

# SOUTHPORTLAND HOUSINGAUTHORITY

## PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear 10/2003

(me020v02)

**NOTE:THISPHA PLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName: SOUTHPORTLANDHOUSINGAUTHORITY**

**PHANumber: ME020**

**PHAFiscalYearBeginning: 10/01/2003**

**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 SOUTH PORTLAND HOUSING AUTHORITY IS TO PROVIDED ECENT, SAFE AND SANITARY HOUSING FOR LOW INCOME FAMILIES AND FAMILIES WITH DISABILITIES IN THE ABSENCE OF ANY PRIVATE ACTIVITY IN THESE AREAS WITHIN THE CITY.**

- **TO ACTIVELY FOSTER THE NEED FOR ADDITIONAL UNITS IF HOUSING FOR THE ELDERLY AND LOW TO MODERATE INCOME FAMILIES**
- **TO FORGE LINKS WITH PUBLIC AND PRIVATE PARTNERSHIPS**
- **TO ANTICIPATE THE DRAMATIC INCREASE OF ELDERLY POPULATION IN THIS CENTURY**
- **TO ANTICIPATE THE NEED FOR SPECIALIZED HOUSING SERVICES IN THIS CENTURY**

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:

- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHA Score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:

- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

**GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the South Portland Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.**
- 2. HUD shall recognize the South Portland Housing Authority as a high performer under PHAS for our fiscal year ending September 30, 2002 and each year thereafter.**
- 3. The South Portland 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. This is a non -going objective.**

**GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the South Portland Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2001.**
- 2. HUD shall recognize the South Portland Housing Authority as a high performer under SEMAP for our fiscal year ending September 30, 2002 and each year thereafter.**

**GOAL: ENHANCE THE MARKETABILITY OF THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING UNITS**

**Objectives:**

- 1. The South Portland Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score**

possible in this element of the Public Housing Assessment System for the Fiscal Year ending September 30, 2005.

2. The South Portland Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.

**GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPANTS IN THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT -BASED PROGRAM**

**Objective:**

1. The South Portland Housing Authority shall attract new landlords who want to participate in the program. This is an on-going objective.

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objectives:**

1. The South Portland Housing Authority will create 3 new computer labs in our elderly buildings by September 30, 2005.
2. The South Portland Housing Authority shall assist its resident organizations in strengthening their organizations. This objective will be accomplished by September 30, 2005.

**AnnualPHAPlan**  
**PHAFiscalYear10/200 3**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

[24CFRPart903.79(r)]

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

TheSouthPortlandHousingAuthorityhaspreparedthisAnnualPlanincompliance withSection511oftheQualityHousingandWorkResponsibilityActof1998andthe ensuingHUDrequirements.

WehaveadoptedthefollowingmissionstatementtoguidetheactivitiesoftheSouth PortlandHousing Authority.

**THEMISSIONOFTHESOUTHPORTLANDHOUSINGAUTHORITYISTO PROVIDEDECENT,SAFEANDSANITARYHOUSINGFORLOWINCOME FAMILIESANDFAMILIESWITHDISABILITIESINTHEABSENCEOF ANYPRIVATEACTIVITYINTHESEAREASWITHINTHECITY.**

- **TOACTIVELYFOSTERTHENEEDFORADDITIONALUNITSIF HOUSINGFORTHEELDERLYANDLOWTOMODERATEINCOME FAMILIES**
- **TOFORGELINKSWITHPUBLICANDPRIVATEPARTNERSHIPS**
- **TOANTICIPATETHEDRAMATICINCREASEOFELDERLY POPULATIONINTHISCENTURY**
- **TOANTICIPATETHENEEDFORSPECIALIZEDHOUSINGSERVICES INTHISCENTURY**

We have also adopted the following goals and objectives for the next five years.

**GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the South Portland Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.
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**Objectives:**

1. The South Portland Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score

possible in this element of the Public Housing Assessment System for the Fiscal Year ending September 30, 2005.

2. The South Portland Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.

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**Objective:**

1. The South Portland Housing Authority shall attract new landlords who want to participate in the program. This is an on-going objective.

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objectives:**

1. The South Portland Housing Authority will create 3 new computer labs in our elderly buildings by September 30, 2005.
2. The South Portland Housing Authority shall assist its resident organizations in strengthening their organizations. This objective will be accomplished by September 30, 2005.

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

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

### Summary of Program Changes

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

**Public Housing Admissions and Continued Occupancy Policy:**

- Implementation of Community Service Requirements:

The South Portland Housing Authority suspended enforcement of the 8-hour community service requirement for the fiscal year ending September 30, 2003 . The Housing Authority will reinstate enforcement of this provision of our Admissions and Continued Occupancy Policy in accordance with Notice PIH 2003 -17 issued by HUD on June 20, 2003.

- We have updated our Admissions and Continued Occupancy Policy to include the HUD required welfare assistance language and definition.
- We have revised Section 8.2© (1) to include the following: “or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or a national resident within Guam.”

**Section 8 Administrative Plan:**

- We have updated our Administrative Plan to include the HUD required welfare assistance language and definition.
- We have revised our eligibility language to include: “or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or a national resident within Guam.”
- We have added a section on Code of Conduct as required by 24 CFR 982.161.

In summary, we are on course to improve the condition of affordable housing in the City of South Portland, Maine.

### **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.

#### **Table of Contents**

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#### **Attachments**

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

Required Attachments:

Admissions Policy for Deconcentration

#### **Attachment A: Deconcentration Policy**

FY2003 Capital Fund Program Annual Statement

#### **Attachment B: 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 C: Capital Fund Program 5 -Year Action Plan**

- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **See Attachment M.**
- Other (List below, providing each attachment name)

Attachment D: Capital Fund Program FY2002 P&E Report

Attachment E: Capital Fund Program FY2001 P&E Report

Attachment F: Definition of Substantial Deviation and Significant Amendment or Modification.

Attachment G: Pet Policy Statement

Attachment H: Implementation of Community Service Requirements

Attachment I: Statement of Progress in Meeting Goals and Objectives

Attachment J: Resident Member on the PHA Governing Board

Attachment K: List of Resident Advisory Board Members

Attachment L: Deconcentration and Income Mixing

Attachment N: Capital Fund Program FY2000 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the Consolidated Plan	
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 the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	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 HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
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
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration and Income Mixing Documentation	(specify as needed) ACOP/Annual Plan

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Voluntary Conversions 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
-----------------------------------------------------------------

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	592	4	5	2	5	4	2
Income > 30% but <= 50% of AMI	487	4	5	2	5	4	2
Income > 50% but < 80% of AMI	712	4	5	2	5	4	2
Elderly	644	4	5	2	5	4	2
Families with Disabilities	NA						
Race/Ethnicity-Black	14	4	5	2	5	4	2
Race/Ethnicity-Hispanic	0	4	5	2	5	4	2
Race/Ethnicity-Native American	NA	4	5	2	5	4	2
Race/Ethnicity-Asian/Pacific Is	NA	4	5	2	5	4	2

\*South Portland, ME

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 (CHAS Table 1C - All Households for the City of South Portland, ME. As of 1990)
- 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.

