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(exp. 02/28/2006)

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

Portland Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

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

PHA Plan
Agency Identification

PHA Name: Portland Housing Authority

PHA Number: ME003

PHA Fiscal Year Beginning: 07/2004

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)
Portland Housing and Community Development Office

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2004 – 2008
[24 CFR Part 903.5]

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 Portland Housing Authority will provide quality affordable housing opportunities. We will partner with those we serve and appropriate agencies to enhance the quality of life in our community and challenge all to achieve excellence.

B. Goals

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

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

☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☐ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ PHA Goal: Increase assisted housing choices

Objectives:

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

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

☐ PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:

- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

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

Other PHA Goals and Objectives: (list below)

The Portland Housing Authority shall maintain its status as a high performing housing authority under PHAS and SEMAP.

- **Keep the staff informed on the changing requirements of PHAS and SEMAP and the importance of both systems to the agency.**
- **Adopt operational policies and procedures necessary to achieve the goal.**
- **Incorporate PHAS and SEMAP standards into employee performance evaluations.**
- **Provide the media with at least 12 positive stories about PHA a year and have a PHA leader speak to at least six public groups each year.**

The Portland Housing Authority shall maintain its collaborations with its community agency partners in order to assist our residents and those in need of housing assistance.

- **Continue the usage of interagency meetings and roundtables with our partners.**
- **Continue to streamline the process our partners need to utilize to effectively work with PHA.**

Provide 200 additional affordable housing opportunities for the people we serve by June 30, 2004.

- **Investigate every possible HUD funding opportunity and apply for funding that is appropriate.**
- **Encourage development partners and mixed financing opportunities.**
- **Work with city government to create more affordable rental housing.**

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:
- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

No Longer required.

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration - Attachment A
☒ FY 2004 Capital Fund Program Annual Statement - Attachment B
☐ 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
☒ FY 2004Capital Fund Program 5 Year Action Plan - Attachment C
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Attachment D
☒ Other (List below, providing each attachment name)
Voluntary Conversions – Attachment E
Substantial Deviation Definition – Attachment F
Agency Plan Progress Report – Attachment G
Summary of Community Service Program – Attachment H
Summary of Pet Policy – Attachment I
Membership on Resident Advisory Board – Attachment J
Resident on Board of Commissioners – Attachment K
Section 8 Homeownership Capacity Statement – Attachment L
2002 CFP Progress and Evaluation Report – Attachment M
2003 CFP Progress and Evaluation Report – Attachment N
Project-Basing Section 8 – Attachment O
2003 CFP Progress and Evaluation Report – Attachment P

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
XX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
XX	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
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), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	☒ check here if included in Section 8 Administrative Plan	Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
XX	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	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	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	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)
XX	Pet Policy	Annual Plan

* Action withheld pending implementing instructions from HUD

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2829	5	5	3	5	3	4
Income >30% but <=50% of AMI	1972	5	5	3	5	3	4
Income >50% but <80% of AMI	1771	3	3	3	5	3	4
Elderly	712	3	1	2	5	3	4
Families with Disabilities	Not Known						
Black		N/K	N/K	3	N/K	N/K	N/K
Hispanic		N/K	N/K	3	N/K	N/K	N/K

The above information is for the City of Portland

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

☐ Consolidated Plan of the Jurisdiction/s
Indicate year:

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1008		104
Extremely low income <=30% AMI	845	84	
Very low income (>30% but <=50% AMI)	137	14	
Low income (>50% but <80% AMI)	16	2	
Families with children	552	55	
Elderly families	53	6	
Families with Disabilities	342	34	
White	716	71	
Black	189	19	
Native American	15	2	
Other	88	9	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	18	2	22
1BR	438	44	49
2 BR	350	35	19
3 BR	150	15	7
4 BR	40	4	6
5 BR	9	1	1

Housing Needs of Families on the Waiting List			
5+ BR	3	1	0

Is the waiting list closed (select one)? ☒ No ☐ Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

This is as of February 4, 2004.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
☒ Section 8 tenant-based assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2290		135
Extremely low income <=30% AMI	2096	91.5	
Very low income (>30% but <=50% AMI)	194	8.5	
Low income (>50% but <80% AMI)			
Families with children	1393	60.8	
Elderly families	108	4.7	
Families with Disabilities	789	34.5	
White	2023	88.4	
Black	175	7.6	
Native American	9	.9	
Other	83	3.6	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

This is as of February 4, 2004.

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☐ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

☒ Other (list below)
Utilize project-basing of vouchers
Section 8 homeownerhip program

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)
Bring off-line units back on-line.

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☐ Seek designation of public housing for the elderly
☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community

☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2004 grants)**		
a) Public Housing Operating Fund	2,261,406	
b) Public Housing Capital Fund	1,736,136	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,243,525	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	235,121	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2003 CFP	1,200,000	Capital Improvements

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
3. Public Housing Dwelling Rental Income	2,770,115	PH Operations
4. Other income (list below)		
Interest on PH and Sec 8 Reserves	26,451	Operations
4. Non-federal sources (list below)		
Tower Rentals	38,000	PH Operations
Total resources	21,510,754	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☒ When families are within a certain time of being offered a unit: **(90 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)

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)

Police checks are conducted on all new admissions. PHA uses the lowest level of police that is appropriate to get the job done.

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

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

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

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

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

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

(3) Assignment

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

☒ One
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☒ Homelessness - **who are residing in a city owned or subsidized family shelter**
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☒ Working families and those unable to work because of age or disability
☒ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)
PHA has a preference for seniors and near elderly (55+).

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

5 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
2 Homelessness - **who are residing in a city owned or subsidized family shelter**
High rent burden

Other preferences (select all that apply)

3. Working families and those unable to work because of age or disability
4. Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)
1 **For zero and one bedroom units there is a senior/near elderly preference**

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

☐ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: 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)]**

B. Section 8

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

(1) Eligibility

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

☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☒ Other (list below) **Owe money to a housing authority**

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)
Current and prior landlord information if known by PHA.

(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:

When the local vacancy rate is less than 2%, participants may be issued an extension for up to an additional 60 days. Extensions for an additional 60-days may also be available as a "reasonable accommodation."

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Families headed by a senior or a disabled person and families with minor children have a preference over all others.

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

1. Families headed by a senior or a disabled person and families with minor children have a preference over all others.

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

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

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

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

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

☒ The PHA applies preferences within income tiers

☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

☒ $0
☐ $1-$25
☐ $26-$50

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

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

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

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

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

f. Rent re-determinations:

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

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

However, the rent is only increased at the time of an annual re-certification.

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 below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ Reflects market or submarket
☒ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☒ $0
☐ $1-$25
☐ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

PHA is excluded from this as a high performer

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)
☐ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 07/01/01	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)		
ROSS		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

PHA is excluded from this as a high performer

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment C**

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: **Harbor Terrace** 1b. Development (project) number: **ME003-006**
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (xxxxx)
5. Number of units affected: **0** 6. Coverage of action (select one) ☒ Part of the development – **Excess land only for additional affordable housing** ☐ Total development
7. Timeline for activity:

a. Actual or projected start date of activity: **8/31/04** b. Projected end date of activity: **12/31/04**

Demolition/Disposition Activity Description
1a. Development name: **Peninsula Housing** 1b. Development (project) number: **ME003-016**
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: **(6/30/04)**
5. Number of units affected: **0** 6. Coverage of action (select one) ☒ Part of the development – **Excess land only for additional affordable housing** ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: **8/31/05** b. Projected end date of activity: **12/31/05**

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ 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

[24 CFR Part 903.7 9 (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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ 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) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

PHA is excluded from this as a high performer

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 15/02/01

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

☐ Client referrals

☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies
Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)
☐ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 01/01/01)
Public Housing		
Section 8		

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

PHA is excluded from this as a high performer

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

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

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

Our crime prevention programs paid by PHDEP are working.

