10units	125,000			
	SubtotalME008 -2	125,000			
TotalCFPEstimatedCost		363,395			363,395

AttachmentC

AnnualStatement/PerformanceandEvaluationReport					
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName:HousingAuthorityoftheCityof Waterville		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P00850102 ReplacementHousingFactorGrantNo:			FederalFYof Grant: 2002
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: 1)					
<input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: 12/31/2002 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Lin e No.	SummarybyDevelopmentAccount	TotalEstimat edCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	0	66,000	0	0
3	1408ManagementImprovements	0	15,000	0	0
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	55,000	10,000	0	0
8	1440SiteAcquisition				
9	1450SiteImprovement	84,000	19,500	0	0
10	1460DwellingStructures	158,395	204,895	0	0
11	1465.1DwellingEquipment — Nonexpendable	0	20,000	0	0
12	1470NondwellingStructures	66,000	10,000	0	0
13	1475NondwellingEquipment	0	18,000	0	0
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				

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

PHAName: Housing Authority of the City of Waterville	Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 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 20) –	363,395	363,395	0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0	85,895	0	0
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Housing Authority of the City of Waterville			Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Operations</u>	1406						
	Public Housing Operating expenses		Lump Sum	0	66,000	0	0	In progress
	Subtotal Acct 1406			0	66,000	0	0	
	<u>Management Improvements</u>	1408						
HA Wide	Install new telephone system		Lump Sum	0	15,000	0	0	In progress
	Subtotal Acct 1408			0	15,000	0	0	
HA Wide	<u>Fees and Costs</u>	1430						
	A&E Fees and reimbursable costs		Lump Sum	55,000	10,000	0	0	Planning
	Subtotal Acct 1430			55,000	10,000	0	0	
	<u>Site Improvements</u>	1450						

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME008-6	Resurface parking lot; patch/replace overlay @ parking lot entrance drive			60,000	0			Deleted
ME008-7	Resurface parking lot			24,000	0			Deleted
ME008-2	Overlay parking lot		Lump Sum	0	10,000	0	0	Planning
ME008-7	Repair/replace front entrance walk & connecting walkway		Lump Sum	0	4,000	0	0	Planning
ME008-5	Excavate and resurface walks		Lump Sum	0	4,000	0	0	Planning
ME008-3	Install natural fencing		Lump Sum	0	1,500	0	0	Planning
	Subtotal Acct 1450			84,000	19,500	0	0	
	Dwelling Structures	1460						
ME008-2	Replace roof and foundation repairs		1 unit	11,000	3,000	0	0	Planning
	Shower Fixture Replacements		23 units	10,000	4,000	0	0	Planning
	Install medicine cabinets/wlights		23 units	5,000	5,000	0	0	Planning

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

PHAName: Housing Authority of the City of Waterville	Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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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	
	Rehab 14 Belmont		1 unit	0	15,000	0	0	Planning
	Lighting upgrades at Riverview		23 units	0	6,000	0	0	Planning
ME008-3	Replace under floor dryervent		24 units	10,000	10,000	0	0	Planning
	Install medicine cabinets/wlights		47 units	12,395	0			Deleted
	New fluorescent over kitchen sink		47 units	5,000	0			Deleted
	Replace front entrance doors & hardware		22 units	11,000	0			Deleted
	Replace drain pipes under bldgs		23 units	5,000	0			Deleted
ME008-4	Replace dryervent ductwork		31 units	12,000	7,000	0	0	Planning

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Install medicine cabinets/wlights		31 units	12,000	0			Deleted
ME008-5	Install medicine cabinets/wlights		48 units	15,000	0			Deleted
	Install GFI outlets in kitchens		48 units	2,000	2,000	0	0	Planning
	Replace window throughout Bldg.		48 units	0	27,000	0	0	Planning
	Convert entrance doors (2) to Sec 504/ADA compliance standards		Lump Sum	0	6,000	0	0	Planning
ME008-6	New medicine cabinet, light & exhaust fan		11 units	10,000	0			Deleted
	Replace/Refinish siding and trim			14,000	0			Deleted
ME008-7	New medicine cabinet, light & exhaust fan		16 units	10,000	0			Deleted
	Replace/Refinish siding and trim			14,000	20,000	0	0	Planning
	Replace carpets in all units		16 units	0	20,000	0	0	Planning
	Convert 2 units to Sec 504/ADA compliance standards		2 units	0	75,895	0	0	Planning
	Retrofit common areas to Sec 504/ADA compliance standards		Lump Sum	0	4,000	0	0	Planning

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Subtotal Acct 1460			158,395	204,895			
	<u>Dwelling Equipment</u>	1465.1						
ME008-2	Replace appliances		25 units	0	20,000	0	0	Planning
	Subtotal Acct 1465.1			0	20,000			
	<u>NonDwelling Structures</u>	1470						
ME008-4	Install new roof/window on Homemakers Bldg		Lump Sum	10,000	10,000	0	0	Planning
HA Wide	Purchase & Renovate an Office		Lump Sum	56,000	0	0	0	
	Subtotal Acct 1470			66,000	10,000			
	<u>NonDwelling Equipment</u>	1475						
ME008-3	Replace clotheslines		Lump Sum	0	13,000	0	0	Planning
ME008-4	Replace clotheslines		Lump Sum	0	5,000	0	0	Planning
	Subtotal Acct 1475			0	18,000			
	Grand Total			363,395	363,395			

