

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003 (10/1/2003 – 9/30/2004)

The Housing Authority of the City of Brewer, Maine

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

## PHA Plan Agency Identification

**PHA Name:** *The Housing Authority of the City of Brewer*

**PHA Number:** *ME021*

**PHA Fiscal Year Beginning: (mm/yyyy)** *10/2003*

### PHA Plan Contact Information:

Name: *Dorothy E. Igoe*

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TDD: *207-989-9810*

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### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

### PHA Programs Administered:

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

# Annual PHA Plan Fiscal Year 2003

[24 CFR Part 903.7]

## i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

*The Housing Authority of the City of Brewer serves up to 304 families of its jurisdiction, providing assistance in Public Housing and Section 8 Housing Choice Voucher programs, 154 Public Housing Units for elderly, disabled, and families, and 150 Section 8 Vouchers. Also, the Housing Authority of the City of Brewer provides Management and Maintenance services to two developments, a congregate low-income tax-credit facility with 90 Units for elderly, and a Section 8 Substantial Rehabilitation Project with 8 Units.*

*As provided in this Annual Plan, all the statements, budgetary summary, policies, and plans are means that lead us toward a successful accomplishment of our goals and objectives set forth in our 5 Year Plan. In addition, the statements and other summaries in this plan delineate a comprehensive approach for meeting goals and objectives, and are consistent with the Consolidated Plan of the Maine State Government.*

*The Housing Authority maintains its mission of assisting low-income families with decent, safe and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority asserts its commitment to operating in an efficient, ethical, and professional manner as high performer, creating and maintaining partnerships with its clients and appropriate community agencies in order to accomplish this mission.*

*The Housing Authority of the City of Brewer will adequately use the available resources to effectively manage its programs and to ensure every applicant is given equal housing opportunity. In addition, the Housing Authority maintains its plan of expanding the range and quality of housing choices available to participants. The Housing Authority is in the process of establishing a Section 8 Homeownership Program in partnership with its residents and other groups to help participants use the Section 8 Housing Choice Voucher Program to become homeowners.*

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

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

*The Housing Authority of the City of Brewer has made numerous HUD mandated changes to its policies and/or programs, based on changes in statutes and/or HUD regulations. All the changes were approved by Board Resolution. The Brewer Housing Authority has followed the due process described in 24 CFR 903.7(r), 24 CFR 903.17, and 24 CFR 903.21 to make a substantial deviation in Section B, Goal Two (#2) of its Five Year Plan. This goal is re-stated as: "The Brewer Housing Authority shall assist 3 families move from renting to homeownership by September 30, 2004, and 2 additional families by September 30, 2005."*

*Also, the Brewer Housing Authority has followed the due process described in 24 CFR 903.7(r), 24 CFR 903.17, and 24 CFR 903.21 to make modifications to Section 5.2 of the Section 8 Administrative Plan. These changes establish policies for the homeownership program and add a local preference for those who are frail, at least 62 years old and in need of congregate services in order to maintain independent living.*

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 248,963

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

### D. Capital Fund Program Grant Submissions

#### **(1) Capital Fund Program 5-Year Action Plan**

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

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

The Capital Fund Program Annual Statement is provided as Attachment B

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development

<input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

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

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

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

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

*Penquis CAP, Inc.; Maine State Housing Authority and USDA-RHS (Rob Cross)*

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

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

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

B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_0\_

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

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

## 6. Other Information

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are attached at Attachment I.
3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_.
  - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment I.
  - Other: (list below)

### B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *State of Maine*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
  - Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

*The State of Maine is supportive of its public housing authorities, and we are always free to seek funding based on appropriate need.*

### **C. Criteria for Substantial Deviation and Significant Amendments**

#### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### **A. Substantial Deviation from the 5-year Plan:**

*Substantial deviation from the 5-year Plan may occur when the Board of Commissioners deems it necessary to modify the mission statement, goals or objectives of the Five Year Plan.*