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2004 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: _)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

PHA is excluded from this as a high performer

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment D
☐ 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.)

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: **City of Portland**

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

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

☐ Other: (list below)

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

The City of Portland's Community Development Office is supportive of PHA. Their primary focus is on neighborhood revitalization and social services. PHA and its residents benefit by some of the social service providers funded by the CDBG program and the better neighborhoods they help create.

D. Other Information Required by HUD

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

Attachments

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

Attachment A

F. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

***** The PHA will gather data and analyze, at least annually the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

***** If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the PHA has met the deconcentration goals and the project needs no particular designation.

Project Designation Methodology

The PHA will determine and compare the tenant incomes at the developments and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

*****Families having lower incomes include very low- and extremely low-income families.

*****Skipping of families for deconcentration purposes will be applied uniformly to all families.

*****When selecting applicant families [and assigning transfers] for a designated project the PHA will determine whether the selection of the family will contribute to the PHA's deconcentration goals.

*****The PHA will not select families for a particular project if the selection will have a negative effect on the PHA's deconcentration goals. However, if there are insufficient families on the waiting list [or transfer list], under no circumstances will a unit remain vacant longer than necessary.

Attachment B

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Portland Housing Authority	Capital Fund Program Grant No: ME36P00350104 Replacement Housing Factor Grant No: 501-04	2004

[x]**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 #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-			
2	1406 Operations	48,500.00			
3	1408 Management Improvements	598,015.00			
4	1410 Administration	127,000.00			
5	1411 Audit	-0-			
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	20,100.00			
8	1440 Site Acquisition	-0-			
9	1450 Site Improvement	36,700.00			
10	1460 Dwelling Structures	386,610.00			
11	1465.1 Dwelling Equipment—Nonexpendable	23,000.00			
12	1470 Nondwelling Structures	381,211.00			
13	1475 Nondwelling Equipment	65,000.00			
14	1485 Demolition	-0-			
15	1490 Replacement Reserve	-0-			
16	1492 Moving to Work Demonstration	-0-			
17	1495.1 Relocation Costs	-0-			
18	1499 Development Activities	-0-			
19	1501 Collaterization or Debt Service	-0-			
20	1502 Contingency	50,000.00			
21	Amount of Annual Grant: (sum of lines 2-20)	1,736,136.00			
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: Portland Housing Authority	**Grant Type and Number** **ME36P00350104** Capital Fund Program Grant No: 501-04 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2004

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sagamore Village (ME 3-1)	--Renovations --Site work --Waterproofing --Community Bldg. Renovations	1460 1450 1460 1470	15% 5% 3% 20%	313,754.00 7,000.00 5,000.00 110,000.00				
Kennedy Park (ME 3-2)	--Plumbing --Electrical --Site work	1460 1460 1450	5% 2% 3%	3,916.00 5,060.00 2,000.00				
Bayside Terrace (ME 3-3)	--Site work	1450	2%	2,000.00				
Franklin Towers (ME 3-4)	--Site work	1450	100%	2,000.00				
Bayside East (ME 3-5)	--Stoves --Site work --Community Bldg. Renovations	1465 1450 1470	60% 5% 25%	23,000.00 6,700.00 150,344.00				
Harbor Terrace (ME 3-6)	--Site work	1450	100%	2,000.00				
Riverton Park (ME 3-8)	--Site work --Community Bldg. Renovations	1450 1470	10% 15%	2,000.00 118,867.00				
Washington Gardens (ME 3-9)	--Site work	1450	20%	4,500.00				
Front Street (ME 3-10)	--Site work --Waterproofing	1450 1450	10% 2%	4,500.00 2,000.00				
Dermott Court (ME 3-11)	--Windows and siding	1460	100%	24,230.00				
Peninsula Housing (ME 3-16)	--Site work	1450	2%	2,000.00				
Administrative Office	--Heating/AC	1470	20%	2,000.00				

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350104** Capital Fund Program Grant No: 501-04 Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2004**

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	--Resident Init. Program Manager	1408	1FTE	49,240.00				
	--Education Program Manager	1408	1FTE	47,500.00				
	--FSS Program Manager	1408	1FTE	7,400.00				
	--Resident Serv. Office Assistant	1408	1FTE	33,070.00				
	--Housing Inspector	1408	1FTE	35,225.00				
	--FSS education/training	1408	Contractual	5,000.00				
	--Upgrade computer software	1475	Purchase	5,000.00				
	--Resident counseling	1408	Contractual	37,080.00				
	--Director of Resident Services	1408	1FTE	63,000.00				
	--Youth services	1408	Contractual	27,000.00				
	--Education services	1408	Contractual	27,000.00				
	--Preventive Maintenance	1460	5%	34,650.00				
	--Maintenance equipment	1475	Purchase	60,000.00				
	--Staff training/education	1408	Purchase	6,000.00				
	--Contingency	1502	100%	50,000.00				
	--Project Manager (3)	1408	3FTE	182,000.00				
	--Elder services	1408	100%	77,000.00				
	--Operations	1406	Contractual	48,500.00				
	--HTVN	1408	Purchase	6,500.00				
	--Administration	1410		127,000.00				
	--Fees & costs	1430	Contractual	20,100.00				
	TOTAL			**1,736,136.00**				

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350104** Capital Fund Program No: 501-04 Replacement Housing Factor No:	**Federal FY of Grant:** **2004**

Development # 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	
3-1 Sagamore Village	06/30/06			06/30/07			
3-2 Kennedy Park	06/30/06			06/30/07			
3-3 Bayside Terrace	06/30/06			06/30/07			
3-4 Franklin Towers	06/30/06			06/30/07			
3-5 Bayside East	06/30/06			06/30/07			
3-6 Harbor Terrace	06/30/06			06/30/07			
3-8 Riverton Park	06/30/06			06/30/07			
3-9 Washington Gardens	06/30/06			06/30/07			
3-10 Front Street	06/30/06			06/30/07			
3-11 Dermott Court	06/30/06			06/30/07			
3-16 Peninsula Housing	06/30/06			06/30/07			
Administrative Offices	06/30/06			06/30/07			
PHA Wide	06/30/06			06/30/07			

Attachment C

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Portland Housing Authority				[x]**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2009
Sagamore Village ME 3-1	Annual Statement	384,967.00	439,435.00	329,467.00	256,257.00
Kennedy Park ME 3-2		34,000.00	37,000.00	18,600.00	62,500.00
Bayside Terrace ME 3-3		50,000.00	37,000.00	20,000.00	28,300.00
Franklin Towers ME 3-4		155,754.00	95,157.00	35,000.00	40,000.00
Bayside East ME 3-5		35,000.00	113,005.00	106,234.00	181,744.00
Harbor Terrace ME 3-6		58,000.00	20,500.00 2,000.00	42,000.00	50,000.00
Riverton Park ME 3-8		30,000.00	20,000.00	78,000.00	60,000.00
Washington Gardens ME 3-9		27,000.00	5,000.00	14,000.00	20,000.00
Front Street ME 3-10		18,000.00	32,174.00	48,000.00	28,000.00
Dermott Court ME 3-11		25,000.00	15,000.00	7,000.00	4,000.00
Peninsula Housing ME 3-16		8,750.00	10,000.00	36,478.00	5,000.00
14 Baxter Boulevard		2,000.00	2,200.00	6,460.00	5,928.00
PHA Wide		907,665.00	907,665.00	994,407.00	994,407.00
CFP Funds Listed for 5-Year Planning		1,736,136.00	1,736,136.00	1,736,136.00	1,736,136.00

