

**South Portland Housing Authority**  
**Annual Plan FYB 10/1/2023**  
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**Streamlined Annual  
PHA Plan  
(High Performer PHAs)**

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

OMB No. 2577-0226  
Expires 03/31/2024

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

**A. PHA Information.**

**A.1** PHA Name: South Portland Housing Authority PHA Code: ME020  
 PHA Type:  High Performer  
 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/01/2023  
 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  
 Number of Public Housing (PH) Units 250 Number of Housing Choice Vouchers (HCVs) 489  
 Total Combined 739  
 PHA Plan Submission Type:  Annual Submission  Revised Annual Submission

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

The Annual Plan and relevant information is available at the SPHA main office located at 100 Waterman Drive, Suite 101, South Portland, ME 04106 and also posted on the housing authority website: [www.spha.net](http://www.spha.net)

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

<b>B.</b>	<b>Plan Elements</b>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>Exhibit 1 – Financial Resources</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>Exhibit 2 – Deconcentration Policy</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>Exhibit 3 – Demolition and/or Disposition</p> <p>Exhibit 4 – Project Based Vouchers</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Exhibit 5 – Progress Report</p>

B.4.	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>Exhibit 6 – Capital Fund Program – Five-Year Action Plan</p>
B.5	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>Exhibit 8 – Audit Findings</p>
C.	<p><b>Other Document and/or Certification Requirements.</b></p>
C.1	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p><b>Certification by State or Local Officials.</b></p> <p><i>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
C.3	<p><b>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p><i>Form 50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>						
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing.</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="191 472 1442 919"> <tr> <td data-bbox="191 472 1442 514"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="191 514 1442 919"><i><u>Describe fair housing strategies and actions to achieve the goal</u></i></td> </tr> </table> <table border="1" data-bbox="191 947 1442 1360"> <tr> <td data-bbox="191 947 1442 989"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="191 989 1442 1360"><i><u>Describe fair housing strategies and actions to achieve the goal</u></i></td> </tr> </table> <table border="1" data-bbox="191 1388 1442 1837"> <tr> <td data-bbox="191 1388 1442 1430"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="191 1430 1442 1837"><i><u>Describe fair housing strategies and actions to achieve the goal</u></i></td> </tr> </table>	<b>Fair Housing Goal:</b>	<i><u>Describe fair housing strategies and actions to achieve the goal</u></i>	<b>Fair Housing Goal:</b>	<i><u>Describe fair housing strategies and actions to achieve the goal</u></i>	<b>Fair Housing Goal:</b>	<i><u>Describe fair housing strategies and actions to achieve the goal</u></i>
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# Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

## A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

**A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

## B. Plan Elements.

### B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c)

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d)

**Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

**Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

**Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n)

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i)

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

**HOPE VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). (Notice PIH 2011-47)

**Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(i\)](#))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

## C. Other Document and/or Certification Requirements

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further

fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

#### **D. Affirmatively Furthering Fair Housing.**

##### **D.1 Affirmatively Furthering Fair Housing.**

The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 7.02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## B.1 Revision of PHA Plan Elements

### Financial Resources

The South Portland Housing Authority will continue to utilize existing HUD funding sources, as well as tenant rent, in the implementation of the Public Housing and Housing Choice Voucher Programs, as well as the general operations of the agency. South Portland Housing Authority is currently planning a conversion of the remaining 250 Public Housing units within our portfolio to Project-Based Vouchers, and therefore, we are presenting two different financial resource estimates.

The amounts shown below are estimates based on current HUD funding and financial resources based on South Portland Housing Authority's current portfolio of units.

Operating Subsidy	\$	678,769.00
Tenant Rent	\$	1,315,068.00
HUD Capital Fund Program	\$	740,166.00
HUD Section 8 Admin Funds	\$	551,806.46
HUD Section 8 Housing Assistance Payments	\$	5,909,375.00
	\$	<u>9,195,184.46</u>

The amounts shown below are estimates based on current HUD funding and financial resources as well as estimates from taking into consideration the planned conversion of the remaining 250 Public Housing units to Project-Based Vouchers. The date of the conversion of these units is currently unknown as South Portland Housing Authority is awaiting SAC approval of our Streamlined Voluntary Conversion Application.