#### **A. Significant Amendment or Modification to the Annual Plan:**

*Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.*

**Attachment A**  
**Supporting Documents Available for Review**

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

### List of Supporting Documents Available for Review

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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
XX	Policies governing any Section 8 Homeownership program (section _23_of the Section 8 Administrative Plan)	Annual Plan: Homeownership
XX	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
XX	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
XX	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)



Attachment B:

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Brewer Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 03 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	28,000.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	24,100.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	126,781.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	20,000.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$198,881.00	0.00	0.00	0.00

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

<b>PHA Name:</b> <b>Brewer Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2003</b>
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no:    )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-2	Repl emerg call system and magnetic door release	1465.1		\$20,000.00	0.00	0.00	0.00	
	Repl common area lights, apartment lights and exterior entrance lights	1460		\$5,918.00	0.00	0.00	0.00	
ME 21-3	Replace toilets w/energy efficiency	1460		\$8,500.00	0.00	0.00	0.00	
	Replace kitchen cabinets/countertops/ sink and faucets	1460		\$35,000.00	0.00	0.00	0.00	
ME 21-4	Roof replacement at Church St., 19 A&B 19 A&B Chamberlain St.	1460		\$17,000.00	0.00	0.00	0.00	
ME 21-5	No Work Items Norumbega							
ME 21-7	Roof replacement Norumbega II	1460		\$15,000.00	0.00	0.00	0.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-8	Roof Replacement	1460		\$15,000.00	0.00	0.00	0.00	
Norumbega III	Replace kitchen cabinets/countertops/ Sinks and faucets	1460		\$30,363.00	0.00	0.00	0.00	
ME 21-9	No Work Items							
Gerald D. Robertson								
PHA-Wide	Arch/Eng, CGP insp, Coord Fees	1430		\$24,100.00	0.00	0.00	0.00	
	Purchase a maintenance truck	1406		\$28,000.00	0.00	0.00	0.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program No: ME 36P 021 501 03 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	
ME 21-2 Heritage Apts.	9/05			9/06			
ME 21-3 Dartnell Apts.	9/05			9/06			
ME 21-4 Scattered Sites	9/05			9/06			
ME 21-5 Norumbega Park	9/05			9/06			
ME 21-7 Norumbega Park II	9/05			9/06			
ME 21-8 Norumbega Park III	9/05			9/06			
ME 21-9 Robertson	9/05			9/06			
PHA – Wide	9/05			9/06			



## Attachment C

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name Brewer Housing Authority						<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 3
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY:	Work Statement for Year 3 FFY Grant: 2005 PHA FY:	Work Statement for Year 4 FFY Grant: 2006 PHA FY:	Work Statement for Year 5 FFY Grant: 2007 PHA FY:	
	Annual Statement					
ME 21-2 Heritage Apts		52,700.00	270,000.00	0.00	45,000.00	
ME 21-3 Dartnell Apts.		82,700.00	48,00.00	110,000.00	5,500.00	
ME 21-4 Scattered Sites		2,400.00	0.00	30,600.00	132,200.00	
ME 21-5 Norumbega Park		0.00	0.00	24,700.00	45,500.00	
ME 21-7 Norumbega Park II		0.00	0.00	13,200.00	48,000.00	
ME 21-8 Norumbega Park III		27,400.00	0.00	25,600.00	15,300.00	
ME 21-9 Gerald D. Robertson		8,000.00	39,500.00	38,400.00	49,500.00	
CFP Funds Listed for 5-year planning		248,700.00	397,000.00	293,100.00	337,000.00	
Replacement Housing Factor Funds		0	0	0	0	

