

# BANGOR HOUSING AUTHORITY

## PHA Plans

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

(me009v01)

**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:** BANGOR HOUSING AUTHORITY

**PHA Number:** ME009

**PHA Fiscal Year Beginning:** 01/01/2005

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[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 BANGOR HOUSING AUTHORITY IS COMMITTED TO PROVIDING AND MAINTAINING QUALITY, AFFORDABLE HOUSING IN A SAFE ENVIRONMENT. THROUGH PARTNERSHIPS WITH OUR RESIDENTS AND OTHER GROUPS WE WILL PROVIDE OPPORTUNITIES FOR THOSE WE SERVE TO BECOME SELF-SUFFICIENT.**

**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)**

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

**Objectives:**

- 1. The Bangor Housing Authority shall continue to promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.**
- 2. HUD shall recognize the Bangor Housing Authority as a high performer under the PHAS for our fiscal ending December 31, 2005 and each year thereafter.**

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE BANGOR HOUSING AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS.**

**Objective:**

- 1. The Bangor Housing Authority shall continue to contract with the City of Bangor for on-site police presence in all of our developments. This is an on-going objective.**

**GOAL: MANAGE THE BANGOR HOUSING AUTHORITY'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER.**

**Objective:**

- 1. HUD shall recognize the Bangor Housing Authority as a high performer under the SEMAP for our fiscal ending December 31, 2005 and each year thereafter.**

**GOAL: DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICE TO THE RESIDENTS OF THE BANGOR HOUSING AUTHORITY**

**Objective:**

- 1. The Bangor Housing Authority will continue to create an appealing, up-to-date environment in its developments. This is an on-going objective.**

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

**Objectives:**

- 1. The Bangor Housing Authority shall ensure that supportive service opportunities are present for every public housing resident. This is an on-going objective.**

**GOAL: EXPAND THE SUPPLY OF ASSISTED HOUSING**

**Objective:**

- 1. The Bangor Housing Authority will apply for additional Section 8 program housing choice vouchers when HUD issues a**

**Notification of Fund Availability. This is an on-going objective.**

**Annual PHA Plan  
PHA Fiscal Year 2005**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Bangor Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Bangor Housing Authority.

**THE BANGOR HOUSING AUTHORITY IS COMMITTED TO PROVIDING AND MAINTAINING QUALITY, AFFORDABLE HOUSING IN A SAFE ENVIRONMENT. THROUGH PARTNERSHIPS WITH OUR RESIDENTS AND OTHER GROUPS WE WILL PROVIDE OPPORTUNITIES FOR THOSE WE SERVE TO BECOME SELF-SUFFICIENT.**

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

**GOAL:           MANAGE THE BANGOR HOUSING AUTHORITY’S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. The Bangor Housing Authority shall continue to promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.
2. HUD shall recognize the Bangor Housing Authority as a high performer under the PHAS for our fiscal ending December 31, 2005 and each year thereafter.

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE BANGOR HOUSING AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS.**

**Objective:**

1. The Bangor Housing Authority shall continue to contract with the City of Bangor for on-site police presence in all of our developments. This is an on-going objective.

**GOAL: MANAGE THE BANGOR HOUSING AUTHORITY'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER.**

**Objective:**

1. HUD shall recognize the Bangor Housing Authority as a high performer under the SEMAP for our fiscal ending December 31, 2005 and each year thereafter.

**GOAL: DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICE TO THE RESIDENTS OF THE BANGOR HOUSING AUTHORITY**

**Objective:**

1. The Bangor Housing Authority will continue to create an appealing, up-to-date environment in its developments. This is an on-going objective.

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

**Objectives:**

- 1. The Bangor Housing Authority shall ensure that supportive service opportunities are present for every public housing resident. This is an on-going objective.**

**GOAL: EXPAND THE SUPPLY OF ASSISTED HOUSING**

**Objective:**

- 1. The Bangor Housing Authority will apply for additional Section 8 program housing choice vouchers when HUD issues a Notification of Fund Availability. This is an on-going objective.**

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

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

### **Summary of Program Changes**

For the ensuing year we made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations or discretionary changes.

#### **Public Housing Program**

- We have incorporated the Medicare transitional assistance program provisions into our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan;
- We have revised our Admissions and Continued Occupancy Policy to add provisions for cooperating with law enforcement agencies;
- We have strengthened our Admissions and Continued Occupancy Policy and Section 8 Administrative Plan by adding specific steps for following the five verification methods acceptable to HUD;
- We have added a provision for handling Housing Authority mistakes in calculating rent to our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan.
- We have increased our minimum rent to \$50 for our public housing and Section 8 programs.

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

### **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 2005 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 2005 Capital 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) - **Included in this PHA Plan text**

Other (List below, providing each attachment name)

- Attachment D: Capital Fund Program FY 2004 Annual Statement**
- Attachment E: Capital Fund Program FY 2003 P & E Report (50-103)**
- Attachment F: Capital Fund Program FY 2003 P & E Report (50-203)**
- Attachment G: Resident Member of the PHA Governing Board**
- Attachment H: Membership of the Resident Advisory Board**
- Attachment I: Definition of Substantial Deviation and Significant Amendment or Modification**
- Attachment J: Deconcentration and Income Mixing**
- Attachment K: Pet Policy Statement**
- Attachment L: Progress in Meeting 5-Year Goals and Objectives**
- Attachment M: Implementation of Community Service Requirements**
- Attachment N: Resident Survey Follow up Plan**

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
		Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration and Income Mixing Documentation	(specify as needed)  ACOP/Annual Plan

## **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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	2,115	5	4	3	1	2	2
Income >30% but <=50% of AMI	1,314	3	3	3	1	2	2

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	1,583	1	3	3	1	2	2
Elderly	1,046	1	1	1	1	1	2
Families with Disabilities	*						
Race/Ethnicity-Black	*						
Race/Ethnicity-Hispanic	*						
Race/Ethnicity-Native American	*						
Race/Ethnicity-Asian/Pacific Is	*						

**\*Families With Disabilities**

City of Bangor Consolidated Plan (page 106): According to the 1990 Census User Defined Area data, there are non-institutionalized 466 persons between ages 16 and 64 who have a mobility limitation, but who do not have a self-care limitation. These persons have a need for handicap accessible units but do not need care, thus they do not require supportive housing services. Only 72 of these persons are in the work force, so it is probable that most of these adults, who are not in the labor force, are low income and are in need of affordable housing.

There are 662 non-institutionalized elderly persons over 64 who also have mobility limitations, but do not have a self-care limitation. As these persons are not in the labor force, it is probable that they are low income and are in need of affordable housing.

There is no known data that indicates how many of these persons have permanent or temporary mobility limitations nor how many are home-owners and how many are renters.

**\*Racial/Ethnic Concentrations**

City of Bangor Consolidated Plan: According to the 1990 Census, the total non-white population is only 3.3% of the total City population. Bangor's minority population is well distributed throughout the City with no user-defined neighborhood. This is indicative of the high degree of integration of minorities into the general population and the absence of discrimination in housing in Bangor.