<b>Housing Needs of Families on the Waiting List</b>			
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	103		43 vouchers
Extremely low income <= 30% AMI	80	78%	
Very low income (>30% but <=50% AMI)	23	22%	
Low income (>50% but <80% AMI)	0	0	
Families with children	66	64%	
Elderly families	32	31%	
Families with Disabilities	31	30%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity-White	100	97%	
Race/ethnicity-Black	2	2%	
Race/ethnicity-Hispanic	0	0	
Race/ethnicity-Native American	0	0	
Race/ethnicity-Asian/Pacific Is	1	1%	
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	NA
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Closed 10/2002 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site - Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	204		38 units
Extremely low	132	65%	

<b>Housing Needs of Families on the Waiting List</b>			
income <= 30% AMI			
Very low income (>30% but <=50% AMI)	51	25%	
Low income (>50% but <80% AMI)	21	10%	
Families with children	94	46%	
Elderly families	90	44%	
Families with Disabilities	52	25%	
Race/ethnicity- White	199	98%	
Race/ethnicity- Black	4	1.5%	
Race/ethnicity- Native American	0	0	
Race/ethnicity- Hispanic	1	.5%	
Race/ethnicity- Asian/Pacific Is	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	30	15%	5 units
1BR	97	48%	10 units
2BR	52	24.5%	15 units
3BR	24	12%	4 units
4BR	1	.5%	4 units
5+BR	0	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)?    10/2002 Does the PHA expect to reopen the list in the PHA plan year? <input type="checkbox"/> No <input checked="" 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 UP COMING YEAR**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy governing preferences in selection of residents:

(a.) LOCAL PREFERENCE

Any applicant that resides or works in South Portland will be given a local preference.

All other factors being equal, applicants shall be processed on a first-in, first-out basis.

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

D. PREFERENCE IN SELECTION OF RESIDENTS

(1) LOCAL PREFERENCE

The HA uses these Local Preferences, which are weighted highest to lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

(1) Preference for any applicant that resides or works in South Portland will be given a local preference; and

(2) Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference.

**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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy governing preferences in selection of residents:

(a.) LOCAL PREFERENCE

Any applicant that resides or works in South Portland will be given a local preference.

All other factors being equal, applicants shall be processed on a first-in, first-out basis.

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

D. PREFERENCE IN SELECTION OF RESIDENTS

(1) LOCAL PREFERENCE

The HA uses these Local Preferences, which are weighted highest to lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

(1) Preference for any applicant that resides or works in South Portland will be given a local preference; and

(2) Preference for any applicant aged 62 years or older that may or may not need support services in daily living activities will be given a local preference.

**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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy governing preferences in selection of residents:

(a.) LOCAL PREFERENCE

Any applicant that resides or works in South Portland will be given a local preference.

All other factors being equal, applicants shall be processed on a first -in, first-out basis.

**Buildings designed for the elderly and disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near -elderly families. If there are none near -elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities.

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

D. PREFERENCE IN SELECTION OF RESIDENTS

(1) LOCAL PREFERENCE

The HA uses these Local Preferences, which are weighted highest to lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

(1) Preference for any applicant that resides or works in South Portland will be given a local preference; and

(2) Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference.

**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)

The following public housing policies are utilized to target assistance to families with disabilities:

**Buildings designed for the elderly and disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near -elderly families. If there are no near -elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities.

**Accessible Units:** Accessible units will be first offered to families whom may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30 -day notice.

**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)

There are no areas of minority concentration within the jurisdiction of the South Portland Housing Authority. The Housing needs analysis reflects a less than 10% minority population in Cumberland County.

Our Resident Selection and Assignment Policy ensures that each applicant shall be assigned the appropriate place on a community -wide basis based on the date and time the application is received, suitable type and size of unit, and factors affecting preference or priority established by the Authority's regulations, which are not inconsistent with the objectives of Title VI of the Civil Rights Act of 1964 and applicable HUD regulations.

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

It is the policy of the South Portland Housing Authority, in the administration of the public housing and Section 8 programs, to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The South Portland Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the South Portland Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the South Portland Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the South Portland Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The South Portland Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The South Portland Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	440,773	
b) Public Housing 50/50 Income Split	6,518	
c) Public Housing Resident Participation	8,625	
d) Public Housing Capital Fund	480,909	
e) HOPE VI Revitalization	0	
f) HOPE VI Demolition	0	
g) Annual Contributions for Section 8 Tenant-Based Assistance	2,572,916	
h) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
i) Resident Opportunity and Self-Sufficiency Grants	0	
j) Community Development Block Grant	0	
k) HOME	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	1,095,170	PH Operations
<b>4. Other income (list below)</b>		
Excess Utilities/nondwelling rentals	10,510	PH Operations
Misc. Income	24,600	PH Operations
<b>4. Non-federal sources (list below)</b>		
Investment Income	23,200	PH Operations
<b>Total resources</b>	4,663,221	

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

[24CFR Part 903.79(c)]

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

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

#### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **30 to 45 days**
- Other: (describe)

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

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

(e.) RESIDENT SELECTION CRITERIA

The following additional criteria will be used in selecting Families for occupancy:

- (1) Applicant's past performance in meeting financial obligations, especially rent;
- (2) A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other residents;
- (3) Any criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety, or welfare of other residents;
- (4) Evidence of alcohol abuse that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- (5) To care for and avoid damaging the unit and common areas;
- (6) To use facilities, appliances and equipment in a reasonable way;
- (7) Not to interfere with the rights and peaceful enjoyment of others and to avoid damaging the property of others;
- (8) *Not to have ever* been convicted of manufacturing or producing methamphetamine, also known as "speed";
- (9) To comply with necessary and reasonable rules and program requirements of HUD and the PHA; and,
- (10) To comply with local health and safety codes.

In the event of the receipt of unfavorable information with respect to an applicant, considerations shall be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

- (a) Evidence of rehabilitation;
- (b) Evidence of the applicant's participation in or willingness to participate in social services or other appropriate counseling services and the availability of such programs; and,
- (c) Evidence of the applicant's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

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

**(2) Waiting List Organization**

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

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

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

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

c. If the PHA 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 approved site-based waiting list plan)? If yes, how many lists?

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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.

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

**This section intentionally left blank in accordance with the instructions found in HUD PIH Notice 99 -51. See Attachment L: Deconcentration and Income Mixing.**

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

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

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

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

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

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

Other (list policies and development targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

## B. Section 8

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

Income eligibility only

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)

The South Portland Housing Authority will give the prospective landlord the name and address of a Certificate/Voucher's current landlord; upon request from a landlord the Housing Authority will give additional information on a Tenant's rental history.

**(2) Waiting List Organization**

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

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

b. Where may interested persons apply for admission to 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 Voucher is valid for a period of at least 60 calendar days from the date of issuance. The family must submit a Request for Lease Approval and Lease within the 60 day period unless an extension has been granted by the HA.

If the Voucher has expired, and has not been extended by the HA or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

When a Request for Lease Approval is received, the HA will deduct the number of days required to process the request from the 60 day term of the voucher.

**(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 admissionsto the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference

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, than once, etc.

"2" more

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference

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

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

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

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

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

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensure that the PHA will meet income target in requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

Written materials pertaining to the Project Based Section 8 Units for the Elderly with amenities

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

- Through published notices  
 Other (list below)

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

[24CFR Part 903.79(d)]

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

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetquestionb.)