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<b>ME 21-2</b>	<i>Repl bifold dr in kitchen</i>	\$14,000.00	<b>ME 21-2</b>	<i>Replace electric heat</i>	\$210,000.00
<b>Annual Statement</b>	Heritage Apts	<i>clt with an accordion door (\$180/dr).-45 drs.</i>		Heritage Apts	<i>with gas or oil</i>	
		<i>Reset drying lines, 2 sets, 4 poles each.</i>	\$7,500.00		<i>Tenant Storage area</i>	\$60,000.00
		Repl hose bibs	\$2,200.00		24 x 50 bldg plus add'l parking	
		Replace handrails –ramp	\$49,000.00	ME 21-3	Replace bedrm closet	\$48,000.00
		Replace water shut-off in crawl space.	\$7,500.00	Dartnell Apts.	Door, kit clt accordian doors and bathrm clt	
	ME 21-3 Dartnell Apts.	Replace side lights (windows) next to entre	\$10,000.00	ME 21-4 Scattered Sites	No work items	
		Repl (7) 2 <sup>nd</sup> fl. hall windows.	\$2,100.00	ME 21-5 Norumbega Park (12 Apts), 3 bldgs	No work items	
		Repl (40) apt. bedroom windows	\$32,000.00	ME 21-7 Norumbega Park (12 apts), 2 bldgs	No work items	
		Repl apt hall & kit light	\$18,000.00			
		Repl bath vanity & top	\$16,000.00			
		Repl med cab't & light	\$4,600.00	ME 21-8 Norumbega Park (10 apts), 2 bldgs	No work items	
				ME 21-9, Gerald D. Robertson Apts. (20	Repair parking lot, recoat and strip parking	\$39,500.00

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	ME 21-4 Church St (8 apartments)	Install door closures to all exterior doors	\$2,400.00	HA-Wide	Arch/Eng fees	\$24,500.00
					Salaries and benefits	\$15,000.00
	ME 21-5, Norumbega Park (12 apts.) 3 bldgs	No work items				
	ME 21-7, Norumbega Park II (12 apts.) 3 bldg	No work items				
	ME 21-8, Norumbega Park III (10 apts.) 2 bldgs, 3 boiler rms.	Replace the boilers & burners (3 apts on one, x 2, + one boiler w/4)	\$22,000.00			
		Repl 10 toilets w/ energy effi. 1.6 gal tanks	\$2,800.00			
		Repl 10 med cab't	\$2,600.00			
	ME 21-9, Gerald D. Robertson Apts. (20 Apts), 5 Bldgs	Replace the dryer vents	\$4,500.00			
		Replace the kitchen faucets	\$3,500.00			
	HA-Wide	Arch/Eng fees	\$18,500.00			
		Salaries and benefits	\$15,000.00			
		Purchase a truck	\$30,000.00			
	<b>Total CFP Estimated Cost</b>		<b>\$248,700.00</b>			<b>\$397,000.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
ME 21-2, Heritage	<i>No Work Items</i>		ME 21-2, Heritage	<i>Repl apt entr drs, 2 each apts. (100 total)</i>	\$45,000.00
ME 21-3, Dartnell	Repl elec heat with DHW with oil.	\$110,000.00	ME 21-3, Dartnell	Two dumpster enclosure fence and concrete pads	\$3,300.00
				Repl hose bibs with frost-free ones	\$2,200.00
ME 21-4 19A&B Chamberlain St (2 units)	Repl 6 ceiling mounted lights w/fluorescent install 2 washer pans.	\$1,000.00 \$800.00	ME 21-4 19A&B Chamberlain St (2 units)	Inst oil DHW & htg sys	\$15,000.00
ME 21-4 25 Chamberlain Street	Install a washer pan Repl medicine cabinet and light in bedroom.	\$200.00 \$550.00	ME 21-4 25 Chamberlain Street	Install an oil DHW and heating system	\$7,000.00
	Repl ceiling mounted lights w/fluorescent	\$1,100.00		Add insulation to the attic.	\$12,500.00
	Add insulation to the stairway wall.	\$1,000.00			