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 **City of Bangor Consolidated Housing and Community Development Plan and Priority Needs Summary Table**  
Indicate year: 2000
- 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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	13		164 units
Extremely low income <=30% AMI	7	54%	
Very low income (>30% but <=50% AMI)	5	38%	
Low income (>50% but <80% AMI)	1	8%	
Families with children	11	85%	
Elderly families	0	0	
Families with Disabilities	3	15%	
Race/ethnicity-	13	100%	

Housing Needs of Families on the Waiting List			
White			
Race/ethnicity - Other	0	0	
Race/ethnicity	NA		
Race/ethnicity	NA		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	8%	3 units
2 BR	6	46%	86 units
3 BR	6	46%	75 units
4 BR	0	0	0
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	185		55 vouchers
Extremely low income <=30% AMI	176	95%	
Very low income (>30% but <=50% AMI)	8	4%	

<b>Housing Needs of Families on the Waiting List</b>			
Low income (>50% but <80% AMI)	1	1%	
Families with children	19	10%	
Elderly families	4	2%	
Families with Disabilities	162	88%	
Race/ethnicity- White	180	97%	
Race/ethnicity – Black	1	1%	
Race/ethnicity- American Indian	4	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	NA
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4 Months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE 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)

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

Select all that apply

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

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

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

Select all that apply

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

The Bangor Housing Authority will continue to house families based on the time and date the application is received in the housing authority office. Families who are elderly, disabled, or displaced will be offered housing before other single persons. This preference applies to both our public housing and Section 8 programs.

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

### **10.3 SELECTION FROM THE WAITING LIST**

The Bangor Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

If admissions of extremely low-income families to the Bangor Housing Authority's voucher program during a fiscal year exceed the 75 % minimum targeting requirement for the Bangor Housing Authority's voucher program, such excess shall be credited (subject to the limitations in this paragraph) against the Bangor Housing Authority's basic targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceeds the minimum voucher program targeting requirement shall not exceed the lower of:

- A. Ten % of public housing waiting list admissions during the Housing Authority of the City of Bangor fiscal year;
- B. Ten % of waiting list admissions to the Bangor Housing Authority's Section 8 tenant-based assistance program during the PHA fiscal year; or
- C. The number of qualifying low income families who commence occupancy during the fiscal year of Bangor Housing Authority public housing units located in census tracts with a poverty rate of 30 % or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

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

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

Select all that apply

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

The Bangor Housing Authority will continue to house families based on the time and date the application is received in the housing authority office. Families who are elderly, disabled, or displaced will be offered housing before other single persons. This preference applies to both our public housing and Section 8 programs.

**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)

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

## **10.0 TENANT SELECTION AND ASSIGNMENT PLAN**

### **10.1 PREFERENCES**

The Bangor Housing Authority will select families based on date and time of the application within each bedroom size category.

Families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will be given to near-elderly families. If there are no near-elderly

families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

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

### **Need: Specific Family Types: 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)

The following are extracts from our adopted Admissions and Continued Occupancy Policy.

## **2.0 REASONABLE ACCOMMODATION**

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Bangor Housing Authority housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Bangor Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Bangor Housing Authority will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

## **2.1 COMMUNICATION**

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

## **2.2 PROCESS TO GRANT THE ACCOMMODATION**

- A. If the requestor is a person with disabilities, the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, no further documentation is required. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Bangor Housing Authority will obtain verification that the person is a person with a disability.

- B. If the requested accommodation is related to the disability and it is not apparent, the Bangor Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The Bangor Housing Authority will not inquire as to the nature of the disability.
- C. In order to determine that the requested accommodation is reasonable, it must meet two criteria:
1. The Bangor Housing Authority's business is housing. If the request would alter the fundamental business that the Bangor Housing Authority conducts, that would not be reasonable. For instance, the Bangor Housing Authority would deny a request to have the

Bangor Housing Authority do grocery shopping for a person with disabilities.

2. Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Bangor Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

- D. The Bangor Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Bangor Housing Authority's programs or services.

If more than one accommodation is equally effective in providing access to the Bangor Housing Authority's programs and services, the Bangor Housing Authority retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Bangor Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the Bangor Housing Authority will seek to have the same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Bangor Housing Authority will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

## **10.0 TENANT SELECTION AND ASSIGNMENT PLAN**

### **10.1 PREFERENCES**

The Bangor Housing Authority will select families based on date and time of the application within each bedroom size category.

Families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the

list, preference will be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

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

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

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

Select if applicable

**Not 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)

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

## **1.0 FAIR HOUSING**

It is the policy of the Bangor Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Bangor Housing Authority shall

affirmatively further fair housing in the administration of its public housing program.

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

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

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	1,154,341	
b) Public Housing Capital Fund	1,007,395	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,017,591	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FY 2004 CFP	1,007,395	Modernization
<b>3. Public Housing Dwelling Rental Income</b>	1,636,710	P H Operations
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
General Fund Investment interest	15,270	P H Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Excess Utilities/non-dwelling rents	67,400	P H Operations
Laundry/vending	6,000	P H Operations
<b>Total resources</b>	<b>6,912,102</b>	

### **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:
- Other: (describe)

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

## **7.0 TAKING APPLICATIONS**

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at 161 Davis Road, Bangor, Maine.

Applications are taken to compile a waiting list. Due to the demand for housing in the Bangor Housing Authority jurisdiction, the Bangor Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Bangor Housing Authority will verify the information.

Applications may be made in person at the 161 Davis Road during regular business hours. Applications will be mailed to interested families upon request. The completed application will be dated and time stamped upon its return to the Bangor Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Bangor Housing Authority to make special arrangements. Arrangements will be made for any applicant who is deaf.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information. At the time the pre-application is requested, an appointment will be scheduled with the intake worker to complete the application process.

After the scheduled appointment, the Bangor Housing Authority will make a preliminary determination of eligibility. This results in the family's placement on the waiting list. Upon completion of the verification process, if the Bangor Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, or income. The Bangor Housing Authority will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Bangor Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

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

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

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

### **8.3 SUITABILITY**

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in compliance with the public housing lease. The Bangor Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will

be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Bangor Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. The Bangor Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent and any utility payments;
2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Bangor Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Bangor Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse, co-head, and any other adult family members;
2. A rental history check of all adult family members;
3. A criminal background check on all household members over the age of 15, including live-in aides. This check will be made through State or local law enforcement or court records in those cases

where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Bangor Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

The information received as a result of the criminal background check shall be used solely for screening, lease enforcement and eviction purposes. The information derived from the criminal background check shall be shared only with employees of the Bangor Housing Authority who have a job-related need to have access to the information. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Bangor Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred;

- 4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

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

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
  - Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)

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

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

c. If the PHA 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?N/A

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 (without good cause)
- Two (with good cause)
- Three or More

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

#### **9.4 REMOVAL OF APPLICANTS FROM THE WAITING LIST**

The Bangor Housing Authority will not remove an applicant's name from the waiting list unless:

A. The applicant requests in writing that the name be removed;

- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

**9.5 MISSED APPOINTMENTS**

All applicants who fail to keep a scheduled appointment with the Bangor Housing Authority will be sent a notice of termination of the process for eligibility.