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

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

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- 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)

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

## (2) Flat Rents

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

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

## **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(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?  
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's  
segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment  
standard?(selectallthat apply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow)

## **(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b.  Yes  No:HasthePHAadoptedanydiscretionaryminimumrenthardship  
exemptionpolicies?(ifyes,listbelow)

## **5.OperationsandManagement**

[24CFRPart903.7 9(e)]

ExemptionsfromComponent5:HighperformingandsmallPHAsarenotrequiredtocompletethis  
section.Section8onlyPHAsmustcompletepartsA,B,andC(2)

**TheSouthPortlandHousingAuthorityisahighperformingagencyandisnot  
requiredtocompletethissection.**

### **A.PHAManagementStructure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[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 South Portland Housing Authority is a high performing agency 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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

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

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

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

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

[24CFR Part 903.79(g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment B: Capital Fund Program FY2003 Annual Statement

-or-

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

#### **(2) Optional 5 -Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

- Yes  No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year? nt
- 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**

[24 CFR Part 903.79(h)]

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

1.  Yes  No: DoesthePHAplantoconductanydemolition or disposition activities(pursuantto section 18oftheU.S.HousingActof 1937(42U.S.C.1437p))intheplanFiscalYear?(If“No”, skiptocomponent9;if“yes”,completeoneactivitydescription foreachdevelopment.)

2.ActivityDescription

Yes  No: HasthePHAprovidedtheactivitiesdescriptioninformationin the **optional**PublicHousingAssetManagementTable?(If “yes”,skiptocomponent9.If“No”,completetheActivity Descriptiontablebelow.)

<b>Demolition/DispositionActivityDescription</b>	
1a.Developmentname:	
1b.Development(project)number:	
2.Activitytype:Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3.Applicationstatus(selectone) Approved <input type="checkbox"/> Submitted,pendi ngapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>	
4.Dateapplicationapproved,submitted,orplannedforsubmission: (DD/MM/YY)	
5.Numberofunitsaffected:	
6.Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment	
7.Timelineforactivity: a.Actualorprojectedstartdateofactivity: b.Projectendddateofactivity:	

**9. DesignationofPub licHousingforOccupancybyElderlyFamilies orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities**

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1.  Yes  No: HasthePHAdesignatedorappliedforapprovaltodesignateor doesthePHAplantoapplytodesignateanypublichousingfor occupancyonlybytheelderlyfamiliesoronlybyfamilieswith disabilities,orbyel derlyfamiliesandfamilieswithdisabilities orwillapplyfordesignationforoccupancybyonlyelderly

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 a streamlined submission may skip to component 10.)

**2. Activity Description**

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

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

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

[24 CFR Part 903.79(j)]

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

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

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units	

Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA -established eligibility criteria

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

If yes, list criteria below:

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

[24CFR Part 903.79(1)]

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

**The South Portland Housing Authority is a high performing agency and is not required to complete this section. See Attachment H: Implementation of Community Service Requirements.**

**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 assigned? 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 determination and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programsto eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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



### C. Welfare Benefit Reductions

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

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

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

### 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and	nPHDEP 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 South Portland Housing Authority is a high performing agency; is not participating in PHDEP; 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 development s 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 anti crime/anti drug programs
- Other (describe below)

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

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

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**See Attachment G: 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 South Portland Housing Authority is a high performing agency 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 at : **Attachment M –Resident Advisory Board Comments and South Portland Housing Authority Response**
- 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.)

**See Attachment J: South Portland Housing Authority Resident on the PHA Governing Board**

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: **Maine Consolidated Plan**

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 South Portland Housing Authority will continue to provide a drug free workplace.
  - The South Portland Housing Authority will continue to maintain and renovate its public housing units.
  - The South Portland Housing Authority has successfully eliminated the risk of lead based paint poisoning in all of its public housing units and strives to provide housing opportunities to its Section 8 program participants free of the risk of lead based paint poisoning.
  - The South Portland Housing Authority 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 South Portland Housing Authority 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.

- The South Portland Housing Authority is developing additional housing opportunities for low and moderate income families by creating assisted housing units utilizing tax credit dollars.
- The South Portland Housing Authority will continue to provide housing for low income families under the Section 8 new construction program.
- The South Portland Housing Authority 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 concentration of economically and socially deprived families in any of our public housing developments.
  - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
  - (5) To attempt to house an tenant body in each development that is composed of families with a broad range of incomes and rent paying abilities that is representative of the range of incomes of low income families in our jurisdiction.
  - (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
- We have similar 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 South Portland, Cumberland County and the State of Maine to address our jurisdiction's affordable housing needs. In accordance with our goals and objectives included in this Plan, we will continue using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to enhance the affordable housing available in our community. We intend to continue working with our local partners to try and meet these identified needs.

This year we expect to continue to utilize the funds we receive for our existing program to house people. We will be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year to year and our decision to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

Other: (list below)

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

The Maine Consolidated Plan for the 5 -year period 2000 -2005 Plan is supportive and is consistent with the South Portland Housing Authority 5 -year plan and Annual Plan.

The 5 year strategic plan for assisting the low income citizens in Maine ranks the priority needs for each of the housing population groups as follows:

HIGH PRIORITY	Very Low Income Home Owners
HIGH PRIORITY	Very Low Income Renters
HIGH PRIORITY	Homeless Persons and Families

HIGH PRIORITY	Very Low Income Persons with Special Needs
HIGH PRIORITY	First-time Homebuyers
HIGH PRIORITY	Very Low Income First-time Homebuyers
MEDIUM PRIORITY	Low Income Renters
MEDIUM PRIORITY	Non-homeless Persons with Special Needs
MEDIUM PRIORITY	Low Income Owners
LOW PRIORITY	Large Related Renter Households

While the housing development strategies outlined in the Consolidated Plan do not specifically address or include local public housing agencies, the priorities and strategies are consistent with and support the South Portland Housing Authority's 5-year annual plan to accomplish similar objectives for the very low and low income persons and families in its jurisdiction. The State of Maine proposes to utilize available HUD funding as well as numerous sources to accomplish the strategies outlined in the Consolidated Plan.

#### **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 South Portland Housing Authority has adopted a definition of substantial deviation and significant amendment or modification. It is found in Attachment F: South Portland Housing Authority Definition of Substantial Deviation and Significant Amendment or Modification.

## Attachments

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

Attachment A: Deconcentration Policy

Attachment B: Capital Fund Program FY2003 Annual Statement

Attachment C: Capital Fund Program 5 –Year Action Plan

Attachment D: Capital Fund Program FY2002 P&E Report

Attachment E: Capital Fund Program FY2001 P&E Report

Attachment F: Definition of Substantial Deviation and Significant Amendment or Modification.