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
ME 21-4 26A,B&C And 28A&B	Repl ceiling lights in kit. Washer pan in kitchen	\$1,600.00 \$1,000.00	ME 21-4 26A,B&C And 28A&B	Grade site, construct retaining wall	\$6,500.00
Chamberlain St (5 apts)	Repl tub surr. all units Repl 5 toilets w/1.6 gal Repl 5 exhaust fans	\$5,500.00 \$3,100.00 \$3,600.00	Chamberlain St (5 apts)	Construct a dumpster pad/fence area. Repl fence at end of parking lot.	\$2,200.00 \$2,000.00
ME 21-4 341 N. Main Street (2 apts.)	Repl.2 toilets w/1.6 gal Repl tub surrounds all units + mixing valves Repl.2 medicine cab'ts and light.	\$500.00 \$5,500.00  \$650.00	ME 21-4 341 N. Main Street (2 apts.)	Inst oil DHW & htg sys  Install an oil DHW and heating system.	\$30,500.00  \$17,000.00
ME 21-4 46 & 48 Chamberlain St (2 apts.)	No work items		ME 21-4 46 & 48 Chamberlain St (2 apts.)	Install an oil DHW and heating system.	\$9,500.00
ME 21-4 Church Street (8 apts.)	Replace ceiling lights	\$4,500.00	ME 21-4 Church Street (8 apts.)	Install an oil DHW and heating system.	\$30,000.00
ME 21-5 Norumbega Park (12 apts) 3 bldgs.	Inst a washer pan (12) Replace 72 ceiling lights Replace 12 toilets Replace medicine cabs and lights. Replace hose bibs with frost-free ones	\$2,000.00 \$15,000.00 \$3,200.00 \$3,000.00  \$1,500.00	ME 21-5 Norumbega Park (12 apts) 3 bldgs.	Install an oil DHW and heating system. Inst. fluorescent fixtures in bathroom & kitchen	\$38,000.00 \$7,500.00
Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY:		



## Attachment D

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Brewer Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 02 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03                   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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	3,543.33	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	24,100.00	24,100.00	24,100.00	15,921.89
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	93,063.00	89,519.67	0.00	0.00
10	1460 Dwelling Structures	98,300.00	119,358.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	33,500.00	12,442.00	12,442.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$248,963.00	248,963.00	36,542.00	15,921.89

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

<b>PHA Name:</b> <b>Brewer Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 02 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 3/31/03 **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 502 02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-2	Repl/repair concrete steps & handrails	1450		66,570.00	66,570.00	0.00	0.00	
	Inst photo cell sensors to common area lighting	1460		2,500.00	2,500.00	0.00	0.00	
	Insulate exhaust fans, reconnect duct.	1460		4,500.00	4,500.00	0.00	0.00	
	Repl common area lights and apt lights	1450	3	18,993.00	15,449.67	0.00	0.00	
ME 21-3	Repair/replace fire/smoke lights all bldgs	1465.1	5	3,500.00	3,500.00	3,500.00	0.00	
	Replace interior smoke detectors	1465.1	2 ea apt	20,000.00	4,471.00	4,471.00	0.00	
	Replace emergency pull cords	1465.1		10,000.00	4,471.00	4,471.00	0.00	
ME 21-4	Replace tub surrounds	1460		3,500.00	3,500.00	0.00	0.00	
19 A&B Chamberlain St.	Replace medicine cabinets and light	1460		1,800.00	1,800.00	0.00	0.00	
ME 21-4	Replace dryer vents, cover and duct.	1460		1,000.00	1,000.00	0.00	0.00	
25 Chamberlain St								
ME 21-4	Repl dryer pipe with metal to the outside	1460		1,000.00	1,000.00	0.00	0.00	
341 N. Main St.								
ME 21-4	Replace dryer and bathrm vents to metal	1460		6,500.00	6,500.00	0.00	0.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 502 02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Church St.	Repl tub surround and medicine cabinet	1460	8 apts	10,500.00	15,886.67	0.00	0.00	
ME 21-4	Repair/replace concrete pads: 26,28, 46 and Chamberlain St. (11) 139-151 Church St (moved from FY99)	1450	16 pads	7,500.00	7,500.00	0.00	0.00	
ME 21-5	Replace tub/shower surround and tub. Norumbega	1460		13,000.00	18,386.67	0.00	0.00	
ME 21-7	Replace tub/shower surround and tub Norumbega II (tub only as needed)	1460		8,500.00	13,886.66	0.00	0.00	
ME 21-8	Repl kitchen cabinets, countertop, sink Norumbega III	1460		38,000.00	42,898.00	0.00	0.00	
	Replace dryer vents and ext hood cover	1460		7,500.00	7,500.00	0.00	0.00	
ME 21-9	No Work Items G. D. Robertson							
PHA-Wide	Arch/Eng, CGP insp, Coord Fees <i>New Work Item</i>	1430		24,100.00	24,100.00	24,100.00	15,921.89	
	<i>Purchase a power sweeper</i>	1406		0.00	3,543.33	0.00	0.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program No: ME 36P 021 502 02 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ME 21-2 Heritage Apts.	9/04			9/05			
ME 21-3 Dartnell Apts.	9/04			9/05			
ME 21-4 Scattered Sites	9/04			9/05			
ME 21-5 Norumbega Park	9/04			9/05			
ME 21-7 Norumbega Park II	9/04			9/05			
ME 21-8 Norumbega Park III	9/04			9/05			
ME 21-9 Robertson	9/04			9/05			
PHA – Wide	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 I: Summary**