The Bangor Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Bangor Housing Authority will work closely with the family to find a more suitable time.

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

#### 1 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 the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

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

**15.6 INTERIM REEXAMINATIONS**

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report any increase in income or decreases in allowable expenses between annual reexaminations. Tenant must report increase in income within 10 days of the occurrence. Failure to report within 10 days may result in a retroactive rent charge.

Bangor Housing Authority will conduct an interim re-examination when there is a change in the family composition or a change in income that would result in a change in Total Tenant Payment. Decreases will always be implemented and increases will be implemented as indicated below, with the exception of other regulations imposed by QHWRA. Rent will not change during the period between regular re-examinations, UNLESS during such period:

- (1) A person with income joins the household.
- (2) Tenant can verify a change in his/her circumstances (such as decline in or loss of income) that would justify a reduction in rent. Tenant must report increases in income within 10 days of the occurrence. (Failure to report within 10 days may result in a retroactive rent charge.)
- (3) It is found that Tenant has misrepresented the facts upon which the rent is based so that the rent Tenant is paying is less than the rent that he/she should have been charged. The Authority then may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.
- (4) Rent formulas or procedures are changed by federal law or regulation.

Families are required to report the changes to the Bangor Housing Authority between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Bangor Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the

family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

### ***F. SUITABILITY FOR TENANCY***

The Bangor Housing Authority determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The Bangor Housing Authority will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the Bangor Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). This criminal background check will proceed after each adult household member has signed a consent form designed by the Bangor Housing Authority. The information received as a result of the criminal background check shall be used solely for screening purposes. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it

was requested has been accomplished and the period for filing a challenge to the Bangor Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred.

The Bangor Housing Authority will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender. The Bangor Housing Authority will check with our state registry and if the applicant has resided in another State(s), with that State(s)'s list.

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the Bangor Housing Authority will provide to the owner the name, address, and phone number of the applicant's current landlord and any previous landlords that are known to the housing authority.

In addition, if an owner submits a request to the Bangor Housing Authority for criminal records concerning an adult member of an applicant or resident household, signed consent forms, and the owner's standards for prohibiting admission, the Bangor Housing Authority must request the criminal conviction records from the appropriate law enforcement agency or agencies, as determined by the Housing Authority. If the Bangor Housing Authority receives criminal conviction records requested by an owner, the Bangor Housing Authority must determine whether criminal action by a household member, as shown by such criminal conviction records, may be a basis for applicant screening, lease enforcement or eviction, as applicable in accordance with HUD regulations and the owner's criteria. The Bangor Housing Authority must notify the owner whether the Housing Authority has received criminal conviction records concerning the household member, and of its determination whether such criminal conviction records may be a basis for applicant screening, lease enforcement or eviction. However, the PHA must not disclose the household member's criminal conviction record or the content of that record to the owner, but merely the fact of whether or not they comply with HUD regulations and the owner's criteria.

The same service shall be available to owners of federally assisted housing in their attempt to determine if an applicant is on the state sex offender list upon the request of the owner. Once again, the information itself will not

be disclosed to the owner; the Bangor Housing Authority will merely apply the criteria the owner establishes.

- 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)

See (1) above

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

### **(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

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

#### 6.4 **TERM OF THE VOUCHER**

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

The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will never exceed 120 calendar days from the initial date of issuance without an extraordinary reason. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant the length of request sought by the family or 60 days, whichever is less.

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

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

#### **(4) Admissions Preferences**

##### a. 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)

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.

x 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)

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 NA**

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) - NA

- For the earned income of a previously unemployed household member

- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- 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)

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

**15.6 INTERIM REEXAMINATIONS**

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report any increase in income or decreases in allowable expenses between annual reexaminations. Tenant must report increase in income within 10 days of the occurrence. Failure to report within 10 days may result in a retroactive rent charge.

Bangor Housing Authority will conduct an interim re-examination when there is a change in the family composition or a change in income that would result in a change in Total Tenant Payment. Decreases will always be implemented and increases will be implemented as indicated below, with the exception of other regulations imposed by QHWRA. Rent will not change during the period between regular re-examinations, UNLESS during such period:

- (1) A person with income joins the household.
- (2) Tenant can verify a change in his/her circumstances (such as decline in or loss of income) that would justify a reduction in rent. Tenant must report increases in income within 10 days of the occurrence. (Failure to report within 10 days may result in a retroactive rent charge.)
- (3) It is found that Tenant has misrepresented the facts upon which the rent is based so that the rent Tenant is paying is less than the rent that he/she should have been charged. The Authority then may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.
- (4) Rent formulas or procedures are changed by federal law or regulation.

Families are required to report the changes to the Bangor Housing Authority

between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Bangor Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR (3-BR, 4-BR)
- Above 100% but at or below 110% of FMR (1-BR, 2-BR)
- 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)

**The Bangor Housing Authority is a high performing agency and not required to complete this section.**

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

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

(PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

**The Bangor Housing Authority is a high performing agency and not required to complete this section.**

### A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
  - PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

**Attachment B - Capital Fund Program FY 2005 Annual Statement**

-or-

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

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

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

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

b. If yes to question a, select one:

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

**Attachment C - Capital Fund Program 5-Year Action Plan**

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity:

b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

6. Number of units affected:  
 7. Coverage of action (select one)  
 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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- 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.)

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

- 25 or fewer participants  
 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (1)]

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

**The Bangor Housing Authority is a high performing agency and not required to complete this section.**

**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? 08/24/00

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. )

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 07/31/02)

- 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)

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

See Attachment M: Implementation of Community Service Requirements

### **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.

**The Bangor Housing Authority is not participating in PHDEP and is not submitting a PHDEP Plan with this PHA Plan.**

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA 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 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

NA

- 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)]

**See Attachment K: Bangor Housing Authority Animal Policy Statement**

**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?

5.  Yes  No: If yes, how many unresolved findings remain? \_\_\_\_\_  
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.

**The Bangor Housing Authority is a high performing agency and not required to complete this section.**

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
  - Provided below:

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.)

**In accordance with the State Law, the Bangor Housing Authority’s Board of Commissioners is composed of seven (7) members, two of which are residents. All members of the Board of Commissioners are appointed by the Mayor of the City of Bangor. See Attachment G.**

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

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

1. The Bangor Housing Authority is continuing to renovate its public housing units.
2. The Bangor Housing Authority is continuing to market its public housing and Section 8 program to make families and elderly persons aware of the availability of decent, safe, sanitary and affordable housing in the City of Bangor.
3. The Bangor Housing Authority will apply for additional Section 8 program funding to increase the amount of affordable housing in Bangor when HUD makes the opportunity available.

- Other: (list below)

The Bangor Housing Authority Admission and Continued Occupancy Policy Requirements are established and designed to:

- Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.