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2005 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2007		
	Sagamore Village 3-1	--Renovations	384,967.00	Sagamore Village 3-1	--Renovations --Site work --Waterproofing	424,435.00 10,000.00 5,000.00
	Kennedy Park 3-2	--Resurface parking area --Heating system	22,000.00 12,000.00	Kennedy Park 3-2	--New floors --Bulkheads	27,000.00 10,200.00
	Bayside Terrace 3-3	--New floors --Site work	48,000.00 2,000.00	Bayside Terrace 3-3	--Electrical --Site work	35,000.00 2,000.00
	Franklin Towers 3-4	--New boiler controls --Resurface parking area --Site work	103,754.00 50,000.00 2,000.00	Franklin Towers 3-4	--New countertops --Site work	93,157.00 2,000.00
	Bayside East 3-5	--Resurface parking area	35,000.00	Bayside East 3-5	--New floors --Site work	105,000.00 8,005.00
	Harbor Terrace 3-6	--Resurface parking area --Heat controls	20,000.00 38,000.00	Harbor Terrace 3-6	--Heat --Site work	20,500.00 2,000.00
	Riverton Park 3-8	--Rebuild storm drains	30,000.00	Riverton Park 3-8	--Site work	20,000.00
	Washington Gardens 3-9	--Site work --Electrical	2,000.00 25,000.00	Washington Gardens 3-9	--Site work	5,000.00
	Front Street 3-10	--Waterproofing --Site work	16,000.00 2,000.00	Front Street 3-10	--Exterior stairs --Waterproofing	22,174.00 10,000.00
	Dermott Court 3-11	--New windows/siding	25,000.00	Dermott Court 3-11	--New floors --Site work	12,000.00 3,000.00
	Peninsula Housing 3-16	--Floors --Site work	6,750.00 2,000.00	Peninsula Housing 3-16	--Site work	10,000.00
	Administrative Offices	--HVAC	2,000.00	Administrative Offices	--Control heat	2,000.00

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

Activities for Year 1	Activities for Year : 2 (cont.) FFY Grant: 2005 PHA FY: 2006			Activities for Year: 3 (cont.) FFY Grant: 2006 PHA FY: 2007		
	PHA Wide	--Resident Init. Program Manager	49,240.00	PHA Wide	--Resident Init. Program Manager	49,240.00
		--Education Program Manager	47,500.00		--Education Program Manager	47,500.00
		--FSS Program Manager	7,400.00		--FSS Program Manager	7,400.00
		--Resident Serv. Office Assistant	33,070.00		--Resident Serv. Office Assistant	33,070.00
		--Housing Inspector	35,225.00		--Housing Inspector	35,225.00
		--FSS education/training	5,000.00		--FSS education/training	5,000.00
		--Upgrade computer software	5,000.00		--Upgrade computer software	5,000.00
		--Resident counseling	37,080.00		--Resident counseling	37,080.00
		--Director of Resident Services	64,000.00		--Director of Resident Services	64,000.00
		--Youth services	27,000.00		--Youth services	27,000.00
		--Education services	27,000.00		--Education services	27,000.00
		--Preventive Maintenance	34,650.00		--Preventive Maintenance	34,650.00
		--Maintenance equipment	25,000.00		--Maintenance equipment	25,000.00
		--Staff training/education	6,000.00		--Staff training/education	6,000.00
		--Contingency	50,000.00		--Contingency	50,000.00
		--Project Manager (3)	182,000.00		--Project Manager (3)	182,000.00
		--Elder services	79,000.00		--Elder services	79,000.00
		--Operations	50,000.00		--Operations	50,000.00
		--HTVN	6,500.00		--HTVN	6,500.00
		--Fees & costs	10,000.00		--Fees & costs	10,000.00
		--Administration	127,000.00		--Administration	127,000.00
		Total CFP Estimated Cost	1,736,136.00			1,736,136.00

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2007 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2008 PHA FY: 2009		
	Sagamore Village 3-1	--Renovations --Waterproofing --Site work	306,467.00 8,000.00 15,000.00	Sagamore Village 3-1	--Renovations --Site work --Foundation repairs	241,257.00 10,000.00 5,000.00
	Kennedy Park 3-2	--New bulkheads --Site work	13,600.00 5,000.00	Kennedy Park 3-2	--Electrical services	62,500.00
	Bayside Terrace 3-3	--Site work --Floors	2,000.00 18,000.00	Bayside Terrace 3-3	--Site work, parking lot	28,300.00
	Franklin Towers 3-4	--New entrances --Site work	30,490.00 5,000.00	Franklin Towers 3-4	--Waterproofing	40,000.00
	Bayside East 3-5	--Appliances --Site work	101,234.00 5,000.00	Bayside East 3-5	--Site work --Roofs	5,000.00 176,744.00
	Harbor Terrace 3-6	--Site work --Heat	2,000.00 40,000.00	Harbor Terrace 3-6	--Lighting/Electrical --Site work	48,000.00 2,000.00
	Riverton Park 3-8	--Renovations (electric) --Site work	53,288.00 24,712.00	Riverton Park 3-8	--Site work	60,000.00
	Washington Gardens 3-9	--Site work --Heat	2,000.00 12,000.00	Washington Gardens 3-9	--Site work, parking lot --Electrical service	10,000.00 10,000.00
	Front Street 3-10	--Site work --Floors	2,000.00 46,000.00	Front Street 3-10	--Electrical service	28,000.00
	Dermott Court 3-11	--Appliances --Site work	4,000.00 3,000.00	Dermott Court 3-11	--Site work	4,000.00
	Peninsula Housing 3-16	--Site work --New roofs --New appliances	5,000.00 18,478.00 13,000.00	Peninsula Housing 3-16	--Site work	5,000.00
	Administrative Offices	--HVAC	6,460.00	Administrative Offices	--Accessibility	5,928.00

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

Activities for Year 1	Activities for Year : 4 (cont.) FFY Grant: 2007 PHA FY: 2008			Activities for Year: 5 (cont.) FFY Grant: 2008 PHA FY:2009		
	PHA Wide	--Resident Init. Program Manager	50,280.00	PHA Wide	--Resident Init. Program Manager	50,280.00
		--Education Program Manager	49,775.00		--Education Program Manager	49,775.00
		--FSS Program Manager	8,200.00		--FSS Program Manager	8,200.00
		--Resident Serv. Office Assistant	36,070.00		--Resident Serv. Office Assistant	36,070.00
		--Housing Inspector	38,560.00		--Housing Inspector	38,560.00
		--FSS education/training	6,000.00		--FSS education/training	6,000.00
		--Upgrade computer software	5,000.00		--Upgrade computer software	5,000.00
		--Resident counseling	38,000.00		--Resident counseling	38,000.00
		--Director of Resident Services	68,000.00		--Director of Resident Services	68,000.00
		--Youth services	30,000.00		--Youth services	30,000.00
		--Education services	30,000.00		--Education services	30,000.00
		--Preventive Maintenance	35,000.00		--Preventive Maintenance	35,000.00
		--Maintenance equipment	60,000.00		--Maintenance equipment	60,000.00
		--Staff training/education	8,000.00		--Staff training/education	8,000.00
		--Contingency	47,022.00		--Contingency	47,022.00
		--Project Manager (3)	200,000.00		--Project Manager (3)	200,000.00
		--Elder services	91,000.00		--Elder services	91,000.00
		--Operations	50,000.00		--Operations	50,000.00
		--HTVN	6,500.00		--HTVN	6,500.00
		--Fees and costs	10,000.00		--Fees and costs	10,000.00
		--Administration	127,000.00		--Administration	127,000.00
		Total CFP Estimated Cost	1,736,136.00			1,736,136.00

Attachment D
PHANG/ RAB Meeting Notes
Agency Plan Presentation
Thursday, February 12, 2004

Members Present: Cookie Wheeler, Nancy Cohen, Roberta Gibbons, Jackie Ham, Mary Bush, Mona Taylor, Amanda Cummings, Theresa Masey, Herb Williams, Al Chamberlain, Annette Gurney, Linda Peterson, Bill Dalbec, Mary Boswick, Ann Marie Card, Shawna Ohm, and Tae Chong

Agency Plan / ACOP/ Administration (Section 8)

The Director of Public Housing, Ann Marie Card introduced herself and the PHA staff. She welcomed the members of PHANG/ RAB and thanked them for their participation. ***Ann Marie Card stated that the purpose of the meeting was to discuss the changes in PHA ACOP policies and to give an update of the 5 years Agency Plan.***

Ann Marie Card will present the changes that affect public housing, Mary Boswick will present changes in the administration plan for Section 8 participants and Bill Dalbec will present plans for the Modernization projects slated for public housing.