<b>PHA Name:</b> <b>Brewer Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 3/31/2003  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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	15,000.00	20,909.72	20,909.72	20,909.72
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	26,100.00	26,100.00	26,100.00	26,100.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	52,557.18	49,577.00	49,577.00	49,577.00
10	1460 Dwelling Structures	161,312.82	158,383.28	158,383.28	158,383.28
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00			

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

<b>PHA Name:</b> <b>Brewer Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 3/31/2003  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$254,970.00	\$254,970.00	\$254,970.00	\$254,970.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-2	No work items							
ME 21-3	Repl. tub surrounds at bathrooms.	1460		0.00	0.00	0.00	0.00	
ME 21-4	Repoint exterior, brick is loose/broken 19 A&B	1460		0.00	0.00	0.00	0.00	
Chamberlain St.	Repl. apt. drs (4) total and (2) storm drs.	1460		3,715.00	3,715.00	3,715.00	3,715.00	
	Replace existing windows.	1460		13,000.00	20,761.46	20,761.46	20,761.46	
ME 21-4	Repoint brickwork, basement foundation	1460		0.00	0.00	0.00	0.00	
25 Chamberlain St	Repl 2 drs to entrances and 1 storm dr.	1460		3,000.00	3,000.00	3,000.00	3,000.00	
	Replace existing windows.	1460		5,500.00	5,500.00	5,500.00	5,500.00	
ME 21-4	Repl entr. drs (10 total), front and back- 26 A,B&C	1460	10 doors	12,500.00	12,500.00	12,500.00	12,500.00	
And 28 A&B	back drs only have storm doors.							
Chamberlain St.	Replace the existing windows.	1460		14,635.00	14,635.00	14,635.00	14,635.00	
	Replace the roof.	1460		14,000.00	6,309.00	6,309.00	6,309.00	
ME 21-4	Repoint foundation in minor areas.	1460		0.00	0.00	0.00	0.00	
341 N. Main St.	Replace all entrance doors.	1460		3,500.00	3,500.00	3,500.00	3,500.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-4 341 N. Main St.	Replace the existing windows.	1460		8,650.00	8,650.00	8,650.00	8,650.00	
ME 21-4 46 & 48 Chamberlain St.	Replace all entrance doors (4 total) Replace the existing windows. Replace the roof.	1460 1460 1460		4,500.00 5,500.00 10,000.00	4,500.00 5,500.00 7,000.00	4,500.00 5,500.00 7,000.00	4,500.00 5,500.00 7,000.00	
ME 21-4 Church Street	Replace exterior entrance doors (5)/bldg, (2) bldgs, 10 total; (2) screen drs/bldg. Replace the privacy fencing Repl. dryer & bathrm vents to metal duct	1460 1450 1460		12,500.00 0.00 0.00	12,500.00 0.00 0.00	12,500.00 0.00 0.00	12,500.00 0.00 0.00	
ME 21-4	Repair/replace concrete pads: 26,28,46 & 48 Chamberlain Sts (11) 139-151 Church St (moved from FY99)	1450	16 pads	0.00	0.00	0.00	0.00	
ME 21-5 Norumbega	Complete the exterior door replacement (started in FY00)	1460		15,000.00	15,000.00	15,000.00	15,000.00	
ME 21-7 Norumbega II	Replace 24 ext. entr. drs/hardware, inst. Storm doors to rear of units.	1460		18,000.00	18,000.00	18,000.00	18,000.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-7 Norumbega II	Replace tub/shower surround and tub (tub only as needed).	1460		0.00	0.00	0.00	0.00	
ME 21-8 Norumbega III	No work items.							