Attachment G: Pet Policy Statement

Attachment H: Implementation of Community Service Requirements

Attachment I: Statement of Progress in Meeting Goals and Objectives

Attachment J: Resident Member on the PHA Governing Board

Attachment K: List of Resident Advisory Board Members

Attachment L: Deconcentration and Income Mixing

Attachment M: Resident Advisory Board Comments and South Portl and Housing Authority Response

Attachment N: Capital Fund Program FY2000 Final Report

## **Attachment A**

### **South Portland Housing Authority**

#### **Annual Plan**

**Fiscal Year 10/01/2003 – 09/30/2004**

#### **Deconcentration Policy**

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

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

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

**AttachmentB –version2**

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

<b>PHAName:SOUTHPORTLANDHOUSING AUTHORITY</b>	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: ME36P02050103 ReplacementHousingFactorGrantNo:	<b>FederalFYof Grant:</b>  <b>2003</b>
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**OriginalAnnualStatement**     **ReserveforDisasters/Emergencies**     **RevisedAnnualStatement(revisionno:    )**  
 **PerformanceandEvaluationReportforPeriodEnding:**     **FinalPerformanceandEvaluationReport**

Lin e No.	SummarybyDevelopmentAccount	TotalEstim atedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	4,000			
3	1408ManagementImprovementsSoftCosts	1,000			
	ManagementImprovementsHardCosts	1,000			
4	1410Administration	49,067			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	10,000			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	316,000			
11	1465.1DwellingEquipment — Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				

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

<b>PHAName: SOUTHPORTLAND HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36P02050103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2003</b>
-------------------------------------------------	----------------------------------------------------------------------------------------------------------------------	------------------------------------------------

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

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
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		3,094		
21	Amount of Annual Grant: (sum of lines.....)		384,161		
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: SouthPortlandHousingAuthority		<b>Grant Type and Number</b> CapitalFundProgramGrantNo: ME36P02050103 ReplacementHousingFactorGrantNo:				<b>Federal FY of Grant:</b> 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	
	<b><u>Operations</u></b>	1406						
<b>HA Wide</b>	Public Housing Operations		Lump Sum	4,000				
	<b>Subtotal Acct 1406</b>			<b>4,000</b>				
	<b><u>Management Improvements</u></b>	1408						
<b>HA Wide</b>	Computers software/hardware upgrades; training		Lump Sum	2,000				
	<b>Subtotal Acct 1408</b>			<b>2,000</b>				
	<b><u>Administration</u></b>	1410						
<b>HA Wide</b>	Prorated salaries/benefits for administration of CFP		Lump Sum	49,067				
	<b>Subtotal Acct 1410</b>			<b>49,067</b>				

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

PHAName: SouthPortlandHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: ME36P02050103 ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant:</b> 2003			
<b>Development Number Name/HA-Wide Activities</b>	<b>GeneralDescriptionofMajor WorkCategories</b>	<b>Dev.Acct No.</b>	<b>Quantity</b>	<b>TotalEstimatedCost</b>		<b>TotalActualCost</b>		<b>Statusof Work</b>
	<u><b>FeesandCosts</b></u>	1430						
<b>HAWide</b>	A&EFees;reimbursablecosts		LumpSum	10,000				
	<b>SubtotalAcct1430</b>			<b>10,000</b>				
	<u><b>DwellingStructures</b></u>	1460						
<b>ME020-001 Hazard Towers</b>	None							
<b>ME020-002 Landry Village</b>	None							
<b>ME020-003 BoniDomus TotaUrbe</b>	576/578MainSt. –Basement Floor		LumpSum	-0-				
	832Broadway –BasementFloor		LumpSum	-0-				
	WaterHeaters		2	-0-				

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

PHAName: SouthPortlandHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: ME36P02050103 ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant:</b> 2003			
<b>Development Number Name/HA-Wide Activities</b>	<b>GeneralDescriptionofMajor WorkCategories</b>	<b>Dev.Acct No.</b>	<b>Quantity</b>	<b>TotalEstimatedCost</b>		<b>TotalActualCost</b>		<b>Statusof Work</b>
	836SawyerSt. -WaterHeaters		3	-0-				
<b>ME020-004</b>	Broadpines,73HillSt.,63 ElmwoodAve: -Kitchen Cabinets&Floors	1460	36units	116,000				
<b>ME020-005 Community Commons</b>	None							
<b>ME020-006 St.CyrCourt</b>	WindowReplacement	1460	100units	200,000				
	<b>SubtotalAcct1460</b>			<b>316,000</b>				
<b>HAWide</b>	<b><u>Contingency</u></b>	1502						
	Fundsetasideforcostoverruns			3,094				
	<b>SubtotalAcct1502</b>			<b>3,094</b>				
	<b>GrandTotal</b>			<b>384,161</b>				

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

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program No: ME36P02050103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
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		
23-020-001 Hazard Towers	N/A			N/A				
23-020-002 Landry Village	N/A			N/A				
23-020-003 Boni Domus Tota Urbe	N/A			N/A				
23-020-004 Broadpines, Hill St., Elmwood	9/16/05			9/16/07				
23-020-005 Community Commons	N/A			N/A				
23-020-006 St. Cyr Court	9/16/05			9/16/07				
PHA Wide	9/16/05			9/16/07				

**AttachmentC -version2**  
**CapitalFundProgramFive -YearActionPlan**  
**PartI:Summary**

PHAName:SouthPortland HousingAuthority		<input type="checkbox"/> Original5 -YearPlan <input checked="" type="checkbox"/> RevisionNo: 1			
Development Number/Name/H A-Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:10/01/04	WorkStatementforYear3 FFYGrant:2005 PHAFY:10/01/05	WorkStatementfor Year4 FFYGrant:2006 PHAFY:10/01/06	Work Statementfor Year5 FFYGrant:2007 PHAFY:10/01/07
	Annual Statement				
ME020-1		20,000	-0-	40,000	-0-
ME020-2		200,000	125,000	70,000	18,000
ME020-3		-0-	-0-	36,000	-0-
ME020-4		15,000	38,000	13,000	-0-
ME020-5		41,000	85,000	65,000	-0-
ME020-6		-0-	48,000	35,000	250,000
PHAWide		108,161	88,161	125,161	116,161
CFPFunds Listedfor5 -year planning		384,161	384,161	384,161	384,161
Replacement HousingFactor Funds					

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

Activities for Year 1	Activities for Year: <u>  2  </u> FFY Grant: 2004 PHAFY: 10/01/04			Activities for Year: <u>  3  </u> FFY Grant: 2005 PHAFY: 10/01/05		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
		<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
See	<b><u>ME020-1</u></b>	Front & Rear Entry Ways	20,000	<b><u>ME020-1</u></b>	New Air Conditioners – Both Community Rooms	-0-
Annual Statement		<b>Subtotal ME020 -1</b>	<b>20,000</b>		<b>Subtotal ME020 -1</b>	<b>-0-</b>
		<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
	<b><u>ME020-2</u></b>	Exterior Siding	200,000		Kitchen cabinets	125,000
		<b>Subtotal ME020 -2</b>	<b>200,000</b>		<b>Subtotal ME020 -2</b>	<b>125,000</b>
					<b><u>Dwelling Structures(1460)</u></b>	
	<b><u>ME020-3</u></b>	None	-0-	<b><u>ME020-3</u></b>	Exterior Paint	-0-
		<b>Subtotal ME020 -3</b>			<b>Subtotal ME020 -3</b>	<b>-0-</b>
		<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
	<b><u>ME020-4</u></b>	Broad pines: Common Area Lighting	-0-	<b><u>ME020-4</u></b>	Broad pines: Wood Paneling Replacement	38,000