Operating Subsidy	\$	-
Tenant Rent	\$	-
HUD Capital Fund Program	\$	-
HUD Section 8 Admin Funds	\$	865,332.86
HUD Section 8 Housing Assistance Payments	\$	9,211,865.00
	\$	<u>10,077,197.86</u>

In addition to these resources, SPHA may apply for grants and debt financing from several sources to fund resident programming and for the development of new affordable housing projects. These sources may include:

- HUD Emergency Safety and Security Grant
- Federal Home Loan Bank of Boston: Affordable Housing Program
- Maine Housing: Low Income Housing Tax Credit Program
- City of South Portland: Community Development Block Grant Program
- City of South Portland: Tax Increment Financing
- Various local, state and national charitable foundations.

## **B.1 Revision of PHA Plan Elements**

### **Deconcentration Policy**

It is South Portland Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments, subject to the understanding that all Authority properties by definition are "lower income." 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.

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

Prior to the beginning of each fiscal year, we will analyze the income 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.

South Portland 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.

## B.2 New Activities

### Demolition and/or Disposition

#### Disposition of Vacant Land

South Portland Housing Authority completed the disposition of vacant land in Landry Village, Project #ME 20-2, under ACC contract B3011, in order to build an estimated forty units of affordable housing. The construction plan development process has begun and construction is anticipated to start in the winter of 2024.

#### Public Housing Repositioning

Phase 1 - South Portland Housing Authority successfully converted forty-two (42) Public Housing scattered site units (buildings that are non-contiguous with 4 or fewer units) through the Section 18 Scattered Site Disposition process. These units were converted to Section 8 project-based vouchers on August 1, 2022.

Phase 2 - South Portland Housing successfully converted fifty-four (54) Public Housing units under the Rental Assistance Demonstration Program. These units were converted to RAD project-based vouchers on December 1, 2022.

Phase 3 - South Portland Housing Authority intends to convert its remaining portfolio of Public Housing units (250) to project-based vouchers and/or tenant-based vouchers under the Streamlined Voluntary Conversion process through a) residents voluntarily relinquishing their Tenant Protection Voucher so that SPHA can project-base the voucher and b) backfilling units with SPHA PBVs once a TPV resident moves out:

ME020000001, ACC # B3011

425 Broadway, South Portland	ME 20-1	65 – 0BR 29 – 1BR 6 – 2BR	100
1-50 Landry Circle, South Portland	ME 20-2	48 – 1BR 2 – 2BR	50
1700 Broadway, South Portland	ME 20-6	100 – 1BR	100
<b>TOTAL UNITS:</b>			<b>250</b>

There will be no change in the number of assisted units.

This is the final step in SPHA’s conversion plan and will remove SPHA’s total 250 remaining Public Housing units effectively closing out SPHA’s Public Housing Program

**Anticipated Timeline for Portfolio Conversion:**

South Portland Housing Authority is awaiting SAC approval of the already submitted SVC application and hopes to convert all remaining Public Housing units to Section 8 project based or tenant-based vouchers by December 31, 2023.

## B.2 New Activities

### Project-Based Vouchers

A Housing Authority may provide project-based assistance for up to 20 percent of its Consolidated Annual Contributions Contract (ACC) authorized units, and may project base an additional 10% of their authorized units for projects that serve households who are homeless; include a veteran; provide supportive housing for persons who have a disability or who are elderly; or are in a census tract with a poverty rate of 20% or less. The Authority intends to project base up to the maximum 30% (117 vouchers) over the next ten (10) years. The general location of these PBV's is expected to be within the City of South Portland and the Town of Scarborough. The SPHA Board of Commissioners may approve PBV's for other locations in the surrounding area. This is consistent with our annual plan to expand the supply of assisted housing and improve voucher utilization.

- The number of units authorized under the ACC for the SPHA: 489
- The number of PBV units entirely excluded from the percentage limitation: 96
- The number of units qualifying under the 10 percent program cap exception category: 0
- The number of units currently committed to PBV\*: 38  
(excluding those PBV units meeting an exception)
- Percentage of units authorized under the ACC that are currently committed to PBV: 10%  
(excluding those PBV units meeting an exception)

*\*SPHA calculation used to arrive at the "number of units committed to PBV":*

*Currently under PBV HAP contract = 20 (Betsy Ross House) + 9 (Thornton Heights Commons)*

*Under an Agreement to Enter into HAP contract (AHAP) = 9 (Jocelyn Place)*

*Covered by a notice of proposal selection (24 CFR §983.51(d)) = 0*

In addition to the above commitments, the SPHA intends to issue an RFP and award up to 38 PBV units under the 10 percent program cap exception category.