- To operate a socially and financially sound public housing agency that provides violence and drug-free, decent, safe and sanitary housing with a suitable living environment for tenants and their families.
- To avoid concentrations of economically and socially deprived families in any one of our public housing developments.
- To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
- To attempt to house a tenant body in each development that is representative of the range of incomes of low-income families in our jurisdiction.
- To promote upward mobility opportunities for families who desire to achieve self-sufficiency.
- To facilitate the judicious management of our inventory and efficient management of our staff.
- To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

We have similar principles for our Section 8 program:

- To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
- To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
- To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.
- To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.
- To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.
- To encourage self sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human service needs.
- To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Bangor Housing Authority's mission.
- To attain and maintain a high level of standards and professionalism in our day to day management of all program components.
- To administer an efficient, high-performing agency through continuous improvement of the Housing Authority's support systems and commitment to our employees and their development.

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

**The following is a brief summary of the pertinent portions of the City of Bangor Consolidated Plan that relate directly to the programs, goals and objective of the Bangor Housing Authority.**

The City of Bangor Consolidated Plan, as required by the U.S. Department of Housing and Urban Development, primarily benefits low and moderate income persons in accordance with the following major goals:

- Provide decent housing
- Provide a suitable living environment
- Expand economic opportunities

The Strategic Plan for the City of Bangor establishes goals for community and human development in the following areas:

- Public housing initiatives
- Affordable housing
- Homelessness
- Institutional roles and coordination
- Public infrastructure
- Economic development
- Lead-based paint hazards
- Anti-poverty strategy

The Bangor Consolidated Plan presents a coordinated approach to addressing Bangor's housing and community development needs. The goal of this plan is to integrate housing, economic, physical and human development in a comprehensive and coordinated fashion so that families and communities can work together and thrive. Responsibility for development of the Plan and coordination of its implementation rests with the Community Development Division of the Community and Economic Development Department. Valuable input into the plan is provided by the various community organizations and agencies which include the Bangor Housing Authority.

Among the several Bangor goals for community, economic and housing development, include:

- A community that values diversity; respect racial, cultural, and individual differences; and provides equal opportunity and fair access to services, housing, and economic opportunities.
- Infant, children and youth who survive, thrive, learn and succeed.
- A workforce able to secure and maintain meaningful employment, work productively, and earn a living wage.

- A population of older adults and people with disabilities who have the support they need to be secure, function as independently as possible, and contribute to the community.
- Residents who live in a safe and healthy environment, are well nourished, able to make informed choices, and have good access to affordable health care.
- An adequate supply of affordable and suitable housing, including well integrated community-based residential opportunities for low-income households and people with special needs.
- An excellent educational system and opportunities for life-long learning for all Bangor residents.
- Families, neighborhoods, and communities that are safe, secure, well serviced, and empowered to meet their needs.

The consultation process (citizen involvement) included a survey which identified needs and concerns related to homelessness, affordable housing, social services, public services and facilities, employment, land use, neighborhood facilities, housing conditions, and funding priorities. The consultation process involved, in addition to public participation, the Bangor Housing Authority and public housing residents.

The neighborhoods surrounding the public housing developments have no significant unusual housing or infrastructure needs and have not been targeted to receive a concentration of Community Development Program funds.

### **Five year strategy**

- The highest priority of the Consolidated Plan is to continue and expand the operation of the City of Bangor Residential Property Rehabilitation Loan Program, which targets the older properties in order to bring them into code compliance, make them energy efficient and readily maintainable, and to modify or convert them to best serve the needs of the low income and special needs persons whom they house and the homeless persons they shelter.
- Increase the availability of rental assistance for very low income persons and households, particularly the elderly, small households, the homeless, and persons with special needs, in order to reduce excessive rental cost burden and incidence of homelessness due to inability to pay rent. This refers to rental assistance through increased availability of Section 8 program certificates and vouchers.
- Create additional affordable housing units which will serve those populations of low income and special needs persons not now being adequately housed or sheltered.
- Encourage family self-sufficiency for households receiving, or eligible to receive, Federal rental assistance (Section 8) or living in public housing who will work for freedom from public assistance. This HUD Family Self-Sufficiency Program is administered by the Bangor Housing Authority.

In summary, the City of Bangor continues to seek assistance from HUD to implement CDBG-funded housing rehabilitation programs throughout the City. The rehabilitation of single and multifamily structures in the City provides additional resources for the Bangor Housing Authority's Section 8 program.

#### **D. Other Information Required by HUD**

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

The final Agency Plan Rule contains a requirement in 24 CFR 903.7 (r) that agency plans contain a locally derived definition of "substantial deviation" and "significant amendment or modification." The Bangor Housing Authority definition is found at Attachment I: Definition of Substantial Deviation and Significant Amendment or Modification.

## **Attachments**

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

**Attachment A: Deconcentration Policy**

**Attachment B: Capital Fund Program FY 2005 Annual Statement**

**Attachment C: Capital Fund Program FY 2005 5 Year Action Plan**

**Attachment D: Capital Fund Program FY 2004 Annual Statement**

**Attachment E: Capital Fund Program FY 2003 P & E Report (50-103)**

**Attachment F: Capital Fund Program FY 2003 P & E Report (50-203)**

**Attachment G: Resident Member on the PHA Governing Board**

**Attachment H: List of Resident Advisory Board Members**

**Attachment I: Definition of Substantial Deviation and Significant Amendment or Modification**

**Attachment J: Deconcentration and Income Mixing**

**Attachment K: Pet Policy Statement**

**Attachment L: Statement of Progress in meeting Mission Statement, Goals and Objectives**

**Attachment M: Implementation of Community Service Requirements**

**Attachment N: Resident Survey Follow up Plan**

## **Attachment A**

### **Housing Authority of the City of Bangor**

#### **Agency Plan**

**Fiscal Year 01/01/2005 – 12/31/2005**

#### **Deconcentration Policy**

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

##### ***10.4 DECONCENTRATION POLICY***

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

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

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

##### ***10.5 DECONCENTRATION INCENTIVES***

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

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

## **10.6 OFFER OF A UNIT**

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

The Bangor Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the family was contacted by telephone or from the date the letter was mailed to contact the Bangor Housing Authority regarding the offer.

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

## **10.7 REJECTION OF UNIT**

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

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

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

**Attachment B**

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

PHA Name: <b>Bangor Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: ME36P009501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	48,000			
4	1410 Administration	75,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	785,395			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	25,000			
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				

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

PHA Name: <b>Bangor Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: ME36P009501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	74,000			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,007,395			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Management Improvements</u></b>	1408	Lump Sum					
	Continuation of programs established with Bangor Police Department			38,000				
	Travel and training			2,000				
	Computer software			2,000				
	Computer hardware			6,000				
	<b>Subtotal Acct 1408</b>			<b>48,000</b>				
<b>HA Wide</b>	<b><u>Administration</u></b>	1410	Lump Sum					
	Proration of salaries/benefits for administration of CFP (ED, Maint. Supv., Mod Coordinator, Accountant)			75,000				
	<b>Subtotal Acct 1410</b>			<b>75,000</b>				
	<b><u>Dwelling Structures</u></b>	1460						
<b>ME009-1/2 Capehart</b>	Replace front and rear steps		199 units	514,968	614,968			
<b>ME009-4 Nason Park</b>	Replace tub and showers		50 units	100,000	00.00			