		<b><u>Non-Dwelling Equipment(1475)</u></b>				
	<b><u>ME020-4</u></b>	Washers&Dryers	15,000			
		<b>SubtotalME020 -4</b>	<b>15,000</b>		<b>SubtotalME020 -4</b>	<b>38,000</b>
		<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
	<b><u>ME020-5</u></b>	ExteriorSiding: 53- 60Landry	41,000	<b>ME020-5</b>	KitchenCabinets	85,000
		<b>SubtotalME020 -5</b>	<b>41,000</b>		<b>SubtotalME020 -5</b>	<b>85,000</b>
		<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
	<b><u>ME020-6</u></b>	CommonArea Carpet	-0-	<b>ME020-6</b>	VinylFlooring	48,000
		<b>SubtotalME020 -6</b>	<b>-0-</b>		<b>SubtotalME020 -6</b>	<b>48,000</b>
		<b><u>Operations(1406)</u></b>			<b><u>Operations(1406)</u></b>	
	<b><u>HAWide</u></b>	Operations	5,000	<b><u>HAWide</u></b>	Operations	5,000
		<b><u>Management Improvements (1408)</u></b>			<b><u>Management Improvements (1408)</u></b>	
	<b><u>HAWide</u></b>	Mgt.Improvements	5,000	<b><u>HAWide</u></b>	Mgt.Improvement s	5,000
		<b><u>Administration (1410)</u></b>			<b><u>Administration (1410)</u></b>	
	<b><u>HAWide</u></b>	Administrationof CFP	49,067	<b><u>HAWide</u></b>	Administrationof CFP	49,067
		<b><u>Fees&amp;Costs (1430)</u></b>			<b><u>Fees&amp;Costs (1430)</u></b>	
	<b><u>HAWide</u></b>	A&EFees; reimbursablecosts	20,000	<b><u>HAWide</u></b>	A&EFees; reimbursablecosts	20,000



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

Activities for Year: 4  
FFY Grant: 2006  
PHAFY: 10/01/06

Activities for Year: 5  
FFY Grant: 2007  
PHAFY: 10/01/07

<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
	<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
<b>ME020-1</b>	Lock Conversion	40,000	<b>ME020-1</b>	Renovate Public Bathrooms	-0-
	<b>Subtotal ME020 -1</b>	<b>40,000</b>		<b>Subtotal ME020 -1</b>	<b>-0-</b>
	<b><u>Dwelling Structures(1460)</u></b>			<b><u>Dwelling Equipment (1465.1)</u></b>	
<b>ME020-2</b>	New Exterior Doors	70,000	<b>ME020-2</b>	Replace Electric Ranges	18,000
	<b>Subtotal ME020 -2</b>	<b>70,000</b>		<b>Subtotal ME020 -2</b>	<b>18,000</b>
	<b><u>Dwelling Structures(1460)</u></b>				
<b>ME020-3</b>	Pave Parking Areas	36,000	<b>ME020-3</b>	NONE	-0-
	<b>Subtotal ME020 -3</b>	<b>36,000</b>			
	<b><u>Dwelling Structures(1460)</u></b>				

<b>ME020-4</b>	73Hill St.:Breaker Panels	10,000	<b>ME020-4</b>	NONE	-0-
	StairwellLighting	3,000			
	<b>SubtotalME020 -4</b>	<b>13,000</b>			
	<b><u>Dwelling Structures(1460)</u></b>				
<b>ME020-5</b>	RemodelBathrooms	65,000	<b>ME020-5</b>	NONE	-0-
	<b>SubtotalME020 -5</b>	<b>65,000</b>			
	<b><u>Dwelling Structures( 1460)</u></b>			<b><u>Dwelling Structures(1460)</u></b>	
<b>ME020-6</b>	PaintCommon Areas	35,000	<b>ME020-6</b>	KitchenCabinets& Countertops	250,000
	<b>SubtotalME020 -6</b>	<b>35,000</b>		<b>SubtotalME020 -6</b>	<b>250,000</b>
<b><u>HAWide</u></b>	<b><u>Operations(1406)</u></b>		<b><u>HAWide</u></b>	<b><u>Operations(1406)</u></b>	
	Operations	10,000		Operations	5,000
<b><u>HAWide</u></b>	<b><u>Management Improvements (1408)</u></b>		<b><u>HAWide</u></b>	<b><u>Management Improvements (1408)</u></b>	
	Management Improvements	5,000		Management Improvements	5,000
<b><u>HAWide</u></b>	<b><u>Administration (1410)</u></b>		<b><u>HAWide</u></b>	<b><u>Administration (1410)</u></b>	
	Administrationof CFP	49,067		Administrationof CFP	49,067
<b><u>HAWide</u></b>	<b><u>Fees&amp;Costs (1430)</u></b>		<b><u>HAWide</u></b>	<b><u>Fees&amp;Costs (1430)</u></b>	

	A&EFees; reimbursablecosts	25,000		A&EFees; reimbursablecosts	25,000
<b><u>HAWide</u></b>	<b><u>NonDwelling Equipment(1475)</u></b>		<b><u>HAWide</u></b>	<b><u>NonDwelling Structures(1470)</u></b>	
	¾Ton PickupTruck	25,000		GOBreaker& ServicePanels	20,000
<b><u>HAWide</u></b>	<b><u>Contingency (1502)</u></b>		<b><u>HAWide</u></b>	<b><u>Contingency (1502)</u></b>	
	Contingency	11,094		Contingency	12,094
	<b>SubtotalHAWide</b>	<b>125,161</b>		<b>SubtotalHAWide</b>	<b>116,161</b>
<b>TotalCFPEstimatedCost</b>		<b>384,161</b>			<b>384,161</b>

**AttachmentD**

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

PHAName:SOUTHPORTLANDHOUSINGAUTHORITY	GrantTypeandNumber CapitalFundProgram GrantNo: ME36P02050102 ReplacementHousingFactorGrantNo:	FederalFYofGrant:2002
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OriginalAnnualStatement  ReserveforDisasters/Emergencies  RevisedAnnualStatement(revision no: 1)  
 PerformanceandEvaluationReportforPeriodEnding: 03/31/03  FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	10,000	87,000	10,000	10,000
3	1408ManagementImprovementsSoftCosts	3,500	3,500	3,500	3,500
	ManagementImprovementsHardCosts	3,500	3,500	3,500	3,500
4	1410Administration	49,067	49,067	24,660.12	24,660.12
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	30,000	30,000	10,500	-0-
8	1440SiteAcquisition				
9	1450SiteImprovement	27,000	1,000	-0-	-0-
10	1460DwellingStructures	326,000	266,000	-0-	-0-
11	1465.1DwellingEquipment — Nonexpendable				
12	1470NondwellingStructures				
13	1475 NondwellingEquipment	21,000	25,238.50	25,238.50	25,238.50
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499 DevelopmentActivities				
19	1502Contingency	10,842	6,603.50		
20	AmountofAnnualGrant:(sumoflines 2 –19)	480,909	480,909	77,398.62	66,898.62
21	Amountofline 20RelatedtoLBPActivities				