## Progress Report on 2020-2025 5-Year Annual Plan Goals and Objectives

1. **PHA Goal:** Expand the supply of assisted housing by leveraging private or other public funds to create additional housing opportunities.
  - **Thornton Heights Commons:** The project is a 42 unit multifamily building with ground-floor commercial space located in South Portland, Maine. The residential apartments are comprised of 33 subsidized and 9 market-rate units. Of the subsidized apartments, nine (9) are Project Based Voucher (PBV) units. The project was funded through Low Income Housing Tax Credits (LIHTC), federal HOME funds, non-Federal funds, and leveraged funds. This project was placed in service on 11/30/2021 is fully occupied.
  - **Sunset Place:** The Authority partnered with Habitat for Humanity for the construction of 9 single-family homes on individual house lots. The homes have been sold to Habitat and will subsequently be sold to qualified households making no more than 80% of the area median income. The project is currently under construction.
  - **Jocelyn Place:** The project is a 60 unit senior (55+) multifamily building located in Scarborough, Maine. All of the residential apartments are subsidized and restricted to those making 60% of the Area Median Income or less. Of these, nine (9) of the units are set aside for PBVs. The project is being funded through LIHTC, federal HOME funds, non-federal funds, and leveraged funds. This project is currently under construction.
  - **Landry Woods:** The project is a 43 unit senior (55+) multifamily building located in South Portland, Maine. The project is located on vacant land within the Authority's existing Landry Village Public Housing community. The project will be funded through LIHTC, MaineHousing, non-federal, leveraged funds, and possibly Project Based Vouchers. SPHA received HUD SAC approval and disposed of the land necessary for the project. Construction is expected to begin in the winter of 2024.
  - **Betsy Ross House Expansion:** The project is a 53 unit senior (60+) multifamily building located in South Portland, Maine. The project will be an expansion of the existing 123 unit Betsy Ross House. The project will be funded through LIHTC, MaineHousing, leveraged funds, and possibly Project Based Vouchers. Construction is expected to begin in 2023.

2. **PHA Goal:** Improve the quality of assisted housing by maintaining our high-performer status under PHAS & SEMAP.

**Progress:** The Authority continues to train staff and perform internal reviews to insure efficient and accurate program administration. We received high performer status on our most recent PHAS and SEMAP submissions.

3. **PHA Goal:** Increase assisted housing choices by conducting outreach efforts to potential voucher landlords.

**Progress:** The Authority continues to communicate with landlords that own multiple apartments/buildings in the surrounding communities and reach out to establish new relationships with independent landlords. The Authority has information packets available to provide to landlords interested in renting to voucher holders, which provide basic program information. The Authority implemented a new program, in 2021, in which we began to provide incentives to landlords that rent

to Section 8 participants. This program also assists with the payment of a security deposit, repairs if necessary so that a unit can pass HQS guidelines, and damage costs if expenses exceed the security deposit at the time of participant move out. This program has created much good will with area landlords and encouraged landlords to continue (or begin) to participate in the Housing Choice Voucher program. The Authority was also awarded grant funding for a Housing Navigator Pilot Program for two-years. We hired a Housing Navigator to serve the needs of the community. One of the primary tasks of this position is to work on establishing relationships with local agencies and landlords and to maintain an up-to-date list of available apartments.

4. **PHA Goal:** Promote self-sufficiency and asset development of assisted households by providing or attracting supportive services to increase independence for elderly or families with disabilities.

**Progress:** This is an ongoing effort by our Resident Service Coordinator. We provide assessment, referral and support services for elderly and disabled residents in order that they are able to age-in-place as long as possible. As a result, residents are much happier living in their own apartments, are able to exercise their independence and cognitive abilities longer in later life and ultimately save tax payers, Medicare and Maine Care the substantial costs of otherwise funding nursing home care. We work closely with area providers to provide services within our Public Housing developments when possible and to focus on the needs of the residents within our Public Housing communities. In addition, we post employment opportunities and seek to hire qualified persons in accordance with Section 3.

5. **PHA Goal:** Ensure equal opportunity and affirmatively further fair housing by maintaining staff skills working with diverse populations.

**Progress:** This goal is reached through Fair Housing, disability rights, and reasonable accommodation trainings and seminars provided by professional organizations. All staff attended a diversity and cultural sensitivity training in September 2021 and attend an in-house training on affirmatively furthering fair housing each year. Additionally, Occupancy staff attended a HUD Fair Housing Webinar in May 2022. SPHA also insures that staff are educated about our Limited English Proficiency Plan and working with interpreters.