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
				85,000				
<b>ME009-5 Griffin Park</b>	Replace exterior doors		50 units	85,000				
<b>ME009-6 Birch Circle</b>	Replace windows		25 units	85,427				
	<b>Subtotal Acct 1460</b>			<b>785,395</b>				
<b>HA Wide</b>	<b><u>Non Dwelling Equipment</u></b>	1475	Lump Sum					
	Maintenance vehicle replacement			25,000				
	<b>Subtotal Acct 1475</b>			<b>25,000</b>				
<b>HA Wide</b>	<b><u>Contingency</u></b>	1502	Lump Sum					
	Contingency			74,000				
	<b>Subtotal Acct 1502</b>			<b>74,000</b>				
	<b>Grand Total</b>			<b>1,007,395</b>				

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program No: ME36P009501-05 Replacement Housing Factor No:					Federal FY of Grant: <b>2005</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide	09/30/06			09/30/08				
ME009-4	09/30/06			09/30/08				
ME009-5	09/30/06			09/30/08				
ME009-6	09/30/06			09/30/08				

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

PHA Name Bangor Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 01/01/2006 – 12/31/2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 01/01/2007 – 12/31/2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 01/01/2008 – 12/31/2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 01/01/2009 – 12/31/2009
	Annual Statement				
HA Wide		222,000	222,000	222,000	222,000
ME009-1&2 Capehart		570,714	785,395	785,395	494,714
ME009-4					145,681
ME009-5		214,681			145,000
ME009-6					
CFP Funds Listed for 5-year planning		<b>1,007,395</b>	<b>1,007,395</b>	<b>1,007,395</b>	<b>1,007,395</b>
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2006 PHA FY: 01/01/2006 – 12/31/2006			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 01/01/2007 – 12/31/2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	<b><u>HA Wide</u></b>	<b><u>Management Improvements (1408)</u></b>		<b><u>HA Wide</u></b>	<b><u>Management Improvements (1408)</u></b>	
Annual		Continue program with Bangor Police Dept.	38,000		Continue program with Bangor Police Dept.	38,000
Statement		Travel and training	2,000		Travel and training	2,000
		Computer software	2,000		Computer software	2,000
		Computer hardware	6,000		Computer hardware	6,000
		<b>Subtotal Acct 1408</b>	<b>48,000</b>		<b>Subtotal Acct 1408</b>	<b>48,000</b>
	<b><u>HA Wide</u></b>	<b><u>Administration (1410)</u></b>		<b><u>HA Wide</u></b>	<b><u>Administration (1410)</u></b>	
		Proration of salaries/benefits for administration of CFP	75,000		Proration of salaries/benefits for administration of CFP	75,000
		<b>Subtotal Acct 1410</b>	<b>75,000</b>		<b>Subtotal Acct 1410</b>	<b>75,000</b>
	<b><u>HA Wide</u></b>	<b><u>Non Dwelling Equipment (1475)</u></b>		<b><u>HA Wide</u></b>	<b><u>Non Dwelling Equipment (1475)</u></b>	
		Maintenance vehicle replacement	25,000		Maintenance vehicle replacement	25,000
		<b>Subtotal Acct 1475</b>	<b>25,000</b>		<b>Subtotal Acct 1475</b>	<b>25,000</b>
	<b><u>HA Wide</u></b>	<b><u>Contingency (1502)</u></b>		<b><u>HA Wide</u></b>	<b><u>Contingency (1502)</u></b>	
		Contingency	74,000		Contingency	74,000
		<b>Subtotal Acct 1502</b>	<b>74,000</b>		<b>Subtotal Acct 1502</b>	<b>74,000</b>
		<b>TOTAL HA WIDE</b>	<b>222,000</b>		<b>TOTAL HA WIDE</b>	<b>222,000</b>



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

Activities for Year : <u>4</u> ____ FFY Grant: 2008 PHA FY: 01/01/2008 – 12/31/2008			Activities for Year: <u>5</u> ____ FFY Grant: 2009 PHA FY: 01/01/2009 – 12/31/2009		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b><u>HA Wide</u></b>	<b><u>Management Improvements (1408)</u></b>		<b><u>HA Wide</u></b>	<b><u>Management Improvements (1408)</u></b>	
	Continue program with Bangor Police Dept.	38,000		Continue program with Bangor Police Dept.	38,000
	Travel and training	2,000		Travel and training	2,000
	Computer software	2,000		Computer software	2,000
	Computer hardware	6,000		Computer hardware	6,000
	<b>Subtotal Acct 1408</b>	<b>48,000</b>		<b>Subtotal Acct 1408</b>	<b>48,000</b>
<b><u>HA Wide</u></b>	<b><u>Administration (1410)</u></b>		<b><u>HA Wide</u></b>	<b><u>Administration (1410)</u></b>	
	Proration of salaries/benefits for administration of CFP	75,000		Proration of salaries/benefits for administration of CFP	75,000
	<b>Subtotal Acct 1410</b>	<b>75,000</b>		<b>Subtotal Acct 1410</b>	<b>75,000</b>
<b><u>HA Wide</u></b>	<b><u>Non Dwelling Equipment (1475)</u></b>		<b><u>HA Wide</u></b>	<b><u>Non Dwelling Equipment (1475)</u></b>	
	Maintenance vehicle replacement	25,000		Maintenance vehicle replacement	25,000
	<b>Subtotal Acct 1475</b>	<b>25,000</b>		<b>Subtotal Acct 1475</b>	<b>25,000</b>
<b><u>HA Wide</u></b>	<b><u>Contingency (1502)</u></b>		<b><u>HA Wide</u></b>	<b><u>Contingency (1502)</u></b>	
	Contingency	74,000		Contingency	74,000
	<b>Subtotal Acct 1502</b>	<b>74,000</b>		<b>Subtotal Acct 1502</b>	<b>74,000</b>
	<b>TOTAL HA WIDE</b>	<b>222,000</b>		<b>TOTAL HA WIDE</b>	<b>222,000</b>

<b>ME009-1&amp;2 Capehart</b>	<b><u>Dwelling Structures</u> (1460)</b>		<b>ME009-1&amp;2 Capehart</b>	<b><u>Dwelling Structures</u> (1460)</b>	
	Kitchen floors & cabinet replacement (Phase III)	785,395		Damp proof basements	250,000
	<b>Subtotal Acct 1460</b>	<b>785,395</b>		Reline chimney flues	244,714
	<b>TOTAL ME009-1&amp;2</b>	<b>785,395</b>		<b>TOTAL ME009-1&amp;2</b>	<b>494,714</b>
			<b>ME009-4 Nasan Park</b>	<b><u>Site Improvements</u> (1450)</b>	
				Parking lot improvements	145,681
				<b>TOTAL ME009-4</b>	<b>145,681</b>
			<b>ME009-5 Griffin Park</b>	<b><u>Site Improvements</u> (1450)</b>	
				Parking lot improvements	145,000
				<b>TOTAL ME009-5</b>	<b>145,000</b>
	<b>Total CFP Estimated Cost</b>	<b>1,007,395</b>			<b>1,007,395</b>