## Annual Statement/Performance and Evaluation Report

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

PHAName: SOUTHPORTLANDHOUSINGAUTHORITY	Grant Type and Number Capital Fund Program GrantNo: ME36P02050102 Replacement Housing Factor GrantNo:	Federal FY of Grant: 2002
----------------------------------------	-------------------------------------------------------------------------------------------------------------	---------------------------

Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 03/31/03  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security --Soft Costs				
24	Amount of Line 20 related to Security --Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	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: SouthPortlandHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P02050102 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2002			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
					Original	Revised	Funds Obligated	Funds Expended	
23-020-001 HazardTowers	Make-upAirVentilationSystem		1460		55,000	55,000			
23-020-002 LandryVillage	ElectricalPanel&CircuitBreakers		1460	50Units	32,000	32,000			
23-020-003Boni DomusTotaUrbe	KitchenCabinets		1460		75,000	75,000			
23-020-004 Broadpines,73 HillSt.& Elmwood Ave.	WindowReplacement		1460		110,000	50,000			ToBe Started UnderCFP 501-01
23-020-005 Community Commons	RemodelBoilerRooms Paving:Grandview,55HillSt.&FreeSt VinylSiding:8FreeSt.&55HillSt.		1460 1450 1460		20,000 15,000 34,000	20,000 10,000 34,000			
23-020-006 St.CyrCourt	Sealcoat&NumberParkingLot		1450		12,000	-0-			DoneUnder P.H.Budget

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

PHAName: SouthPortlandHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: ME36P02050102 ReplacementHousingFactorGrantNo:				<b>FederalFYofGrant:</b> 2002			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
PHAWIDE	Operations		1406		10,000	87,000	10,000	10,000	InProgress
	ManagementImpr ovements		1408		7,000	7,000	7,000	7,000	Complete
	Administration		1410		49,067	49,067	24,660.12	24,660.12	InProgress
	FeesandCosts		1430		30,000	30,000	10,500	-0-	InProgress
	Non-DwellingEquipment:¾TonTruck w/Plow		1475		21,000	25,238.50	25,238.50	25,238.50	Complete
	Contingency		1502		10,842	6603.50			

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

PHAName :SouthPortlandHousing Authority		<b>GrantTypeandNumber</b> CapitalFundProgramNo: ME36P02050102 ReplacementHousingFactorNo:					<b>FederalFYofGrant:</b> 2002	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates	
	Original	Revised	Actual	Original	Revised	Actual		
23-020-001 HazardTowers	9/04			9/05				
23-020-002 LandryVillage	9/04			9/05				
23-020-003Boni DomusTotaUrbe	9/04			9/05				
23-020-004Broadpines, 55HillSt.,Elmwood Ave.	9/04			9/05				
23-020-005Community Commons	9/04			9/05				
23-020-006 St.CyrCourt	9/04	N/A		9/05	N/A		Work ItemDoneUnderP.H.Budget	
PHAWIDE	9/04			9/05				

**Attachment E**

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

PHAName: SOUTHPORTLANDHOUSINGAUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02050101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) X Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non - CFP Funds					
2	1406 Operations	98,134	98,134	98,134	98,134	
3	1408 Management Improvements Soft Costs	9,220	9,220	9,220	9,220	
	Management Improvements Hard Costs	15,000	15,000	15,000	15,000	
4	1410 Administration	49,067	49,067	49,067	49,067	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	20,000	-0-			
8	1440 Site Acquisition					
9	1450 Site Improvement	30,000	18,677.90	13,677.90	13,677.90	
10	1460 Dwelling Structures	240,000	298,870.89	186,270.89	179,270.89	
11	1465.1 Dwelling Equipment — Non-Expendable					
12	1470 Non - Dwelling Structures					
13	1475 Non - Dwelling Equipment	5,000	-0-			
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	24,253	1,704.21			

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

PHAName: SOUTHPORTLAND HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: ME36P02050101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
------------------------------------------	---------------------------------------------------------------------------------------------------------------	---------------------------

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 2)  
 X Performance and Evaluation Report for Period Ending: 03/31/03  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)	490,674	490,674	371,369.79	364,369.79
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	20,000	15,718.06		

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

PHAName: SouthPortlandHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P02050101 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2001			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajor Work Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work	
				Original	Revised	Funds Obligated	Funds Expended		
23-020-001 HazardTowers	KitchenRemodeling	1460		130,000	126,138.64	126,138.64	126,138.64	Complete – Startedunder 501-00	
	ElectricalImprovements	1460		-0-	2456.25	2456.25	2456.25	Complete – Movedup	
23-020-002 LandryVillage	KitchenRemodeling	1460	50Units	-0-	-0-			MovedBack to2005	
	ElectricalImprovements	1460	50Units	20,000	9,646	9,646	9,646	Complete	
	SiteWork	1450		10,000	6,072.06	1,072.06	1,072.06	InProgress	
23-020-003Boni DomusTotaUrbe	NONE								
23-020-004 Broadpines,Hill St.,Elmwood	SiteImprovements	1450		10,000	-0-			Doneunder PHBudget	
	Exterior –PaintTrim	1460		10,000	-0-			““	
	WindowReplacement	1460		-0-	91,000			Movedup fromCFP 501-02	

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

PHAName: SouthPortlandHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P02050101 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2001			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajor Work Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work	
23-020-005 Community Commons	ResurfaceRoofs	1460		40,000	37,500	37,500	37,500	Complete	
23-020-006St. CyrCourt	ReplaceCarpets SiteWork ReplaceFireProtectionComponents	1460 1450 1460		40,000 10,000 -0-	21,600 12,605.84 10,530	12,605.84 10,530	12,605.84 3,530	InProgress Complete InProgress – Movedup from2005	
PHAWIDE	Operations	1406		98,134	98,134	98,134	98,134	Complete	
	MangementImprovements	1408		24,220	24,220	24,220	24,220	Complete	
	Administration	1410		49,067	49,067	49,067	49,067	Complete	
	FeesandCosts	1430		20,000	-0-				
	Non-DwellingEquipment	1475		5,000	-0-				
	Contingency	1502		24,253	1,704.21				

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

PHAName: South Portland Housing Authority		Grant Type and Number Capital Fund Program No: ME36P02050101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
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		
23-020-001 Hazard Towers	9/03		6/02	9/05		9/02		
23-020-002 Landry Village	9/03			9/05				
23-020-003 Boni Domus Tota Urbe	N/A			N/A				
23-020-004 Broadpines, Hill St., Elmwood	9/03			9/05				
23-020-005 Community Commons	9/03		12/02	9/05		12/02		
23-020-006 St. Cyr Court	9/03			9/05				
PHAWide	9/03		3/02	9/05		3/02		

## **AttachmentF**

### **SouthPortlandHousingAuthority**

#### **AnnualPlan**

**FiscalYear10/01/2003 –09/30/2004**

### **DefinitionofSubstantialDeviationandSignificantAmendmentor Modification**

Substantialdeviationsorsignificantamendmentsormodificationsaredefine dasdiscretionary changesintheplansorpoliciesoftheSouthPortlandHousingAuthoritythatfundamentally changethemission,goals,objectives,orplansoftheagencyandwhichrequireformalapproval oftheBoardofCommissioners.