6. **PHA Goal:** Manage the South Portland Housing Authority's Public Housing programs in an efficient and effective manner by promoting 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.

**Progress:** The Authority insures that all staff are given the tools, training and motivation to operate in the most efficient and effective manner. We have worked to promote and recruit the best-qualified people, and to recognize and encourage the value of diversity in the workplace. The Authority recently had a salary survey conducted to insure that we are providing a fair and competitive salary for all staff. Salary ranges for each position were updated and pay rates are reviewed on an annual basis. The Authority also provides a competitive benefits package and provides training and development opportunities for career enhancement. The Authority provides a work atmosphere that is safe, healthy and secure, as well as conscious of long-term family and community goals. We have established, administered and effectively communicated policies, rules and practices that treat employees with dignity and equality while maintaining company compliance with employment and labor laws, corporate directives, and labor agreements. During COVID-19, the Authority placed a strong focus on insuring a safe and healthy environment by following all CDC guidelines and implementing safety protocols, which change rapidly. The office has been closed to the public and

meetings are by appointment only. This has resulted in changes to existing processes and procedures, which have ultimately led to greater efficiencies in the workplace. Additionally we held multiple COVID-19 vaccination clinics in collaboration with Northern Light Health and offered not only all of our staff, but all of our residents the opportunity to get their COVID-19 vaccinations and boosters. Almost 100% of staff took advantage of this opportunity.

7. **PHA Goal:** Enhance the marketability of the South Portland Housing Authority's public housing units by:

Maintaining a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.

Maintaining and improving the public housing developments' security and curb appeal through upgraded landscaping, keeping properties in a high quality state of repair, reducing litter and adding amenities to improve residents' living experience.

**Progress:**

South Portland Housing Authority achieved a High Performer PHAS status.

Coin operated laundry machines were replaced with new automatic machines with card readers. Boilers and hot water storage tanks were replaced at 55 Hill Street and the chain-link fence was repainted. In addition, landscaping and grounds work on all properties remains a high focus.

8. **PHA Goal:** Maintain a healthy environment by keeping all public housing properties smoke-free.

**Progress:** This is an ongoing successful effort that includes maintaining communications with tenants about the risks of smoking, rewards of a smoke-free environment, and referrals to smoking cessation programs. South Portland Housing Authority remains committed to maintaining this healthy environment and pursues lease enforcement action against residents that violate the smoke-free policy when necessary.

9. **PHA Goal:** Create additional revenue sources to reduce reliance on Federal funding.

**Progress:** South Portland Housing Authority receives payments from the Maine Association of Public Housing Directors (MAPHD) for services performed by existing Housing Authority staff. The Biddeford Housing Authority also contracts the Authority to manage two of its buildings. Additionally, the Housing Authority receives surplus cash distributions from other non-HUD properties that we have an ownership interest in.

10. **PHA Goal:** Explore the options and feasibility for converting some public housing to Rental Assistance Demonstration.

**Progress:** This is an ongoing effort. Management collected information to make an informed decision on the feasibility of this option and had multiple repositioning calls with the Department of Housing and Urban Development. The Authority was then assigned a Technical Assistance provider by HUD to further discuss repositioning options. South Portland Housing Authority decided to work towards the repositioning of all Public Housing units with the intent to close-out our Public Housing program by December 31, 2023 and contracted with RECAP Real Estate Advisors (the same TA provider as assigned by HUD) to assist with the repositioning process. The Authority completed the conversion of 42 scattered site Public Housing units through the Section 18 Demolition and

Disposition process. These units are now part of the project-based Section 8 program. The Authority also completed the conversion of 54 scattered site Public Housing units through the Rental Assistance Demonstration program on December 1, 2022. South Portland Housing Authority updated the Annual Plan, Administrative Plan and Grievance Process to include required RAD provisions. Management will continue to work with RECAP to complete the conversion. The remaining Public Housing units will be converted through the Streamlined Voluntary Conversion (250 units).