Ann Marie Card presented the following changes in the ACOP polices.

- Cooperation with law enforcement.
  PHA is required to report anyone who is assisting a person who is wanted by law enforcements. If a resident is housing someone who is fleeing or wanted by the police and PHA is aware of this situation, PHA is required to cooperate with the law enforcement.

- Verification
  PHA will be working towards upfront verification to speed up the review process. PHA is working with HUD who is negotiating with numerous agencies that will provide verification: Social Security, IRS, Employment services… This will simplify the process for our housing officers and for our residents. PHA's goal is to get its residents to fill out the annual reviews completely and in a timely manner. Failure to meet federal regulations pertaining to annual re-examinations may result in loss of funds.

- Transfers
  Those who wish to transfer to another unit must write a letter to the director of public housing, Ann Marie Card. In the letter, the resident should state their reasons for the transfer and if possible provide documentation that can be used as evidence for their need for the transfer. PHA has created a ranking order for the transfer requests.

At the top of the list are those who demonstrate a danger to one's health or well-being – due to domestic violence, racially motivated violence, and other similar situations.
The second are residents who demonstrate a need for a transfer based on medical reasons. Documentation from a physician or counselor is strongly encouraged.
The third is overcrowding of the apartment due to an increase in the family makeup. Again, documentation from a medical professional is strongly advised.
The fourth is for employment reasons. If transportation becomes an issue and a transfer could remedy this then documentation demonstrating this need makes a strong case for transfer approval provided there is a unit available.

- Community Service and Self Sufficiency Policy
  PHA changed its policies to reflect regular reference. Little else changed.

- Annual Review (section I of the lease)
  PHA residents will have 10 business days to complete the annual reviews. The letter accompanying the annual review will be a legally binding termination letter if the resident does not complete their paperwork within the dated guidelines. Residents can come in to PHA and ask for assistance with their annual reviews. PHA had to come up with this change in the annual review process due to apathy. Residents were not taking notices or letters sent to them by PHA seriously. This lack of apathy and non-participation has an adverse effect on them and all residents of PHA. Participation levels with the annual reviews affects PHA's overall score with HUD. This score has an impact on our overall funding from the federal government.

- Interim Reviews (section J of the lease)
  If a resident receives an increase in their income, they are not required to report this until their annual review; however, those who participate in the EID or Earned Income Disallowance program must do so. Those in the EID program must report all changes in their employment income. Whether it is an increase or a decrease.

- Fraud (section K of the lease)
  Those who are found frauding DHS' TANF program will not be eligible for reduced rent because of their loss of TANF. They will be charged the full amount with the TANF calculations. PHA is mandated to follow These guidelines.

Ann Marie Card asked if there were any questions, comments or concerns regarding the ACOP or Public Housing Lease. Ms. Amanda

Cummings applauded the new rule and the other Public Housing Resident nodded in agreement.

- Agency Plan

  There are no major changes to public housing's agency plan. It will continue to strive to maximize programs offered to residents of public housing. It will continue to work with existing agencies and social services agencies to provide programs to our residents. Currently we exceed HUD's requirements for collaboration with outside agencies. We have worked with YWCA, YMCA, PROP, SMAAA and many others.

  In the past year, we applied for the RSC grant. This is the Resident Service Coordinator grant that assists our elderly and disabled population with connections to service providers like Social Security, doctors, dentists and other providers. We were granted a continuation grant this summer. We had hoped to have RSCs for the family units but HUD does not allow PHAs to have RSCs for elderly and family units. It is an either or. ***Ann Marie indicated she would forward the necessary contact names and numbers to those interested in advocating for the ROSS RSC and family developments.***

  In other grant related news, with the loss of the PHADA grant, it is difficult to keep our programming funded at its current levels. For example, keeping our study centers current with technology is an ever-increasing cost. Mike Wilson and Tae Chong are looking for collaborators and for grants to help fund existing and new programs.

  Ann Marie Card asked if there were any comments, concerns or suggestions to the Grant Search Process and above information.

  Amanda Cummings, (public housing resident board member) and other representatives wanted to know who they could write to and advocate to at HUD for housing authorities to have the ability to apply for and be eligible for ROSS RSC ' in family developments.

Ann Marie encouraged the members to review the changes to the Agency Plan and the lease. The changes will be in red. They will be available in the reception desk towards the end of the month and there will be a public hearing in early April. There is a process before the changes to the Agency Plan, ACOP, and Lease are affirmed. These changes must be approved by HUD and by our Board of Commissioners.

Linda Peterson offered that the changes to the ACOP and lease could be printed in the newsletter.

Agency Plan/ ACOP / Section 8 Administrative Plan

Mary Bostwick opened with a positive remark. It was a good year. We spent all of HUD's money and we leased up all of our residents.

- Chapter 1's changes were housekeeping changes. They reflected an accounting function.
- Chapter 2's change was wordsmithing to broaden the definition of domestic partner. Basically it states that two people who live together and share expenses and can demonstrate a long duration of a relationship qualifies as a domestic partner.
- Chapter 4's change was wordsmithing again to make the definitions clearer.
- Chapter 6's changes addressed the length of time a recipient can be absent from the voucher program. The length of time has gone from 180 days to 60 days. PHA made these changes because it seemed unfair to the 2290 people on the waiting list that some voucher holders were not using their vouchers for almost ½ the year.
- Chapter 7 directed it changes to how recent the verification must be. Verifications must be 90 days old not 4 moths. This is to get the most updated information to benefit all parties involved. It also changed its length of lease term from HUD's recommended 12 months to PHA's 6 to 12 months. This was to assist participants of the program to find apartments.
- Chapter 10 addressed Housing Quality Standards and Inspections. In the past, if the landlord provided appliances, PHA inspected those appliances to ensure that they are in working order. If the landlord did not provide appliance then the resident had to provide the appliances and PHA did not inspect those appliances. This has now changed. PHA will be inspecting all appliances to ensure housing quality standards. PHA has also changed it requirements for major repairs for the landlords from 30 days to 20 days. This is to expedite the repair time turnaround. In the past, PHA did not have to inspect an apartment if it had been inspected in the prior four months. It will not inspect all apartments prior to two months. PHA will require landlords to install solid entry doors rather than hallow core doors. PHA will be inspecting all fireplaces and chimneys. PHA will require all smoke detectors to be in working condition and all non-working smoke detectors must be working within 24hours. If a resident alters the smoke detectors then the responsibility will be placed on the resident and not the landlord.

Mary wanted to remind the residents that it is up to tenant to report all housing quality issues. Whether it is heating, water or other issues. They need to call PHA so that PHA can contact the landlords regarding those issues. They must report anything that affects their health and safety.

- Chapter 12's change refers to recertification. If a tenant wishes to add another member to the lease they must get the landlord's approval before PHA can consider a request.
- Chapter 15's change is a correction. PHA had stated that a person convicted of a crime of violence could not seek assistance from PHA for three years was an error. It is has changed to five years to reflect HUD's requirements.