# **AttachmentG**

## **SouthPortlandHousingAuthority**

### **AnnualPlan**

**FiscalYear10/01/2003 –09/30/2004**

### **PetPolicyStatement**

TheSouthPortlandHousingAuthorityallowsforpetownershipinitsdevelopmentswiththewrittenpre-approvaloftheHousingAuthority.

TheSouthPortlandHousingAuthorityadoptsfollowingreasonablerequirementsaspartofthePetPolicy:

1. Residentsareresponsibleforanydamagecausedbytheirpets,includingthecostof fumigatingorcleaningtheirunits.
2. Inexchange forthisright,residentassumesfullresponsibilityandliabilityforthepetand agreestoholdtheSouthPortlandHousingAuthorityharmlessfromanyclaimscausedby anactionorinactionofthepet.
3. Residentsmusthavethepriorwrittenapproval oftheHousingAuthoritybeforemovinga petintotheirunit.
4. ResidentsmustrequestapprovalonthePetRegistrationInformation/ApplicationForm thatmustbefullycompletedbeforetheHousingAuthoritywillapprovetherequest.
5. Apetdepositof \$300isrequiredatthetimeofregisteringapet.
6. TheSouthPortlandHousingAuthoritywillallowonlycommonhouseholdpets.This meansonlydomesticatedanimalssuchasadog,cat,bird,rodent(hamstersorgerbils), fishinaquariumsoraturtle willbeallowedinunits.Commonhouseholdpetsdonot includereptiles(exceptturtles).

Alldogsandcatsmustbespayedorneutered.Alicensedveterinarianmustverifythis fact.

Onlyonepetperunitwillbeallowed.

Visitingpetsarenotallowed.

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 thirty-five (35) pounds in weight and stand less than eighteen (18) inches in height projected to full adult size.

7. 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 South Portland Housing Authority to attest to the inoculations.
8. The Resident must designate a caretaker for the pet if the Resident is unable to care for it.
9. Pets are subject to all municipal "leash laws".
10. The Resident must abide by all guidelines and regulations of the Society for the Prevention of Cruelty to Animals (SPCA).
11. The South Portland Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

# Attachment H

## South Portland Housing Authority

### Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

## 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 (HOPE VI).

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.

The South Portland Housing Authority suspended enforcement of the 8-hour community service requirement for the fiscal year ending September 30, 2003. The Housing Authority will enforce this provision of our Admissions and Continued Occupancy Policy in accordance with Notice PIH 2003 - 17 issued June 20, 2003.

All residents will be notified of the reinstatement of the community service requirements.

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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 South Portland Housing Authority 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 South Portland Housing Authority 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 South Portland Housing Authority will notify residents at the time of their recertification.

**4. Cooperative Agreements with TANF Agencies:**

The South Portland Housing Authority has a Cooperative Agreement with the TANF Agency (Maine Department of Human Services)

**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.

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

The South Portland Housing Authority 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 South Portland Housing Authority may create volunteer positions such as, litter patrols, and supervising and record keeping for volunteers.

# Attachment I

## South Portland Housing Authority

### Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

### 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:

<b>Goal One: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
1. HUD shall recognize the South Portland Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.	<b>This objective has been accomplished.</b> We were designated a high performer for our Fiscal Year ended 9/30/2001 with a PHAS score of 94 out of a possible 100 points.
2. HUD shall recognize the South Portland Housing Authority as a high performer under PHAS for our fiscal year ending September 30, 2002 and each year thereafter.	<b>This objective is being accomplished.</b> We were designated a high performer under PHAS for the fiscal year ending 9/30/2002 with a score of 98 out of a possible 100 points.
3. The South Portland 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. This is an on-going objective.	We consider the staff to be motivated, capable and efficient. Management staff attended numerous training workshops and conferences this past year. Our rating as a high performer is one example of our position as a customer-friendly and fiscally prudent leader in the industry. <b>This objective is being accomplished.</b>

<b>Goal Two: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT BASED PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
1. HUD shall recognize the South Portland Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2001.	We have been designated as a Standard Performer for our Fiscal Year ended 9/30/2001 with a SEMAP score of 74 out of a possible 100 points. <b>This objective has been accomplished.</b>
2. HUD shall recognize the South Portland Housing Authority as a high performer under SEMAP for our fiscal year ending September 30, 2002 and each year thereafter.	We have been designated as a High Performer for our Fiscal Year ended 9/30/2002 with a SEMAP score of 92 out of a possible 100 points. <b>This objective is being accomplished.</b>

<b>Goal Three: ENHANCE THE MARKETABILITY OF THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING UNITS</b>	
<b>Objective</b>	<b>Progress</b>
1. The South Portland Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending September 30, 2005.	The FY 2001 Resident Survey result indicates a score of 9 out of a possible 10 points. We are designated as a High Performer. We received all 10 points for the Fiscal Year ended 9/30/2002. <b>This objective is being accomplished.</b>
2. The South Portland Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an ongoing objective.	We continue to police the grounds at all sites on a regular basis. Residents are charged for litter and trash. Our capital fund program includes items to further enhance our grounds. <b>This objective is being accomplished.</b>

<b>Goal Four: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPANTS IN THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAM</b>	
<b>Objective</b>	<b>Progress</b>
1. The South Portland Housing Authority shall attract new landlords who want to	We have been successful in attracting new landlords to the program this past year. We

participate in the program. This is an on going objective.	-	plant to continue to market the program in order to attract landlords. <b>This objective is being accomplished.</b>

<b>Goal Five: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The South Portland Housing Authority will create 3 new computer labs in our elderly buildings by September 30, 2005.</b>	We are ahead of schedule. We currently have 3 labs in place. <b>This objective has been accomplished</b>
<b>2. The South Portland Housing Authority shall assist its resident organizations in strengthening their organizations. This objective will be accomplished by September 30, 2005.</b>	We are continuing our efforts to encourage and involve residents in keeping the organizations viable and active. <b>This objective is being accomplished.</b>

# Attachment J

## South Portland Housing Authority

### Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

#### 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:

U. Agnes Bennett  
Louise Callahan

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): 5 year term ending 10/03

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: 03/04

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

South Portland City Council

# **AttachmentK**

## **SouthPortlandHousingAuthority**

### **AnnualPlan**

**FiscalYear10/01/2003 –09/30/2004**

#### **RequiredAttachment:MembershipoftheResidentAdvisoryBoard orBoards**

- i. ListmembersoftheResidentAdvisoryBoardorBoards:(Ifthelistwouldbeunreasonably long,listorganizationsrepresentedorotherwiseprovideadescriptionsufficientto identify howmembersarechosen.)

JaneKeller

AgnesBennett

JaneHale

FloydJamison

MarthaWoodsum

DorothyHattie

RuthMorrill

JoanMacDonald

DorothyLibby

# Attachment L

## South Portland Housing Authority

### Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

#### 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)]

# AttachmentM

## SouthPortlandHousingAuthority

### AnnualPlan

FiscalYear10/01/2003 –09/30/2004

## ResidentAdvisoryBoardCommentsandSouthPortland HousingAuthorityResponse

### 2003ANNUALPLAN RESIDENTADVISORYBOARDMEETINGS ConductedbyJeffreyMiles, CFPCoordinator

#### MEETING#1

**When:**June18,2003  
1:15p.m.

**Where:**#10LandryCircle

**Attending:**(BoardMembers)JaneKeller,AgnesBennett,YvonneEvans,BettyNorton

#### **MeetingNotes:**

GaveBoardMembersanoutlineofourproposed AnnualStatemen tand 5-yearAction Planandreviewedallworkitemslisted.Commentsthatpertainedtotheplanarelisted below.