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: 04/28/2023 Approved By: NORMAN, KARA

Part I: Summary		Locality (City/County & State)				
PHA Name : South Portland Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:      )				
PHA Number: ME020						
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	AUTHORITY-WIDE	\$261,057.00	\$261,057.00	\$261,057.00	\$259,057.00	\$259,057.00
	ST. CYR COURTS (ME020000001)	\$479,109.00	\$479,109.00	\$479,109.00	\$481,109.00	\$481,109.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0078	AUTHORITY-WIDE (NAWASD) Operations(Operations (1406))	Operations		\$261,057.00
ID0079	Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	A/E Services for Roof, Bath, Kitchen, Curbing projects.		\$2,000.00
ID0080	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	Prorated salaries/benefits for Modernization Coordinator and advertising of public notices.		\$74,016.00
	ST. CYR COURTS (ME020000001)			\$479,109.00
ID0084	Replace Kitchen Countertop, Sink & Faucet.(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Replace kitchen countertop, sink and faucets in (100) units at 425 Broadway		\$199,109.00
ID0101	Common Area Carpet & Flooring Replacement(Non-Dwelling Interior (1480)-Common Area Flooring)	Replacement of approx. sq/ft of common hall carpeting and replace flooring in the 8th floor community room.		\$80,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year 1		2023			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
ID0129	New Roof(Dwelling Unit-Exterior (1480)-Roofs)	Flat Roofing replacement at 425 Broadway.		\$120,000.00	
ID0130	AES Radio Fire Alarm Box(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Installation of AES radio fire alarm box		\$12,000.00	
ID0131	Bathroom Renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace bathroom vanities, sink, fixtures, flooring in 50 Units at Landry Village.		\$50,000.00	
ID0132	Replace Asphalt Curbing(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)	Replace asphalt curbing at 1700 Broadway		\$10,000.00	
ID0133	Backflow Valve Replacement(Non-Dwelling Interior (1480)-Plumbing)	Replacement of backflow valve at 1700 Broadway.		\$8,000.00	
	Subtotal of Estimated Cost			\$740,166.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CYR COURTS (ME020000001)			\$479,109.00
ID0070	Replace Trash Compactor(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace (1) trash compactor at 425 Broadway		\$15,000.00
ID0134	New Windows(Dwelling Unit-Exterior (1480)-Windows)	Window replacement - 100 Units and common area at 425 Broadway.		\$350,000.00
ID0135	Paint/Seal Exterior Stucco(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Paint and reseal exterior stucco at 425 Broadway.		\$114,109.00
	AUTHORITY-WIDE (NAWASD)			\$261,057.00
ID0086	Operations(Operations (1406))	Operations		\$185,041.00
ID0087	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Prorated salaries/benefits for Modernization Coordinator and advertising of public notices.		\$74,016.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0088	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	A/E Fees; Reimbursable costs for siding, window projects.		\$2,000.00
	Subtotal of Estimated Cost			\$740,166.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CYR COURTS (ME020000001)			\$479,109.00
ID0077	Site Lighting Fixture Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting)	Replace Exterior Pole Light Fixtures at Landry Village.		\$75,000.00
ID0085	Elevator Replacement(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Replace (1) elevator at 425 Broadway.		\$25,000.00
ID0102	Exterior Site Lighting(Non-Dwelling Site Work (1480)-Lighting)	Replace exterior pole lighting at 425 Broadway.		\$10,000.00
ID0103	Exterior Patio & Walkway Repair(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Rear exterior cement patio and walkway repairs at 425 Broadway.		\$26,609.00
ID0136	Replace Electric Ranges - 425 BW(Dwelling Unit-Interior (1480)-Appliances)	Replace Electric Ranges in 100 Units at 425 Broadway.		\$90,000.00
ID0137	Replace Refrigerators - 425 BW(Dwelling Unit-Interior (1480)-Appliances)	Replace Refrigerators in 100 units at 425 Broadway.		\$65,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year		3	2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
ID0138	Replace Electric Ranges - 1700 BW(Dwelling Unit-Interior (1480)-Appliances)	Replace Electric Ranges in 100 Units at 1700 Broadway.		\$60,000.00	
ID0139	Replace Refrigerators - 1700 BW(Dwelling Unit-Interior (1480)-Appliances)	Replace Refrigerators in 100 units at 1700 Broadway.		\$65,000.00	
ID0140	Replace Electric Ranges - Laundry(Dwelling Unit-Interior (1480)-Appliances)	Replace Electric Ranges in 50 Units at Landry Village.		\$30,000.00	
ID0141	Replace Refrigerators - Laundry(Dwelling Unit-Interior (1480)-Appliances)	Replace Refrigerators in 50 units at Landry Village.		\$32,500.00	
	AUTHORITY-WIDE (NAWASD)			\$261,057.00	
ID0094	Operations(Operations (1406))	Operations		\$185,041.00	