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHAName: Housing Authority of the City of Waterville			Grant Type and Number Capital Fund Program No: ME36P00850102 Replacement Housing Factor No:			Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	12/31/03	06/30/04		06/30/05	06/30/06		HUD Instructions Letter dated 05/20/02
Me008-2	12/31/03	06/30/04		06/30/05	06/30/06		
ME008-3	12/31/03	06/30/04		06/30/05	06/30/06		
ME008-4	12/31/03	06/30/04		06/30/05	06/30/06		
ME008-5	12/31/03	06/30/04		06/30/05	06/30/06		
ME008-6	12/31/03	06/30/04		06/30/05	06/30/06		
ME008-7	12/31/03	06/30/04		06/30/05	06/30/06		

AttachmentD

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary

PHAName: HousingAuthorityoftheCityofWaterville	GrantTypeandNumber CapitalFundProgramGrantNo: ME36P00850101 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2001
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OriginalAnnualStatement ReserveforDisasters/Emergencies RevisedAnnualStatement(revisionno: 2)
 PerformanceandEvaluationReportforPeriodEnding: 12/31/02 FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimated Cost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovementsSoftCosts	30,000	30,000	30,000	30,000
	ManagementImprovementsHardCosts	25,000	25,000	25,000	25,000
4	1410Administration				
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	41,000	34,756.98	34,756.98	27,204.72
8	1440SiteAcquisition				
9	1450SiteImprovement	33,102	0		
10	1460DwellingStructures	254,000	293,345.02	293,345.02	110,101.48
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1Reloca tionCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
21	AmountofAnnualGrant:(sumoflines.....)	383,102	383,102	383,102.00	192,306.20
22	Amountofline21RelatedtoLBPActivities				
23	Amountofline21RelatedtoSec tion504compliance				
24	Amountofline21RelatedtoSecurity —SoftCosts				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Housing Authority of the City of Waterville	Grant Type and Number Capital Fund Program Grant No: ME36P00850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Line 21 related to Security --Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
ME008-2	Dwelling Unit Rehab		1460	1 unit	0				Deleted
	Install new elevator		1460		129,000	140,350.43	140,350.43	97,587.56	70%
	Upgrade parking lot		1450		33,102	0			Deleted
ME008-3	Replace under floor horizontal waste lines		1460	47 units	0				Deleted
ME008-5	Install GFCI outlet to kitchen; replace toilet tank with an insulated tank; replace common area lights & ear apts; replace exit sign throughout building		1460	48 units	0				Deleted
	Replace windows throughout bldg;		1460	48 units	90,000	127,328.67	127,328.67	0	In progress
ME008-6	Replace windows throughout bldg; install GFCI outlet to kitchen & bath; stainsiding and trim on bldg;		1460	11 units	0				Deleted
	Replace windows throughout bldg; replace carpet;		1460	11 units	27,000	17,572.00	17,572.00	4,420.00	100%
	Resurface parking lot; patch/replace overlay parking lot entrance drive & construct a dumpster enclosure		1450	Lump Sum	0				Deleted
ME008-7	Install GFCI in kitchens; replace carpet in common area & vinyl in each apt.; stainsiding and trim around bldg; install motorized opener to the clerestory		1460	16 apts.	0				Deleted

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

PHAName: Housing Authority of the City of Waterville		Grant Type and Number Capital Fund Program Grant No: ME36P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	windows								
	Replace car pet in common areas;		1460		8,000	8,093.92	8,093.92	8,093.92	100%
	Resurface parking lot & construct dumpster enclosure		1450	Lump Sum	24,000	0			Deleted
HA Wide	A&E Fees and Costs		1430	Lump Sum	41,000	34,756.98	34,756.98	27,204.72	78%
	Purchase Office Equipment; computer hardware		1408	Lump Sum	25,000	25,000.00	25,000.00	25,000.00	100%
	Upgrade computer software		1408	Lump Sum	30,000	30,000.00	30,000.00	30,000.00	100%
	Grand Total				383,102	383,102.00	383,102.00	192,306.20	50.2%

AttachmentE

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHAName: Housing Authority of the City of Waterville, ME		Grant Type and Number Capital Fund Program Grant No: ME36P00850100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <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					
3	1408 Management Improvements	\$56,500.00		\$56,500.00	\$56,500.00	
4	1410 Administration	\$2,116.00		\$2,116.00	\$2,116.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$35,000.00		\$35,000.00	\$35,000.00	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$233,701.00		\$233,701.00	\$233,701.00	
11	1465.1 Dwelling Equipment — Nonexpendable	\$46,351.00		\$46,351.00	\$46,351.00	
12	1470 Non Dwelling Structures	\$1,948.00		\$1,948.00	\$1,948.00	
13	1475 Non Dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$375,616.00		\$375,616.00	\$375,616.00	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance	\$45,000.00		\$45,000.00	\$45,000.00	
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 III: Implementation Schedule

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