**Attachment D**

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

PHA Name: <b>Bangor Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: ME36P009501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	48,000	48,000		
4	1410 Administration	75,000	75,000		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	638,887	785,395		
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	25,000	25,000		
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				

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

PHA Name: <b>Bangor Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: ME36P009501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	74,000	74,000		
21	Amount of Annual Grant: (sum of lines 2 – 20)	860,887	1,007,395		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Management Improvements</u></b>	1408	Lump Sum					
	Continuation of programs established with Bangor Police Department			38,000	38,000			
	Travel and training			2,000	2,000			
	Computer software			2,000	2,000			
	Computer hardware			6,000	6,000			
	<b>Subtotal Acct 1408</b>			<b>48,000</b>	<b>48,000</b>			
<b>HA Wide</b>	<b><u>Administration</u></b>	1410	Lump Sum					
	Proration of salaries/benefits for administration of CFP (ED, Maint. Supv., Mod Coordinator, Accountant)			75,000	75,000			
	<b>Subtotal Acct 1410</b>			<b>75,000</b>	<b>75,000</b>			
	<b><u>Dwelling Structures</u></b>	1460						
<b>ME009-1/2 Capehart</b>	Replace Siding on 12 Buildings		12 Bldgs	36,000	00.00			Combined
	Replace front and rear steps		50 units	245,157	00.00			Deferred

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replace roofing on rear overhangs			162,000	00.00			Combined
<b>ME009-4 Nason Park</b>	Replace windows (phase II)			177,730	00.00			Previously Completed
	Replace nurses call station			18,000	00.00			Previously Completed
<b>ME009-1/2 Capehart</b>	Replace Siding & Correct Rear Overhangs Phase II			00.00	635,395			
<b>ME009-4 Nason Park</b>	Replace Bathroom Tubs/showers			00.00	150,000			
	<b>Subtotal Acct 1460</b>			<b>638,887</b>	<b>785,395</b>			
<b>HA Wide</b>	<b>Non Dwelling Equipment</b>	1475	Lump Sum					
	Maintenance vehicle replacement			25,000	25,000			
	<b>Subtotal Acct 1475</b>			<b>25,000</b>	<b>25,000</b>			
<b>HA Wide</b>	<b>Contingency</b>	1502	Lump Sum					
	Contingency			74,000	74,000			
	<b>Subtotal Acct 1502</b>			<b>74,000</b>	<b>74,000</b>			
	<b>Grand Total</b>			<b>860,887</b>	<b>1,007,395</b>			

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program No: ME36P009501-04 Replacement Housing Factor No:					Federal FY of Grant: <b>2004</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	09/16/05			09/16/07			
ME009-4	09/16/05			09/16/07			
ME009-5	09/16/05			09/16/07			
ME009-6	09/16/05			09/16/07			

**Attachment E**

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

<b>PHA Name: Bangor Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36P009501-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 06/30/2004  Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	40,000	40,499.92	40,499.92	40,499.92
4	1410 Administration	75,000	75,000.00	75,000.00	4,984.92
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	656,991	730,991.00	523,440.63	250,851.63
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	14,896	14,896.00	14,896.00	14,896.00
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				

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

PHA Name: <b>Bangor Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: ME36P009501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 06/30/2004  Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	74,000	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	860,887	860,887.00	653,995.97	311,232.47
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	38,000	38,000.00	38,000.00	38,000.00
25	Amount of Line 21 Related to Security – Hard Costs	25,000	11,908.54	11,908.54	11,908.54
26	Amount of line 21 Related to Energy Conservation Measures	394,301	105,660.81	105,660.81	105,660.81

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Management Improvements</u></b>	1408	Lump Sum					100%
	Continuation of programs established with Bangor Police Department			38,000	38,000	38,000	38,000	
	Travel and training			2,000	2,000	2,000	2,000	
	Computer hardware			0	499.92	499.92	499.92	
	<b>Subtotal Acct 1408</b>			<b>40,000</b>	<b>40,499.92</b>	<b>40,499.92</b>	<b>40,499.92</b>	
<b>HA Wide</b>	<b><u>Administration</u></b>	1410	Lump Sum					7%
	Proration of salaries/benefits for administration of CFP (ED, Maint. Supv., Mod Coordinator, Accountant)			75,000	75,000.00	75,000.00	4,984.92	
	<b>Subtotal Acct 1410</b>			<b>75,000</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>4,984.92</b>	
	<b><u>Dwelling Structures</u></b>	1460						
<b>ME009-1 &amp; 2 Capehart</b>	Replace tubs, surrounds, fixtures, etc. (completion of project)			87,690	81,384.63	81,384.63	81,384.63	100%
<b>ME009-4 Nason Park</b>	Waterproof brickwork		50 units	25,000	24,237.41	24,237.41	24,237.41	100%
	Replace windows (phase I)		50 units	394,301	105,660.81	105,660.81	105,660.81	100%

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>ME009-5 Griffin Park</b>	Replace kitchen cabinets and counter tops		50 units	125,000	300,249.24	300,249.24	27,660.24	9%
<b>Me009-6 Birch Circle</b>	Replace exterior doors		25 units	25,000	11,908.54	11,908.54	11,908.54	100%
<b>ME009-1 &amp; 2 Capehart</b>	Replace Exterior Siding & Correct Rear Over hangs Phase I			0	207,550.37	0	0	In progress
	<b>Subtotal Acct 1460</b>			<b>656,991</b>	<b>730,991.00</b>	<b>523,440.63</b>	<b>250,851.63</b>	
<b>HA Wide</b>	<b>Non Dwelling Equipment</b>	1475	Lump Sum					100%
	Maintenance vehicle replacement			14,896	14,896.00	14,896.00	14,896.00	
	<b>Subtotal Acct 1475</b>			<b>14,896</b>	<b>14,896.00</b>	<b>14,896.00</b>	<b>14,896.00</b>	
<b>HA Wide</b>	<b>Contingency</b>	1502						
	Contingency			74,000	0			
	<b>Subtotal Acct 1502</b>			<b>74,000</b>	<b>0</b>			
	<b>Grand Total</b>			<b>860,887</b>	<b>860,887.00</b>	<b>653,995.97</b>	<b>311,232.47</b>	

This revision reflects amounts actually obligated and expended as of 06/30/04 and corrects errors in obligations and expenditures as currently reflected in LOCCS.