ID0095	Administrative(Administration (1410)-Salaries,Administration (1410)-Sundry)	Prorated salaries/benefits for Modernization Coordinator and advertising of public notices.		\$74,016.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		3	2025		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0105	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	A/E Fees; Reimbursable costs for Elevator project.			\$2,000.00
	Subtotal of Estimated Cost				\$740,166.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		4	2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	ST. CYR COURTS (ME020000001)			\$481,109.00	
ID0106	Exterior Brick Repair and Sealing(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other)	Brick repair and sealing to the front exterior of 425 Broadway.		\$175,000.00	
ID0109	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	A/E Fees, Reimbursable costs for Boiler project.		\$2,000.00	
ID0110	New Gas Boiler(Non-Dwelling Construction - Mechanical (1480)-Central Boiler)	Replacement of Gas Boiler at 425 Broadway		\$150,000.00	
ID0111	Brick Maintenance(Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Exterior brick maintenance, re-pointing & sealing at 1700 Broadway.		\$104,109.00	
ID0115	Surveillance System Upgrades(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Upgrade camera servers & add cameras at 425 & 1700 Broadway.		\$50,000.00	
	AUTHORITY-WIDE (NAWASD)			\$259,057.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		4	2026		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0107	Operations(Operations (1406))	Operations			\$185,041.00
ID0108	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	Prorated salaries/benefits for Modernization Coordinator and advertising of public notices.			\$74,016.00
	Subtotal of Estimated Cost				\$740,166.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		5	2027		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	ST. CYR COURTS (ME020000001)				\$481,109.00
ID0069	Elevator Replacement(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Replace (1) elevator at 425 Broadway			\$25,000.00
ID0127	Fees & Costs(Contract Administration (1480)-Other Fees and Costs)	A/E Fees; Reimbursable costs for Boiler project.			\$2,000.00
ID0128	Replace Trash Compactor(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace (1) trash compactor at 1700 Broadway			\$15,000.00
ID0142	Suspended Ceiling Replacement(Non-Dwelling Interior (1480)-Common Area Finishes)	Replacement of suspended ceiling tiles in all common hallway areas.			\$20,000.00
ID0143	Front Entrance Door Replacements(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replacement of front unit entrance doors.			\$25,000.00
ID0144	Repave Driveways & Walkways(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Repave Driveways & walkways at 50 units at Landry Village.			\$95,324.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year		5	2027		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0145	Solar System Installation(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Installation of Solar System at 1700 Broadway.			\$298,785.00
	AUTHORITY-WIDE (NAWASD)				\$259,057.00
ID0125	Operations(Operations (1406))	Operations			\$185,041.00
ID0126	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	Prorated salaries/benefits for Modernization Coordinator and advertising of public notices.			\$74,016.00
	Subtotal of Estimated Cost				\$740,166.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2023
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$185,041.00
Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	\$2,000.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	\$74,016.00
Subtotal of Estimated Cost	\$261,057.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2024	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$185,041.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$74,016.00
Fees & Costs(Contract Administration (1480)-Other Fees and Costs)		\$2,000.00
Subtotal of Estimated Cost		\$261,057.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2025
Development Number/Name	General Description of Major Work Categories	
Housing Authority Wide		
Operations(Operations (1406))		\$185,041.00
Administrative(Administration (1410)-Salaries,Administration (1410)-Sundry)		\$74,016.00
Fees & Costs(Contract Administration (1480)-Other Fees and Costs)		\$2,000.00
Subtotal of Estimated Cost		\$261,057.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2026	
Development Number/Name		Estimated Cost
General Description of Major Work Categories		
Housing Authority Wide		
Operations(Operations (1406))		\$185,041.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)		\$74,016.00
Subtotal of Estimated Cost		\$259,057.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2027	
Development Number/Name	General Description of Major Work Categories	Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$185,041.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)		\$74,016.00
Subtotal of Estimated Cost		\$259,057.00