- Chapter 20's change addresses special projects like Virginia's Place. Currently there are 88 such vouchers and hopefully Section 8 will have 50 more throughout the city. It also addresses home ownership. It has increased its deadline for finding a home from 4 months to 6 months. It has also changed its requirement for the homeownership programs' down payment from 3% to 1%. Most of the participants in this program are buying homes in the rural areas. Rural homeownership programs only require 1%.
- Like public housing, section 8 will be working towards the upfront verifications model with HUD. HUD is working with federal, state and private organizations to make income verifications easier for PHAs. They are working with agencies like the IRS, Medicare, and Social Security etc…
- Lastly, Section 8 has expanded it list of acronyms and definitions.

The residents liked the new UIV system that would be occurring in summer for housing authorities, as it would make the recertification process for both residents and PHA staff easier and more efficient.

Agency Plan: Modernization

Bill Dalbec informed PHANG/ RAB that his budget is $1.736 million dollars. He informed us that his budget is split into two parts. One part goes to social service programs and the other goes to modernization improvements. He has slotted approximately $460,000.00 this year for Sagamore Village because it is the oldest housing complex within PHA. The plumbing at Sagamore Village is original. That means they are 50+ years old. The copper used back then was very thin because so much of it was used for bullets and for military purposes. This means leaks and many numerous problems for the residents at Sagamore Village. Currently, the modernization team is working with units that are vacant. This is to be as least intrusive to the residents.

Modernization understands that there is a shortage of housing and it plans to increase the number of available apartments. There are numerous agencies that are currently using apartments to house numerous programs. Modernization will look at expanding community centers and moving the current providers in the apartments to the community centers. It may be less costly than constructing new apartments.

Some of the accomplishments this year have been the installation of the sprinklers and the ceiling at Franklin Towers and Harbor Terrace. The federal law mandated these projects and Modernization spent over $1million dollars on this project.

Modernization continues to address any arising issues. Franklin Towers' 20,000-gallon water tank is leaking. Modernization has purchased a replacement tank and it will install it this spring. Although, it has plans for certain sites, and it looks like much of it will be focused on Sagamore, it does not mean other sites

will not be ignored when there is an emergency. When the unit on Anderson Street's heating malfunctioned, PHA put its residents in motels and it re-powered the heating system throughout the building.

Bill Dalbec also mentioned that he sets aside a specific amount for sidewalk and pavement repairs. This winter was a difficult one for the pavements. The extreme cold and the lack of snow have caused many frost heaves. These will be tended to in the spring.

In the five-year agency plan, Bill is also looking to work on units in Bayside East. There are several units who have outside staircases and this could pose safety problems. There are many residents who must climb snowy and icy staircases. He is looking into expanding these building to have enclosed staircases.

If it is approved with HUD, Modernization will also look into expanding adjoining studio apartments to larger apartments. This is currently not feasible but he will follow this idea up with HUD officials.

Bill fielded numerous questions from PHANG members. ***He addressed the problem with fans in Riverton Park and stated that the problem was a Maintenance problem more than a Modernization problem because the motors were malfunctioning. He also addressed Amanda Cumming's concerns with the barracks having only one outlet. He said that Maintenance needed to be notified of this problem. He also said that there are no plans to work on the barracks and that Sagamore Village has over $400,000.00 slotted for modernization improvements.***

Cookie Wheeler and Nancy Cohen asked about the dryers and the washers. They wanted to know when they are going to be delivered. ***Bill Dalbec informed them that that was an administrative issue.*** It is a contractual issue and Bruce Loring would probably handle that. ***Amanda Cummings asked about siding the apartments at Sagamore Village.*** Bill answered that the apartments would not be sided until year five in the agency plan. The last time it was sided was twenty years ago. It was done with volunteers through a vocational program. Bill stated that he would like to use thicker siding for the apartments so that it can absorb kids hitting the siding with baseball bats or with balls without cracking the siding.

Nancy Cohen from Harbor Terrace asked about the vertical blinds. Bill referred her to Maintenance.

Ann Marie Card, Director of Public Housing/Resident Services indicated all Department Heads would be available for questions after the meeting if they wished. She again stressed the importance of the Public Hearing for the Agency Plan and how everyone's attendance and input was both welcomed and needed.

Vote:

Ann Marie Card asked for a show of hands. ***She asked for a vote to accept the changes in the public housing policies.*** There were 7 yeas and no nays. She asked for a vote to accept changes to the section 8 policies. There was one yea and no nays.

The meeting was adjourned at 10:30 am.

Attachment E

Voluntary Conversions

a. How many of the PHA's developments are subject to the Required Initial Assessments? **9**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **3**

c. How many Assessments were conducted for the PHA's covered developments? **9**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	**Number of Units**
None	

d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**

Attachment F
Definition

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which requires formal approval of the Board of Commissioners.

Attachment G

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

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

Goal One: The Portland Housing Authority shall maintain its status as a high performing housing authority under PHAS and achieve it under SEMAP.	
Objective	**Progress**
Keep the staff informed on the changing requirements of PHAS and SEMAP and the importance of both systems to the agency.	Accomplished through on-going staff meetings.
Adopt operational policies and procedures necessary to achieve the goal.	Accomplished as demonstrated by high performer status in both programs.
Incorporate PHAS and SEMAP standards into employee performance evaluations.	Accomplished except for union employees.
Provide the media with at least 12 positive stories about PHA a year and have a PHA leader speak to at least six public groups each year.	Accomplished.

Goal Two: The Portland Housing Authority shall improve its collaborations with its community agency partners in order to assist our residents and those in need of housing assistance.	
Objective	**Progress**
Continue the usage of interagency meetings and roundtables with our partners.	Accomplished.
Continue to streamline the process our partners need to utilize to effectively work with PHA.	Accomplished.

Goal Three: Provide 200 additional affordable housing opportunities for the people we serve by June 30, 2004.	
Objective	**Progress**
Investigate every possible HUD funding opportunity and apply for funding that is appropriate.	Accomplished.
Encourage development partners and mixed financing opportunities.	Accomplished. Sale of land and help with LIHTC developments. Gap financing for non-profits.
Work with city government to create more affordable rental housing.	Accomplished.

Attachment H

Implementation of Public Housing Resident Community Service Requirements

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

1. **Development of Written Description of Community Service Requirement:**
   The 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 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 Portland Housing Authority will notify residents at the time of their recertification.

4. **Cooperative Agreements with TANF Agencies**
   The Portland Housing Authority has secured a Cooperative Agreement with a TANF Agency.

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

   An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, 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 Portland Housing Authority will coordinate with social service agencies, local schools, and the United Way Volunteer Services and Maine Department of Human Services in identifying a list of volunteer community service positions.

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

Attachment I

Pet Policy

Effective October 1, 2001, pet ownership in all Public Housing developments will be regulated by the reasonable rules and regulations outlined in this Companion Pet Ownership Policy. As this policy is incorporated in the Dwelling Lease, repeated or substantial violation of the regulations set forth may result in the withdrawal of permission to keep a pet, or in termination of tenancy. This policy does not apply to animals that are required to assist either handicapped residents or handicapped visitors.

A. **TYPE AND NUMBER**: Under this policy,

Residents will not be allowed to keep Pit Bulls or Rottweilers in any development under any circumstances including strays, visitors= or guests= pets.

- **Residents of all buildings less than three stories tall** may keep only common household pets limited to dogs, cats, birds, rodents such as hamsters and rabbits, fish, and turtles. **A maximum of one (1) dog and/or two (2) cats per household will be allowed.**
- **Residents of buildings taller than three (3) stories (high rise buildings)** may keep:

  (a) One (1) dog not exceeding twenty (20) pounds, eight or twelve (12) inches in height at full maturity, or
  (b) One (1) cat, or
  (c) Two (2) caged birds, or
  (d) Fish (limit of one (1) twenty (20) gallon tank, 12" x 30" x 12", sealed against leakage).

All other animals, including strays or visitors'/guests' pets are strictly prohibited from all developments.