ME 21-9 Gerald D. Robertson	No work items.							
HA-Wide	Arch/Eng, CGP inspection, Coord. Fees	1430		26,100.00	26,100.00	26,100.00	26,100.00	
	Administration	1410		15,000.00	20,909.72	20,909.72	20,909.72	
	<b>New Work Items</b>							
ME 21-4	Total kitchen renovation (funds needed To complete approved work in FY00)	1460		17,312.82	17,312.82	17,312.82	17,312.82	
ME 21-4	Church Street parking lot/site work	1450		52,557.18	49,577.00	49,577.00	49,577.00	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program No: ME 36P 021 501 01 Replacement Housing Factor No:				Federal FY of Grant: 2001	
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	
ME 21-2 Heritage Apts.	9/03		3/02	9/04		12/02	
ME 21-3 Dartnell Apts.	9/03		3/02	9/04		12/02	
ME 21-4 Scattered Sites	9/03		3/02	9/04		12/02	
ME 21-5 Norumbega Park	9/03		3/02	9/04		12/02	
ME 21-7 Norumbega Park II	9/03		3/02	9/04		12/02	
ME 21-8 Norumbega Park III	9/03		3/02	9/04		12/02	
ME 21-9 Robertson	9/03		3/02	9/04		12/02	
PHA – Wide	9/03		3/02	9/04		12/02	

Attachment F

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> <b>Brewer Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 00 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <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	0.00	0.00	0.00	0.00
3	1408 Management Improvements	21,571.02	0.00	21,571.02	21,571.02
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	26,173.69	0.00	26,173.69	26,173.69
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	202,381.29	0.00	202,381.29	202,381.29
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	250,126.00	0.00	250,126.00	250,126.00

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

<b>PHA Name:</b> <b>Brewer Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME 36P 021 501 00 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2000</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 3/31/03  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
ME 21-2	Repair vinyl siding, reinstall/reattach or replace. Replace foundation crawlspace vents (carryover from FY99)	1460		35,408.13	0.00	35,408.13	35,408.13	
ME 21-3	Repair/replace fire/smoke lights, all buildings, (5 total)	1465.1	5 bldgs	0.00	0.00	0.00	0.00	
ME 21-3	Repair/replace emerg. pull cords at Bldg. 200	1465.1		0.00	0.00	0.00	0.00	
ME 21-3	Replace interior smoke detectors, one in the bedroom and one in the hallway	1465.1		0.00	0.00	0.00	0.00	
ME 21-4	<b>19 A&amp;B Chamberlain Street</b>							
Scattered Sites	Replace kit. cabinets, countertops	1460	2 units	9,000.00	0.00	9,000.00	9,000.00	
	Replace range hood.	1460	2 units	900.00	0.00	900.00	900.00	
	Repl. attic windows, 3 <sup>rd</sup> floor windows	1460		800.00	0.00	800.00	800.00	
	Replace basement windows	1460		1,500.00	0.00	1,500.00	1,500.00	
ME 21-4	<b>25 Chamberlain Street</b>							
	Repl dryer vents, cover & duct w/metal	1460		0.00	0.00	0.00	0.00	
	Replace attic/3 <sup>rd</sup> floor window	1460		450.00	0.00	450.00	450.00	
	Repl. kit. cabs, countertops, provide additional cabinets on walls.	1460	1 unit	5,000.00	0.00	5,000.00	5,000.00	
	Repl. 2 basement windows/one attic win.	1460		1,500.00	0.00	1,500.00	1,500.00	
ME 21-4	26A,B,C & 28A, B Chamberlain St.							