## **Most Recent Fiscal Year Audit**

### **Findings for Year-End September 30, 2022**

The Authority did not follow the procurement policy to solicit three offers for price quotes or did not retain sufficient supporting documentation.

The Authority procurement policy in place had not been updated to reflect threshold increases as authorized by the National Defense Authorization Act of 2018. The vendor sample reviewed by the auditors were comprised of essential vendors who assist with limiting unit vacancies. The Authority is of the opinion that although documentation could have been improved, the amounts paid to the vendors were reasonable in nature and were for services that required prompt response to keep a vulnerable population housed.

The procurement policy was revised and approved by the Board of Commissioners on April 26, 2023 to reflect the threshold increases as authorized by the National Defense Authorization Act of 2018.

**South Portland Housing Authority  
VAWA Statement**

**VIOLENCE AGAINST WOMEN ACT (VAWA)**

South Portland Housing Authority's goals, objectives, policies, and programs that will enable the Authority to serve the needs of adult and child victims of domestic violence, dating violence, sexual assault, and stalking include:

In accordance with HUD regulations South Portland Housing Authority (SPHA) has implemented VAWA to insure that victims of domestic violence could either maintain their current housing with SPHA or be provided with alternative affordable housing opportunities that best fit the needs of the victim(s). SPHA employs various solutions within the guidelines set forth in the Admission and Continued Occupancy Policies (ACOP) for Public Housing and the Administrative Plan for the Section 8 Housing Choice Voucher. Some of these solutions are:

- Eviction from Public Housing or termination of Section 8 assistance for perpetrators of such acts so the victim(s) may remain in their home.
- Transfer the victim(s) from one Public Housing development to another a reasonable distance away from their present home.
- Allow for portability of Voucher assistance provide mobility of the victim(s) to an undisclosed location in other cities, counties and states throughout the country.

These solutions are often supported through and with cooperation of various agencies particularly the South Portland Police Department and other area agencies on an as needed basis such as:

- Family Crisis Services through the Maine Coalition to End Domestic Violence
- Community Counseling Inc.
- Preble Street Resource Center
- Pine Tree Legal Assistance, Inc.
- Other Housing Authorities

These agencies play an important role to insure the victim(s) remain safe by helping them implement their legal and security options and receive medical, counseling, and/or emergency housing services as needed.

South Portland Housing Authority has made training sessions available to all SPHA staff, so that they can recognize incidents that may indicate the potential for an escalation in violence in the future. In these cases services can be introduced and resident education can take place. Section 8 staff members work closely with other housing authorities to accept the portability of HCV assistance for victims who need to relocate to other jurisdictions.

SPHA works diligently to reduce and prevent acts of domestic violence. When such acts occur, SPHA reacts quickly and proactively to insure the safety and well-being of their housing residents and clients.

SPHA regularly updates its VAWA related policies to reflect changes in Federal, State, and/or local law that provide greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

SPHA made regulatory changes to the ACOP, Administrative Plan and this statement based on the Violence Against Women Act of 2013. Certification under VAWA of 2013 was updated to reflect HUD's updated Violence Against Women Act policy and added new protections.

SPHA modified the ACOP and the Administrative Plan in response to HUD's December 2016 Final Rule on the Violence Against Women Act. SPHA enacted an emergency transfer plan based on HUD's model form for tenants requesting an emergency transfer under the VAWA regulations. SPHA also modified its policies which utilize HUD required documents to ensure that tenants and applicants are aware of their rights under VAWA and to utilize HUD's new certification form for documenting incidents of domestic violence, dating violence, sexual assault, and stalking.

As required by the VAWA Final Rule, SPHA provides Form HUD-5380 "Notice of Occupancy Rights under the Violence Against Women Act" accompanied by Form HUD-5382 "Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking, and Alternate Documentation" at every new admission, annual recertification and with every notice of denial or termination of assistance or tenancy.

**South Portland Housing Authority  
VAWA Procedures**

**VIOLENCE AGAINST WOMEN ACT (VAWA) PROVISIONS RE: DENIAL OR  
TERMINATION OF ASSISTANCE**

The SOUTH PORTLAND Housing Authority is committed to assisting individuals and families who have been victims of domestic violence by ensuring compliance with all aspects of the Violence Against Women Act. VAWA protections are not limited to women but cover victims regardless of sex, gender identity, or sexual orientation.

An applicant or resident will not be denied admission or terminated on the basis or as a direct result of the fact that the applicant or Resident is or has been a victim of domestic violence, dating violence, stalking or sexual assault, if the victim of such violence otherwise qualifies for admission or occupancy.

Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking, that is engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be construed as serious or repeated lease violations by the victim and will not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an affiliated individual of the tenant is the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking.