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program No: ME36P009501-03 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide	09/16/05			09/16/07				
ME009-4	09/16/05			09/16/07				
ME009-5	09/16/05			09/16/07				
ME009-6	09/16/05			09/16/07				

**Attachment F**

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

<b>PHA Name: Bangor Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: ME36P009502-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 06/30/04  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	8,000	8,000.00	0	0
4	1410 Administration	5,000	5,000.00	5,000.00	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	132,827	146,307.43	0	0
11	1465.1 Dwelling Equipment— Nonexpendable	20,000	10,550.57	10,550.57	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	16,000	11,969.00	11,969.00	11,969.00
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				

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

PHA Name: <b>Bangor Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: ME36P009502-03 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement  
 Reserve for Disasters/ Emergencies  
 Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 06/30/04  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	181,827	181,827.00	27,519.57	11,969.00
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: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009502-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Management Improvements</u></b>	1408	Lump Sum					Pending
	Computer software			2,000	2,000.00	0	0	
	Computer hardware			6,000	6,000.00	0	0	
	<b>Subtotal Acct 1408</b>			<b>8,000</b>	<b>8,000.00</b>	<b>0</b>	<b>0</b>	
<b>HA Wide</b>	<b><u>Administration</u></b>	1410	Lump Sum					In progress
	Proration of salaries/benefits for administration of CFP (ED, Maint. Supv., Mod Coordinator, Accountant)			5,000	5,000.00	5,000.00	0	
	<b>Subtotal Acct 1410</b>			<b>5,000</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0</b>	
	<b><u>Dwelling Structures</u></b>	1460						
<b>ME009-1/2 Capehart</b>	Replace Siding & Correct Rear Overhangs Phase II			82,827	146,307.43	0	0	In progress
<b>ME009-4 Nason Park</b>	Replace tubs and showers		50 units	50,000	0			Deferred
	<b>Subtotal Acct 1460</b>			<b>132,827</b>	<b>146,307.43</b>	<b>0</b>	<b>0</b>	
	<b><u>Dwelling Equipment</u></b>	1465.1						

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

PHA Name: Bangor Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P009502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>ME009-4 Nason Park</b>	Install emergency call systems		50 units	20,000	10,550.57	10,550.57	0	In progress
	<b>Subtotal Acct 1465.1</b>			<b>20,000</b>	<b>10,550.57</b>	<b>10,550.57</b>	<b>0</b>	
<b>HA Wide</b>	<b><u>Non Dwelling Equipment</u></b>	1475	Lump Sum					
	Maintenance vehicle replacement			16,000	11,969.00	11,969.00	11,969.00	Complete
	<b>Subtotal Acct 1475</b>			<b>16,000</b>	<b>11,969.00</b>	<b>11,969.00</b>	<b>11,969.00</b>	<b>Complete</b>
	<b>Grand Total</b>			<b>181,827</b>	<b>181,827.00</b>	<b>27,519.57</b>	<b>11,969.00</b>	

Note: This P & E Report reflects a correction to the obligated column. LOCCS at 06/30/04 reflects a total of 31,550.57 as obligated. Corrected amount is 27,519.57. Account 1475 was over obligated. The LOCCS should be corrected to reflect the correct obligations amount as of 06/30/04.



# Attachment G

## Housing Authority of the City of Bangor

### Agency Plan

Fiscal Year 01/01/2005 – 12/31/2005

#### Required Attachment: Resident Member on the PHA Governing Board

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

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

Fred Dickinson  
Dennis Stubbs

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): Fred Dickenson: five year term expires January, 2005; Ruth LeClair: five year term expires January, 2009.

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

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

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

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

NA

## **Attachment H**

### **Housing Authority of the City of Bangor**

#### **Agency Plan**

**Fiscal Year 01/01/2005 – 12/31/2005**

#### **Required Attachment: Membership of the Resident Advisory Board**

The composition of the Resident Advisory Board as of August 10, 2004 is as follows:

1. Fred Dickinson
2. Ruth LeClair
3. Iris Buzzell
4. Susan Smith
5. Dena Wolf, Section 8 program participant

# **Attachment I**

## **Housing Authority of the City of Bangor**

### **Agency Plan**

**Fiscal Year 01/01/2005 – 12/31/2005**

#### **Definition of Substantial Deviation and Significant Amendment or Modification**

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

# Attachment J

## Housing Authority of the City of Bangor

### Agency Plan

Fiscal Year 01/01/2005 – 12/31/2005

#### **Component 3, (6) Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

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

# Attachment K

## Housing Authority of the City of Bangor

### Agency Plan

Fiscal Year 01/01/2005 – 12/31/2005

### Animal Policy Statement

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

***ALLOWABLE ANIMALS***

Birds, fish, cats, small lizards, gerbils, hamsters, turtles (excluding snapping turtles)

***NOT ALLOWED***

Any animal not listed above is considered illegal. At no time will dogs be allowed on Bangor Housing Authority (BHA) property.

***POLICY***

There will be a one-time deposit for damages per animal. Maximum - One (1) animal. Example: 1 cat, 1 fish tank, 1 bird, etc.

***DEPOSIT***

**CATS** - \$200 deposit - payable in five (5) installments of \$40 per month. First installment due the first of the month following registration.

**ALL OTHER** - \$100 deposit payable in four (4) installments of \$25 per month. First installment due upon registration.

One gallon or less fish bowls (non-aerated) containing fish will not require a deposit

***CONDITIONS***

1. All animals must be registered at the Housing Authority office before being brought in to the community.
2. All cats must first be tested for Feline Leukemia before entering the community. Cats will only be allowed into the community if this test proves negative. Proof of these results is required *initially and at annual review* (if test is needed on an annual basis per veterinarian). All cats must be spayed or neutered. Cats must be identifiable by either collar

or micro-chip (this information will be given to the Bangor Housing Authority for their files).

3. *Proof* of annual physical, shots, etc. shall be provided to Bangor Housing Authority at the time the animal is *registered and at annual re-evaluation*.
4. The tenant shall be responsible for any damages in excess of deposit at time of lease termination or annual inspection.

If during the annual unit inspection, it is deemed by the inspector that the animal has caused excessive damage to the BHA property, then the BHA has the right to request the animal be removed from the home within a time period determined by BHA

## Attachment L

### Housing Authority of the City of Bangor

#### Five Year/Annual Plan

Fiscal Year 01/01/2005 – 12/31/2005

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

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

<b>GOAL: MANAGE THE HOUSING AUTHORITY OF THE CITY OF BANGOR'S EXISTING PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Housing Authority of the City of Bangor shall continue to promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.</b>	During the past year Staff attended Tri State Conference; quarterly regional occupancy training; Annual Maintenance Conference; and, FSS workshop.  <b>This on-going objective is being accomplished.</b>
<b>2. HUD shall recognize the Housing Authority of the City of Bangor as a high performing agency under PHAS for our fiscal year ending December 31, 2000.</b>	Our PHAS score for FY 2000 was 88, two point less than required for High Performer designation
<b>3. HUD shall recognize the Housing Authority of the City of Bangor as a high performing agency under PHAS for our fiscal year ending December 31, 2001 and each year thereafter.</b>	The Housing Authority was designated a Standard Performer for the fiscal year ended 12/31/2001. The Housing Authority was designated a Standard Performer for the fiscal year ended 12/31/2002 with a score of 89. We were designated a High Performer for fiscal year ended 12/31/2003 with a score of 92. <b>This objective is being accomplished.</b>

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE HOUSING AUTHORITY OF THE CITY OF BANGOR'S PUBLIC HOUSING DEVELOPMENTS.**

Objective	Progress
<p><b>1. The Housing Authority of the City of Bangor shall continue to contract with the City of Bangor for on-site police presence in all of our developments. This is an on-going objective.</b></p>	<p>The contract with the City of Bangor police department has been renewed for another fiscal year.  <b>This on-going objective is being accomplished.</b></p>