Theywereallverypleasedthattheexteriorre -sidingoftheunitsatLandryVillagehad beenmovedupaheadofthekitchencabinetsasout linedontheprevious5 -yearplan.

**Question:**Inyear2006itshowsexteriordoors.Doesthatincludethestormdoors?

**Reply:**Yes.Frontentrancedoor,frontstormdoor,rearentranceand/orpatiodoors.

**Question:**Inyear2007itshowsReplaceElectr icRanges.Aretheygoingtobethesame typetheyhavenow?

**Reply:**ItoldthemthatIwasn'tsureexactlywhattypeofrangeitwouldbe.Theonly thingIwassureofisthatitwouldbea30"rangeinsteadofthe20"thatthey currentlyhave.

**Question:** One member asked if it would be possible to eliminate the tubs and replace them with walk-in showers. Some residents have a hard time getting out of the bathtubs.

**Reply:** I told them the only units that have walk-in showers are some handicap units in our system and that I didn't believe management would want to eliminate tubs in our non-handicap units.

After a short discussion on work order related items the meeting adjourned.

---

## **MEETING#2**

**When:** June 18, 2003  
2:15 p.m.

**Where:** 425 Broadway, 8<sup>th</sup> floor Community Room

**Attending:** (Board Members) Floyd Jameson, Dot Hattie, Martha Woodsome, Honora Greer

### **Meeting Notes:**

Gave Board Members an outline of our proposed Annual Statement and 5-year action plan and reviewed all work items listed. Comments that pertained to the plan are listed below.

After reviewing the work items on the plan they wanted clarification on the Front and Rear Entrance Ways listed for 425 Broadway under year 2004. I explained that the real problem was with the entrance doors and locks. The size and type of the current framing is obsolete and that it would be more economical to replace the existing enclosure. It would also allow us to enhance the automatic doors.

**Question:** Does any of the CFP money go to Mill Cove Apts. or Ridgeland Estates?

**Reply:** No. Only to our 346 public housing units.

**Question:** Is 425 Broadway the only building not on the Medeco keying system?

**Reply:** Yes, with the exception of Adam Court. I also told them we would be replacing the knob type lock sets with lever handle type when we do the lock conversion.

After a brief discussion about non-CFP items the meeting adjourned.

### MEETING#3

**When:** June 20, 2003  
3:00 p.m.

**Where:** 1700 Broadway, Community Room

**Attending:** Norma Tuell, Iola Trudeau, Lolita Ball, Myrna Kean

#### **Meeting Notes:**

Gave Board Members an outline of four proposed Annual Statements and 5-year action plan and reviewed all work items listed. Comments that pertained to the plan are listed below.

After reviewing the plan they asked the following questions.

**Question:** When exactly are the windows going to be replaced at 1700 Broadway?

**Reply:** The window project will be started in the spring of 2004. As long as there are no major changes in funding.

**Question:** Does the Vinyl Flooring in year 2005 pertain to both kitchen and bathrooms?

**Reply:** Yes

**Question:** Can the Vinyl flooring and Kitchen Cabinets be moved up ahead of the Common Area Carpeting and Painting?

**Reply:** I told them we could re-evaluate the plan next year to see if that could be possible.

Other comments made were about the lack of kitchen cabinets space. One member suggested the possibility of installing a ceiling light fixture and eliminating the fluorescent light fixture on the wall in order to add some wall cabinets. Or adding a cabinet on each side of opening to living room. I told them we would look into the feasibility of their ideas before the project gets started.

After a little chat the meeting adjourned.

Attachmentme020 n01version2

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <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	96,188	-0-	96,188	96,188	
3	1408 Management Improvements Soft Costs					
	Management Improvements Hard Costs	10,000	-0-	10,000	10,000	
4	1410 Administration	48,262.48	-0-	48,262.48	48,262.48	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	29,420	-0-	29,420	29,420	
8	1440 Site Acquisition					
9	1450 Site Improvement	85,021.16	-0-	85,021.16	85,021.16	
10	1460 Dwelling Structures	212,047.36	-0-	212,047.36	212,047.36	
11	1465.1 Dwelling Equipment — Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency	-0-	-0-			
21	Amount of Annual Grant: (sum of lines.....)	480,939	-0-	480,939	480,939	

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: SOUTHPORTLANDHOUSINGAUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
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/CFPR HF)**  
**Part II: Supporting Pages**

PHAName: SouthPortlandHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: ME36P02050100 ReplacementHousingFactorGrantNo:				FederalFYofGrant : 2000			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work	
				Original	Revised	Funds Obligated	Funds Expended		
23-020-001	Ceilings –CommonAreas	1460		11,777.96	-0-	11,777.96	11,777.96	Complete	
HazardTowers	KitchenRemodeling	1460	100Units	148,492.70	-0-	148,492.70	148,492.70	To be completed under CFP 501/01	
	ParkingLotExpansion	1450		85,021.16	-0-	85,021.16	85,021.16	Complete – Started under 707/99CGP	
23-020-002	KitchenRemodeling	1460		-0-	-0-	-0-	-0-	Moved to 2001	
LandryVillage									
23-020-003	BoilerReplacement(RainbowAve.)	1460		6,064.70	-0-	6,064.70	6,064.70	Complete – Started under CGP 707/99	
BoniDomus TotaUrbe									
23-020-004	Exterior -PaintTrim	1460		-0-	-0-	-0-	-0-	Moved to 2001	
Broadpines,	ResurfaceRoof(Elmwood&HillSt.)	1460		45,712	-0-	45,712	45,712	Complete	

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

PHAName: SouthPortlandHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: ME36P02050100 ReplacementHousingFactorGrantNo:				FederalFYofGrant : 2000		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
73HillSt., ElmwoodAve.								
23-020-005	NONE							
Community Commons								
23-020-006	NONE							
St.CyrCourt								
PHAWIDE	Administration:Salary/Benefits/Etc.	1410		48,262.48	-0-	48,262.48	48,262.48	Complete
	ManagementImprovements	1408		10,000	-0-	10,000	10,000	Complete
	Operations	1406		96,188	-0-	96,188	96,188	Complete
	FeesandCosts	1430		29,420	-0-	29,420	29,420	Complete
	Contingency	1502		-0-	-0-			

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

PHAName: South Portland Housing Authority		Grant Type and Number Capital Fund Program No: ME36P02050100 Replacement Housing Factor or No:					Federal FY of Grant: 2000	
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		
23-020-001 Hazard Towers	9/30/02		3/31/02	9/30/04		6/30/02		
23-020-002 Landry Village	N/A			N/A				
23-020-003 Boni Domus Tota Urbe	N/A	9/30/02	12/31/01	N/A	9/30/04	12/31/01	Previous reports did not reflect work on 23-020-003	
23-020-004 Broadpines, Hill St., Elmwood Ave.	9/30/02		09/30/01	9/30/04		12/31/01		
23-020-005 Community Commons	N/A			N/A				
23-020-006 St. Cyr Court	N/A			N/A				