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Repl. kit. cabs, countertops, sink/faucet	1460	5 units	17,347.21	0.00	17,347.21	17,347.21	
ME 21-4	<b>341 N. Main Street</b>							
	Repl. kit. cabs/countertop, sink/faucet	1460	2 units	11,500.00	0.00	11,500.00	11,500.00	
	Repl. dryer pipe w/metal to outside	1460		0.00	0.00	0.00	0.00	
ME 21-4	<i>46 &amp; 48 Chamberlain Street</i>							
	Replace kitchen cabs, countertops	1460		10,000.00	0.00	10,000.00	10,000.00	
ME 21-4	<b>Church Street</b>							
	Replace the bathroom exhaust fan	1460		0.00	0.00	0.00	0.00	
	Repl. kit countertops, cabs, sinks, faucets and stove exhaust	1460	8 units	22,400.00	0.00	22,400.00	22,400.00	
	Replace existing windows	1460		19,055.08	0.00	19,055.08	19,055.08	
ME 21-5	Repl. 24 ext entrance doors/hardware	1460		0.00	0.00	0.00	0.00	
Norumbega Park	install storm doors to rear of units.							
	Repl kit cabs, countertops, sink/ faucet, stove exhaust is now vented outside	1460	12 units	29,433.00	0.00	29,433.00	29,433.00	
ME 21-7	Repl kit. cabs, countertops, sink/faucet	1460	10 units	38,087.87	0.00	38,087.87	38,087.87	
Park II	stove exhaust is now vented outside							
ME 21-8	Replace dryer vents and exterior covers	1460		0.00	0.00	0.00	0.00	
Park III								
ME 21-9	No Work Items							
Robertson								

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME 36P 021 501 00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Arch/Eng contract to develop plans and specs for construction bid documents	1430		26,173.69	0.00	26,173.69	26,173.69	
	Inspect work and certify completion to design							
	Operations (grounds, equipment and Maintenance item).	1408.1		21,571.02	0.00	21,571.02	21,571.02	

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

PHA Name: Brewer Housing Authority		Grant Type and Number Capital Fund Program No: ME 36P 021 501 00 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ME 21-2	9/02		12/01	9/03		12/02	
Heritage Apts.							
ME 21-3	9/02		12/01	9/03		12/02	
Dartnell Apts.							
ME 21-4	9/02		12/01	9/03		12/02	
Scattered Sites							
ME 21-5	9/02		12/01	9/03		12/02	
Norumbega Park							
ME 21-7	9/02		12/01	9/03		12/02	
Park II							
ME 21-8	9/02		12/01	9/03		12/02	
Park III							
ME 21-9	9/02		12/01	9/03		12/02	
Robertson							
PHA-Wide	9/02		12/01	9/03		12/02	



**Required Attachment G:  
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:

*Jane B. Pierce and Erma V. Landry*

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

Elected

Appointed

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

*2/8/2000 – 1/11/2004 and 1/1/2002 – 12/31/2005*

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

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

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

*Gail Kelly, Mayor, City of Brewer*

**Required Attachment H:  
Membership of the Resident Advisory Board or Boards**

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

*Sarah Beals*

*Mary Henderson*

*Sheila Leighton*

*Alden Meek*

*Richard Rice*

*Tanya Mailman*

*Daniel F. McLean*

*Desi Rae Nagle*

*William Randall*

## **Attachment I: Comments of Resident Advisory Board and PHA Response**

The following comments were received on May 19, 2003, in regards to the Annual Plan 2003 and Five-Year Plan for Fiscal Years 2003 - 2007.