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE CITY OF BANGOR'S TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER.**

Objective	Progress
<p><b>1. HUD shall recognize the Housing Authority of the City of Bangor as a standard performer under the SEMAP for our fiscal year ending December 31, 2000.</b></p>	<p>We were designated a high performer for our fiscal year ended December 31, 2000 with a score of 93.  <b>This objective has been accomplished ahead of schedule.</b></p>
<p><b>2. HUD shall recognize the Housing Authority of the City of Bangor as a high performer under the SEMAP for our fiscal ending December 31, 2001 and each year thereafter.</b></p>	<p>We were designated a high performer for our fiscal years ended December 31, 2001, 2002 and 2003.  <b>This objective is being accomplished.</b></p>

**GOAL: DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICE TO THE RESIDENTS OF THE HOUSING AUTHORITY OF THE CITY OF BANGOR**

Objective	Progress
<p><b>1. The Housing Authority of the City of Bangor shall create and implement a pest control policy which includes procedures for the eradication of cockroaches by December 31, 2000</b></p>	<p>The policy has been adopted by the Board of Commissioners.  <b>This objective has been accomplished.</b></p>

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

Objective	Progress
<p><b>1. The Housing Authority of the City of Bangor will assist the Training Development Center and Rural</b></p>	<p>The agency was successful in obtaining a grant. We are continuing to work with the agency and will proceed with providing space</p>

<p><b>Pediatrics agencies to implement community based programs by providing public housing space. This objective is to be accomplished by December 31, 2000 subject to the agencies obtaining adequate funding.</b></p>	<p>for a health care center for residents</p> <p>We have continued provided space to the Y Works Program this year. This after school program for children has been extremely successful.</p> <p>We continue to provide space for the WIC program that has been in operation at our facilities for the past ten years.</p> <p><b>This objective has been accomplished.</b></p>
<p><b>2. The Housing Authority of the City of Bangor will apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our Family Self Sufficiency Program. This objective will be accomplished by December 31, 2000.</b></p>	<p>Merchants Bank donated \$500. Our staff has applied to approximately 4 agencies with one favorable response during fiscal year 2000. We applied for grants this past year but were unsuccessful.</p> <p>We do have an individual providing assistance in the FSS Program, under the sponsorship of the University of Maine, at no cost to the Authority.</p> <p><b>This objective has been accomplished.</b></p>

<p><b>GOAL: EXPAND THE SUPPLY OF ASSISTED HOUSING</b></p>	
<p><b>Objective</b></p>	<p><b>Progress</b></p>
<p><b>1. The Housing Authority of the City of Bangor will apply for additional Section 8 program housing choice vouchers when HUD issues a Notification of Fund Availability. This is an on-going objective.</b></p>	<p>We successfully applied for Section 8 Program vouchers during fiscal year 2002. We received an additional 35 incremental vouchers that were added to our HAP contract for the ensuing fiscal year. We intend to apply for additional vouchers as HUD makes them available. <b>This on-going objective is being accomplished.</b></p>
<p><b>2. The Housing Authority of the City of Bangor will convert the present administration building into dwelling units for elderly persons and construct a new administration facility on authority owned property by December 31, 2004. This objective is subject to feasibility and funds availability.</b></p>	<p>This was determined as not feasible. We have completed the remodeling of the administration facility for office use. We plan to utilize our capital funds for new elderly housing by Federal Fiscal 12/31/08. This is included in our Capital Fund Program 5-year Action Plan.</p>

# **Attachment M**

## **Housing Authority of the City of Bangor**

### **Agency Plan**

**Fiscal Year 01/01/2005 – 12/31/2005**

### **Implementation of Community Service Requirements**

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

#### **14.0 COMMUNITY SERVICE**

##### **14.1 GENERAL**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

##### **14.2 EXEMPTIONS**

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity as defined in section 407(d) of the Social Security Act, specified below.

1. Unsubsidized employment;
  2. Subsidized private-sector employment;
  3. Subsidized public-sector employment;
  4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  5. On-the-job-training;
  6. Job-search and job-readiness assistance;
  7. Community service programs;
  8. Vocational educational training (not to exceed 12 months with respect to any individual);
  9. Job-skills training directly related to employment;
  10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  12. The provision of childcare services to an individual who is participating in a community service program.
- E. Family members who are or would be exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

### ***14.3 NOTIFICATION OF THE REQUIREMENT***

The Bangor Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Bangor Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Bangor Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after **October 1, 2003**. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

#### ***14.4 VOLUNTEER OPPORTUNITIES***

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

Together with the resident advisory councils, the Bangor Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

#### ***14.5 THE PROCESS***

Upon admission or at the first annual reexamination on or after **OCTOBER 1, 2003**, and each annual reexamination thereafter, the Bangor Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.

- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. At least thirty (30) calendar days before the family's next lease anniversary date, the volunteer coordinator will advise the Bangor Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

**14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

The Bangor Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

**14.7 OPPORTUNITY FOR CURE**

The Bangor Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. It will state the number of hours that the family member is deficient. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the Bangor Housing Authority shall take action to terminate the lease unless the noncompliant family member no longer lives in the unit.

**14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES**

In implementing the service requirement, the Bangor Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees or replace a job at any location where residents perform activities to satisfy the service requirement.

## **Attachment N**

### **Housing Authority of the City of Bangor**

#### **Agency Plan**

**Fiscal Year 01/01/2005 – 12/31/2005**

#### **Follow Up Plan for the PHAS FY 2003 Resident Survey**

##### **OVERVIEW/BACKGROUND**

The results of the Resident Service and Satisfaction Survey indicate that the Housing Authority of the City of Bangor received a score of 74.3% under the Communications Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on January 1, 2005.

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

##### **RESIDENT SURVEY**

We discussed all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that are in attendance at the Resident Advisory Board meetings held as a part of our Annual Plan development process as well as at other meetings throughout the year.

Our Resident Survey Follow-up Plan consists of the following steps:

**Step One: Conduct meetings with the Resident Advisory Board**

**Step Two: Document comments received in the PHA Plan**

**Step Three: Address the comments received**

##### **GOALS AND OBJECTIVES**

The Housing Authority has adopted goals and objectives that include, but are not limited to, resident concerns. They are included as a part of the PHA Plan.

## ACTION ITEMS

### Communication

- The Housing Authority will continue to seek resident involvement in the development of both an annual and long-range plan for the modernization of its public housing units and site improvements.
- We continually update our written policies and procedures, including the Admissions and Continued Occupancy Policy, Grievance Procedure and Dwelling Lease to ensure compliance with current HUD Regulations. We have adopted an Animal Policy for our public housing family and elderly units. The Resident Advisory Board is given the opportunity to provide comments and recommendations regarding each of the policies.
- We attempt to hold periodic meetings with residents and with our Resident Advisory Board to discuss their concerns. We discuss all elements of the survey including maintenance and repair, communication, safety, services, and neighborhood appearance. Residents are encouraged to express their concerns. Residents will continue to be encouraged to actively participate in activities that promote the overall well being of the development.
- We prepare a periodic newsletter that is mailed to all residents.

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