Special Note: Residents who can prove that they had pets in excess of the maximum number allowed under this policy as of the date of enactment of this policy (June 7, 2001) may retain these specific pets as long as they remain in compliance with all other requirements of this policy. No additional pets may be added to the household or substituted for the specific pets referred to herein as long as their addition or substitution would keep the household over the policy limit.

B. **OWNER ACCOUNTABILITY**: Pet owners will be held accountable for damage to property or persons caused by their pets. Failure to meet financial responsibility for pet-caused damage will be cause for eviction.

Tenants shall be liable for the entire amount of all damages caused by pets and all cleaning, defleaing, and deodorizing required because of the pet. This applies to carpets, doors, walls, drapes, windows, screens, furniture, appliances and any other part of the dwelling unit, landscaping or other improvements on Authority property, or the property of other tenants. If such items cannot be satisfactorily cleaned or repaired, tenants must pay for complete replacement. Payment for damages, repairs, cleaning, replacement, etc. shall be deducted from a damage deposit but not limited by said deposit amount.

C. **STANDARD OF CARE**: It is the pet owner's responsibility to ensure that the pet receives proper care. Proper care includes adequate nutrition, responsible medical attention, satisfactory grooming and exercise, and overall humane treatment. Management reserves the right to require the pet owner to permanently remove the pet if, in Management's opinion, it is not being properly cared for.

D. **RIGHTS OF OTHER TENANTS**: Pet owners must recognize the rights of other tenants to peaceably enjoy their homes free from noise disturbances and odors caused by pets. Therefore, pet owners will take every reasonable step to ensure that the rights of other tenants are not disturbed. Pet owners agree to immediately and permanently remove the pet from the premises of Management receives reasonable complaints from neighbors or other residents or if Management, in their sole discretion, determines that the pet has disturbed the rights, comforts, or convenience of neighbors or other residents.

E. **SPECIAL PROVISIONS FOR OWNERS OF DOGS AND CATS**:

(a) **Dogs and cats shall be neutered or spayed and housebroken.**
(b) **All dogs or cats shall be licensed and vaccinated according to local and State law.**
(c) **All dog owners shall maintain current Renters Insurance including Personal Liability insurance in the amount of $300,000.**
(d) All dogs shall be on a leash controlled by an adult when outside of the apartment.
(e) Owners shall designate an individual to care for the pet if the owner becomes incapacitated.
(f) Cats and dogs shall not be allowed in common areas (community room, laundry room, etc.) except as is necessary to leave or enter the building. At no time shall they be allowed to roam freely.
(g) Management reserves the right to require that tenants remove pets from the premises while maintenance work is being performed.
(h) A cat litter box will be provided by cat owners and sanitary conditions must be maintained at all times. The litter box must be cleaned regularly and the waste collected in plastic bags which are to be sealed and placed in a trash can. Litter boxes must be kept in the apartment at all times.
(i) Tenants shall not alter their apartments or any other portion of the premises to create an enclosure for an animal.
(j) Leashed animals must be curbed away from the site area. No animal waste will be tolerated on any building site properties.
(k) Pet owners must remain in strict compliance with all relevant State, local, and Portland Housing Authority laws, regulations, and ordinances at all times.
(l) If dogs or cats are left unattended for forty-eight (48) hours or more, the Portland Housing Authority may enter to remove the pet and transfer it to the proper authorities. The Portland Housing Authority accepts no responsibility for the pet under such circumstances.

F. **OWNERSHIP CERTIFICATE**:

(a) Written permission must be secured from the Authority in advance. This permission will be granted after the following requirements have been met:

1) Signed, notarized statement accepting full legal responsibility for the actions of the pet and all injuries and illness caused by the pet.
2) A veterinarian's statement that (in the case of dogs and cats) the animal is:

a. in good health;
b. has received all necessary immunizations, and
c. has been neutered.

3) A signed agreement with another responsible person to remove the animal from the premises if the owner should become temporarily or permanently unable to care for it. The Authority shall be able to implement this agreement at any time if, in its sole discretion, the animal is not properly cared for or shows signs of abuse.

4) Proof of registration will be required from all dog owners.

5) Proof of Renter's insurance with Liability coverage in the amount of $300,000 will be required from all dog owners.

(b) Proof of compliance with the above regulations must be submitted each year at the time of the annual reexamination.

Attachment J

RESIDENT ADVISORY BOARD

2004

Section 8 Participants

Ms. Jean Bessette
23 Codman Street
Portland, ME 04103
772-0260

Ms. Mona Taylor
81 Brentwood Street
Portland, ME 04103
772-7316

Ms. Pamela Hourihan
135 A Wood Road
Gorham, ME 04038
856-6442

Ms. Judy Barnett
48 Hancock Street #2
Portland, ME 04101
828-1412

Public Housing Residents

Ms. Amanda Cummings
18 Godfrey Street
Portland, ME 04102

Ms. Marie Flood
211 Cumberland Avenue #1001
Portland, ME 04101

Ms. Annette Rodriquez
10 Kennedy Park
Portland, ME 04101

Ms. Nancy Cohen
284 Danforth Street #521
Portland, ME 04102

Ms. Dorene Day
115 Riverton Drive
Portland, ME 04103

Ms. Doris Morse
72 Pembroke Street #2
Portland, ME 04103

Mr. Clifford Merrill
40 W. Presumpscot Street
Portland, ME 04103

There is a Maine Statute that makes the public disclosure of the name of any public housing resident a criminal offense. Therefore, although these are being provided to you, they were not made available for public review.

Required Attachment K____: 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: Elizabeth V. Clark and Katherine Harriman

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

☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): 6/8/04 and 6/19/05

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):

Attachment L
Section 8 Homeownership Program Capacity Statement

The Portland Housing Authority has the capacity to operate this program. In addition, PHA has established a requirement that the purchaser qualify for a mortgage from a qualified mortgage lender.

Attachment M

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Portland Housing Authority	ME36P00350102 Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:	2002

[]**Original Annual Statement** **Reserve for Disasters/ Emergencies** [x]**Revised Annual Statement (revision no:** 2)
[X]**Performance and Evaluation Report for Period Ending: 12-31-03** **Final Performance and Evaluation Report**

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-	-0-	-0-	-0-
2	1406 Operations	50,000.00	50,000.00	-0-	-0-
3	1408 Management Improvements	640,270.00	514,990.00	436,079.21	436,079.21
4	1410 Administration	127,000.00	180,000.00	174,214.15	174,214.15
5	1411 Audit	-0-	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	20,100.00	8,000.00	7,377.33	7,377.33
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	107,270.00	61,000	56,597.57	56,597.57
10	1460 Dwelling Structures	681,400.00	858,440.00	751,625.42	751,625.42
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	-0-	-0-	-0-
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-
13	1475 Nondwelling Equipment	83,390.00	87,000.00	65,050.30	65,050.30
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collaterization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	50,000.00	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2-20)	1,759,430.00	1,759,430.00	1,490,943.98	1,490,943.98
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	8,000.00	8,000.00	8,000.00	8,000.00
24	Amount of line 21 Related to Security –Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 related to Security-- Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-
				C:\Document\HUD\P&E\501-02 –12/31/03	

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

PHA Name: Portland Housing Authority

Grant Type and Number **ME36P00350102**
Capital Fund Program Grant No: 501-02
Replacement Housing Factor Grant No:

Federal FY of Grant: 2002

Development # & Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sagamore Village (ME 3-1)	--Electrical service	1460	20%	10,000.00	-0-	-0-	-0-	Moved to 501-04
	--Resurface front entry	1460	5%	3,000.00	-0-	-0-	-0-	Moved to 501-04
	--Renovations	1460	20%	236,799.00	508,000.00	419,067.26	419,067.26	In progress
	--Site work	1450	10%	14,540.00	6,000.00	5,905.00	5,905.00	Complete
	--Waterproofing	1460	5%	10,000.00	-0-	-0-	-0-	In progress
Kennedy Park (ME 3-2)	--Site work	1450	10%	2,000.00	-0-	-0-	-0-	Deferred
Bayside Terrace (ME 3-3)	--Exterior lights	1460	100%	4,000.00	-0-	-0-	-0-	Deferred
	--Site work	1450	2%	2,000.00	3,000.00	2,060.00	2,060.00	Complete
Franklin Towers (ME 3-4)	--Site improvements	1450	40%	3,000.00	2,000.00	1,520.00	1,520.00	Complete
	--Plumbing	1460	100%	32,810.00	15,000.00	14,550.00	14,550.00	Complete
	--Elevator renovations	1460	100%	-0-	246,000.00	245,571.98	245,571.98	Complete
	--Fire protection system	1460	2%	-0-	10,000.00	8,647.30	8,647.30	Complete
	--A/C units	1460	1%	-0-	3,000.00	2,977.02	2,977.02	Complete
	--Security locks	1460	100%	-0-	2,750.00	2,750.00	2,750.00	Complete
	--Renovations	1460	1%	-0-	1,200.00	1,068.35	1,068.35	Complete
	--Hot water system	1460	30%	-0-	12,000.00	10,152.00	10,152.00	Complete
Bayside East (ME 3-5)	--Roof and stair renovations	1460	30%	161,241.00	-0-	-0-	-0-	Deferred
	--Site work	1450	10%	8,227.00	10,000.00	9,475.00	9,475.00	Complete
	--Heating zone valves	1460	40%	24,000.00	-0-	-0-	-0-	Complete in 501-01
Harbor Terrace (ME 3-6)	--Replace trash compactor	1460	100%	65,000.00	-0-	-0-	-0-	Deferred
	--Site improvements	1450	100%	2,000.00	5,000.00	4,296.00	4,296.00	Complete
	--Elevator renovations	1460	100%	-0-	1,000.00	996.34	996.34	Complete
	--Accessibility	1460	1%	-0-	1,040.00	1,040.00	1,040.00	Complete
	--Security lock	1460	100%	-0-	1,600.00	1,592.50	1,592.50	Complete
	--Fire protection	1460	1%	-0-	5,000.00	4,349.72	4,349.72	Complete
	--Kitchen renovations	1460	1%	-0-	12,000.00	11,165.00	11,165.00	Complete
Riverton Park (ME 3-8)	--New playground	1450	1 ea.	28,000.00	-0-	-0-	-0-	Deferred
	--New floors (1st floor)	1460	100%	30,000.00	-0-	-0-	-0-	Deferred
	--New tubs	1460	30%	40,000.00	-0-	-0-	-0-	Deferred
	--Site work	1450	10%	37,003.00	10,000.00	9,574.00	9,574.00	Complete
Washington Gardens (ME 3-9)	--Site work	1450	100%	2,000.00	20,000.00	19,215.19	19,215.19	Complete
	--Accessibility	1460	1%	-0-	300.00	284.50	284.50	Complete
	--Renovations	1460	2%	-0-	5,000.00	4,218.11	4,218.11	Complete
Front Street (ME 3-10)	--New entrance service	1460	10%	20,000.00	-0-	-0-	-0-	Moved to 501-04
	--Site work	1450	10%	5,000.00	-0-	-0-	-0-	Moved to 501-04
	--Waterproofing	1460	10%	10,000.00	-0-	-0-	-0-	Moved to 501-04
Dermott Court (ME 3-11)	--Site work	1450	2%	1,000.00	-0-	-0-	-0-	Moved to 501-04
Peninsula Housing (ME 3-16)	--Site work	1450	5%	2,500.00	5,000.00	4,552.38	4,552.38	Complete

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350102** Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:	**Federal FY of Grant: 2002**

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administrative Offices	--Emergency generator	1475	100%	-0-	21,000.00	20,867.31	20,867.31	Complete
PHA Wide	--Housing Inspector	1408	1 FTE	49,240.00	49,240.00	32,638.31	32,638.31	
	--FSS Program Manager	1408	1 FTE	7,400.00	7,400.00	-0-	-0-	
	--Resident Services Prog. Assistant	1408	1 FTE	42,600.00	42,600.00	39,423.66	39,423.66	
	--Education Program Manager	1408	1 FTE	61,750.00	61,750.00	55,343.03	55,343.03	
	--Resident Services Program Manager	1408	1 FTE	57,500.00	57,500.00	45,869.62	45,869.62	
	--Director of Resident Services	1408	1 FTE	83,700.00	85,000.00	84,579.35	84,579.35	
	--Resident Counseling	1408	Contractual	37,080.00	10,000.00	5,274.00	5,274.00	
	--Youth Services	1408	Contractual	25,000.00	25,000.00	10,440.06	10,440.06	
	--Education Services	1408	Contractual	25,000.00	2,000.00	-0-	-0-	
	--Modernization Staff	1410	2 FTE	127,000.00	180,000.00	174,214.15	174,214.15	
	--Preventive Maintenance	1460	10%	34,550.00	34,550.00	23,195.34	23,195.34	
	--Architectural and Engineering Fees	1430	Contractual	20,100.00	8,000.00	7,377.33	7,377.33	
	--Maintenance Equipment	1475	Purchase	33,390.00	-0-	-0-	-0-	
	--Maintenance Vehicle	1475	Purchase	25,000.00	41,000.00	40,650.00	40,650.00	
	--Computer hardware and software	1475	Purchase	25,000.00	25,000.00	3,532.99	3,532.99	
	--Contingency	1502	100%	50,000.00	-0-	-0-	-0-	
	--HTVN	1408	Contractual	6,500.00	6,500.00	6,500.00	6,500.00	
	--Project Managers (3)	1408	3 FTE	172,500.00	150,000.00	145,446.55	145,446.55	
	--Elderly Services	1408	Contractual	72,000.00	18,000.00	10,564.63	10,564.63	
	--Operations	1406	100%	50,000.00	50,000.00	-0-	-0-	
	TOTAL			**1,759,430.00**	**1,759,430.00**	**1,490,943.98**	**1,490,943.98**	

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350102** Capital Fund Program No: 501-02 Replacement Housing Factor No:	**Federal FY of Grant:** **2002**

Development # 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	
3-1 Sagamore Village	06/30/04			06/30/05			
3-2 Kennedy Park	06/30/04			06/30/05			
3-3 Bayside Terrace	06/30/04			06/30/05			
3-4 Franklin Towers	06/30/04			06/30/05			
3-5 Bayside East	06/30/04			06/30/05			
3-6 Harbor Terrace	06/30/04			06/30/05			
3-8 Riverton Park	06/30/04			06/30/05			
3-9 Washington Gardens	06/30/04			06/30/05			
3-10 Front Street	06/30/04			06/30/05			
3-11 Dermott Court	06/30/04			06/30/05			
3-16 Peninsula Housing	06/30/04			06/30/05			
Administrative Offices	06/30/04			06/30/05			
PHA Wide	06/30/04			06/30/05			

Attachment N

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Portland Housing Authority	Capital Fund Program Grant No: ME36P00350103 501-03 Replacement Housing Factor Grant No:	2003

[ ]Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
[X]Performance and Evaluation Report for Period Ending: 12-31-03 Final Performance and Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-			
2	1406 Operations	50,000.00			
3	1408 Management Improvements	589,615.00			
4	1410 Administration	127,000.00			
5	1411 Audit	-0-			
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	20,100.00			
8	1440 Site Acquisition	-0-			
9	1450 Site Improvement	62,887.00			
10	1460 Dwelling Structures	511,822.00			
11	1465.1 Dwelling Equipment—Nonexpendable	2,000.00			
12	1470 Nondwelling Structures	2,000.00			
13	1475 Nondwelling Equipment	65,000.00			
14	1485 Demolition	-0-			
15	1490 Replacement Reserve	-0-			
16	1492 Moving to Work Demonstration	-0-			
17	1495.1 Relocation Costs	-0-			
18	1499 Development Activities	-0-			
19	1501 Collaterization or Debt Service	-0-			
20	1502 Contingency	17,205.00			
21	Amount of Annual Grant: (sum of lines 2-20)	1,447,629.00			
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				
				C:\Document\HUD\P&E\CFP 501-03\12-31-03	