Comment(s): Upon review of the proposed Capital Fund Program Table for F/Y 2003 and the 2002 and 2002 tables, a Board member asked if the Housing Authority would consider putting a cabinet under the bathroom sinks for the Dartnell Apartments, Project ME 21-3.

Response: The Executive Director stated that this would be considered during the upcoming improvement project to be done in the next fiscal year.

Final Comments on Overall Plan: The Board members agreed unanimously that the Annual Plan for F/Y 10/01/2003 to 9/30/2004 was a good plan and there were no recommendations for revisions.

### **PHA Response:**

The above comments were considered, but no changes were deemed necessary to the Plan at this time.

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

The Housing Authority of the City of Brewer has met or is on schedule to meet all of the goals outlined in its 5 Year Plan. The only exception to this is that Section B, Goal Two (#2) has been replaced by the following schedule change:

The Brewer Housing Authority shall assist 3 families move from renting to homeownership by September 30, 2004, and 2 additional families by September 30, 2005.

**Attachment K:**  
**Statement On Deconcentration In Public Housing Developments**

*A deconcentration analysis was conducted during 2001 and the results submitted to HUD in the October 1, 2001 Annual Plan. The Brewer Housing Authority certifies that its Public Housing Developments do not contain concentrations of poverty as stated in Section 3A. 6 of the Admissions Policy.*

## Attachment L:

### 18.0 PET POLICY FOR FAMILY HOUSING DEVELOPMENTS

#### 18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

#### 18.2 PETS IN FAMILY HOUSING BUILDINGS

The Brewer Housing Authority will allow for pet ownership in projects or buildings designed for use by families.

#### 18.3 APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

#### 18.4 TYPES AND NUMBER OF PETS

The Brewer Housing Authority will allow only the following pets in family housing developments:

- A. A cat
- B. Caged birds, not more than two (cage must be clean at all times)
- C. Fish (aquariums will not exceed twenty (20) gallon size, and will be clean at all times)
- D. A caged rodent (excluding rabbits)
- E. A turtle

No fowl are allowed (e.g.: chickens/turkeys)

**No other pet than those listed above will be allowed on Authority property.**

Only one (1) pet per unit allowed. A 20-gallon aquarium will not be considered as one allowed pet. Residents may have a 20-gallon aquarium and one other pet as allowed in this policy.

Prior to bringing pet on premises, owner must sign a statement that they understand and are willing to comply with all the pet rules.

### **18.5 INNOCULATIONS**

Tenant must provide the Brewer Housing Authority with a veterinarian's certificate stating that the animal is in good health, and if pet is a cat, that it has been neutered or spayed. No animal will be allowed on Housing Authority property prior to being neutered or spayed. Pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances.

### **18.6 PET DEPOSIT**

A pet deposit is required at the time of registering a pet. If necessary, a pet deposit payment agreement may be established, which would require \$50.00 down and \$10.00 per month until the deposit is paid in full. The deposits for different types of pets shall be as follows:

turtles, caged birds and caged rodents	\$75.00
cats	\$300.00

The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

No deposit will be required for aquariums.

### **18.7 FINANCIAL OBLIGATION OF RESIDENTS**

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Brewer Housing Authority reserves the right to exterminate and charge the resident.

### **18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY**

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Brewer Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

### **18.9 DESIGNATION OF PET AREAS**

Pets must be kept in the owner's apartment with the exception of cats. No outdoor cages may be constructed. Pet owners must clean up after their pets and are responsible for disposing of pet waste. Cats do not have to be on a leash when outside the resident's dwelling unit.

### **18.10 VISITING PETS**

Pets that meet the type criteria outlined above, may visit the projects/buildings where pets are allowed for one day only. Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet.

### ***18.11 REMOVAL OF PETS***

The Brewer 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.