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350103** Capital Fund Program Grant No: 501-03 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2003

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Qty.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sagamore Village (ME 3-1)	--Renovations --Site work --Waterproofing	1460 1450 1460	15% 5% 3%	342,562.00 10,000.00 5,000.00				
Kennedy Park (ME 3-2)	--Electrical --Site work	1460 1450	2% 3%	5,060.00 5,000.00				
Bayside Terrace (ME 3-3)	--Site work	1450	2%	2,000.00				
Franklin Towers (ME 3-4)	--Main entry --Site work	1460 1450	100% 100%	30,100.00 3,000.00				
Bayside East (ME 3-5)	--Appliances --Renovate units --Site improvements	1465 1460 1450	5% 3% 5%	2,000.00 42,689.00 6,700.00				
Harbor Terrace (ME 3-6)	--Site improvement	1450	100%	10,187.00				
Riverton Park (ME 3-8)	--Site work (asphalt)	1450	20%	12,000.00				
Washington Gardens (ME 3-9)	--Site work	1450	20%	5,000.00				
Front Street (ME 3-10)	--Site work --Waterproofing	1450 1450	10% 2%	5,000.00 2,000.00				
Dermott Court (ME 3-11)	--Renovations --Site work	1460 1450	25% 20%	5,000.00 2,000.00				
Peninsula Housing (ME 3-16)	--New heating boiler --Replace all windows --Site work	1460 1460 1450	25% 100% 2%	20,761.00 24,000.00 2,000.00				
Administrative Office	--Heating/AC	1470	20%	2,000.00				

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350103** Capital Fund Program Grant No: 501-03 Replacement Housing Factor Grant No:	**Federal FY of Grant: 2003**

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	--Resident Init. Program Manager	1408	1FTE	49,240.00				
	--Education Program Manager	1408	1FTE	47,500.00				
	--Resident Serv. Office Assistant	1408	1FTE	33,070.00				
	--Housing Inspector	1408	1FTE	35,225.00				
	--FSS education/training	1408	Contractual	5,000.00				
	-- Computer conversion to UNIX system	1475	Purchase	50,000.00				
	--Resident counseling	1408	Contractual	37,080.00				
	--Director of Resident Services	1408	1FTE	63,000.00				
	--Youth services	1408	Contractual	27,000.00				
	--Education services	1408	Contractual	27,000.00				
	--Preventive Maintenance	1460	5%	34,650.00				
	--Maintenance equipment	1475	Purchase	15,000.00				
	--Contingency	1502	100%	17,205.00				
	--Project Manager (3)	1408	3FTE	182,000.00				
	--Elder services	1408	100%	77,000.00				
	--Operations	1406	Contractual	50,000.00				
	--HTVN	1408	Purchase	6,500.00				
	--Fees & costs	1430	Contractual	20,100.00				
	--Administration	1410	Contractual	127,000.00				
	TOTAL			**1,447,629.00**				

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36P00350103** Capital Fund Program No: 501-03 Replacement Housing Factor No:	**Federal FY of Grant:** **2003**

Development # 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	
3-1 Sagamore Village	06/30/05			06/30/06			
3-2 Kennedy Park	06/30/05			06/30/06			
3-3 Bayside Terrace	06/30/05			06/30/06			
3-4 Franklin Towers	06/30/05			06/30/06			
3-5 Bayside East	06/30/05			06/30/06			
3-6 Harbor Terrace	06/30/05			06/30/06			
3-8 Riverton Park	06/30/05			06/30/06			
3-9 Washington Gardens	06/30/05			06/30/06			
3-10 Front Street	06/30/05			06/30/06			
3-11 Dermott Court	06/30/05			06/30/06			
3-16 Peninsula Housing	06/30/05			06/30/06			
Administrative Offices	06/30/05			06/30/06			
PHA Wide	06/30/05			06/30/06			

Attachment O
Project-Based Vouchers

The Portland Housing Authority will utilize the Project-Based Voucher Program to compliment other housing programs administered by the agency in achieving our goal of providing the widest possible choice of housing opportunities to the greatest number of applicants and participants.

The Authority can project-base over 340 vouchers. At this time we are utilizing 86 vouchers as project-based vouchers in an attempt to increase the availability of affordable housing in Portland. The general location includes all of the City of Portland and an additional 10 mile radius.

The City of Portland is experiencing a vacancy rate of less than 1½% (one and one-half of one percent) and escalating rents. The Authority's utilization of project-basing in certain strategic locations is needed to assure the availability of units for a period of years. Certain strategic locations refer to eligible census tracts or smaller areas within those census tracts that will still result in a reasonable choice of buildings or projects to be provided project-based assistance.

Project-basing is consistent with the Agency Plan, by increasing the number of affordable housing units, reducing turnover, maintaining and increasing lease-up rates. Project-basing is an appropriate option because it will increase the supply of units for tenant-based assistance which is currently extremely limited. Project-basing will assure the availability of units for our population.

Our current Project-Based Housing Projects are as follows:

- 28 & 28 1/2 Holly Street
- Virginia's Place
- Brannigan House
- Meadowbrook
- Burnham Arms
- 253 Saint John Street
-

The following Project-Based Contracts are pending:

- Logan Place
- Yale Court
- Casco Terrace 41 State Street
- PROP 12-14 Monroe/Greenleaf Street
- PROP 77-87 Grant Street
- PROP 49 Hanover Street
- Milestone

Attachment P

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Portland Housing Authority	ME36 P003 502-03 Capital Fund Program Grant No: 502-03 Replacement Housing Factor Grant No:	2003

[ ]**Original Annual Statement** **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
[X]**Performance and Evaluation Report for Period Ending: 12-31-03** **Final Performance and Evaluation Report**

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	288,507.00			
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 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	288,507.00			
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				
				C:\Documents\HUD\CFP 502-03 –12/31/03	

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36 P003 502-03** Capital Fund Program Grant No: 502-03 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2003

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sagamore Village (ME 3-1)	Renovations	1460		288,507.00				
Kennedy Park (ME 3-2)								
Bayside Terrace (ME 3-3)								
Franklin Towers (ME 3-4)								
Bayside East (ME 3-5)								
Harbor Terrace (ME 3-6)								
Riverton Park (ME 3-8)								
Washington Gardens (ME 3-9)								
Front Street (ME 3-10)								
Dermott Court (ME 3-11)								
Peninsula Housing (ME 3-16)								
PHA Wide								
	TOTAL			288,507.00				

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

PHA Name: Portland Housing Authority	**Grant Type and Number** **ME36 P003 502-03** Capital Fund Program No: 502-03 Replacement Housing Factor No:	**Federal FY of Grant:** **2003**

Development # 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	
3-1 Sagamore Village	06-30-05			06-30-06			
3-2 Kennedy Park	06-30-05			06-30-06			
3-3 Bayside Terrace	06-30-05			06-30-06			
3-4 Franklin Towers	06-30-05			06-30-06			
3-5 Bayside East	06-30-05			06-30-06			
3-6 Harbor Terrace	06-30-05			06-30-06			
3-8 Riverton Park	06-30-05			06-30-06			
3-9 Washington Gardens	06-30-05			06-30-06			
3-10 Front Street	06-30-05			06-30-06			
3-11 Dermott Court	06-30-05			06-30-06			
3-16 Peninsula Housing	06-30-05			06-30-06			
Administrative Offices	06-30-05			06-30-06			
PHA Wide	06-30-05			06-30-06			