SOUTH PORTLAND Housing Authority may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of domestic violence, dating violence, sexual assault or stalking to family members or affiliated individuals without terminating the assistance or evicting the victimized lawful occupants. Also, the owner or property manager may evict a lawful occupant or tenant who engages in criminal acts or threatened acts of violence, dating violence, sexual assault or stalking to family members or others without evicting other victimized lawful occupants. This is also true even if the household member is not a signatory of the lease. Under VAWA, both the SOUTH PORTLAND Housing Authority and the owner or property manager are granted the authority to bifurcate the lease. The VAWA victim must be the one who retains the assistance.

There is no limitation on the ability of the Housing Authority to terminate assistance for other good cause unrelated to the incident or incidents of domestic violence, dating violence, sexual assault or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

There is no prohibition on the owner evicting if it "can demonstrate an actual and imminent threat to other tenants or those employed at or providing goods or services to the property if that tenant's (victim's) tenancy is not terminated." An actual and imminent threat consists of a physical danger that is real, would occur within an immediate timeframe, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the

likelihood that the potential harm will occur, and the length of time before the potential harm would occur.

Nothing in this Section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, stalking or sexual assault.

All information provided under VAWA, including the fact that an individual is a victim of domestic violence, dating violence, stalking or sexual assault, shall be retained in confidence by SOUTH PORTLAND Housing Authority and shall not be entered into any shared database or provided to any related entity except to the extent that disclosure is:

- A. Requested or consented to by the individual in writing;
- B. Required for use in an eviction proceeding; or
- C. Otherwise required by applicable law.

SOUTH PORTLAND Housing Authority will provide all applicants and participants with a HUD prescribed Notice of Occupancy Rights and HUD-approved certification form, at the time of full application, admission, annual recertification, notice of denial of assistance and notice of termination of assistance. In addition, the Authority shall make an adopted Emergency Transfer Plan and Emergency Transfer Request available upon request.

The SOUTH PORTLAND Housing Authority shall keep a record of all emergency transfer requests requested under the Emergency Transfer Plan and the outcome of these requests for three years.

### ***INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING OR SEXUAL ASSAULT***

In responding to an incident or incidents of actual or threatened domestic violence, dating violence, stalking or sexual assault, South Portland Housing Authority will require that an individual making the claim document the abuse. The Authority will make the request for documentation in writing, and allow the individual 14 business days after receipt of the request to submit the documentation. The Authority may extend this time period at its discretion. The individual may satisfy the Authority's request by providing any one of the following three forms of documentation:

1. A written certification, on the HUD-approved certification form, that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking, and that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and must include the name of the perpetrator only if the name of the perpetrator is safe to provide and is known to the victim

2. A federal, state, tribal, territorial, or local law enforcement report or court record describing the incident or incidents in question
3. Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional. Acceptable documentation also includes a record of an administrative agency, and documentation from a mental health professional. The person signing the documentation must attest under penalty of perjury to the professional's belief that the incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim must also sign the documentation under penalty of perjury.

The Authority may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below in cases of conflicting documentation, nor may it require certification in addition to third-party documentation.

In cases where the Authority receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described above (forms 2 and 3) and in accordance with any HUD guidance as to how such determinations shall be made. The Authority must honor any court orders issued to protect the victim or to address the distribution of property.

If the individual does not provide the certification within the 14 business days after receipt of the request to submit the documentation, nothing in this Section may be construed to limit the authority of a landlord to evict, or South Portland Housing Authority to terminate the tenancy or occupancy rights for, any tenant or lawful occupant that commits violations of a lease. South Portland Housing Authority may extend the 14 day deadline at its discretion.

Nothing in this subsection shall be construed to require South Portland Housing Authority to demand that an individual produce official documentation or physical proof of the individual's status as a victim of domestic violence, dating violence, sexual assault, or stalking in order to receive any of the benefits provided in this section. At its discretion, South Portland Housing Authority may provide benefits to an individual based solely on the individual's statement or other corroborating evidence.

If the family break-up results from an occurrence of domestic violence, dating violence, stalking or sexual assault, the Housing Authority will ensure that the victim retains assistance. The factors to be considered in making this decision include:

1. Whether the assistance should remain with family members remaining in the original assisted unit.
2. The interest of minor children or of ill, elderly or disabled family members.

3. Whether family members are forced to leave the unit as a result of actual or threatened domestic violence, dating violence, stalking or sexual assault.
4. Whether any of the family members are receiving protection as victims of domestic violence, dating violence, stalking or sexual assault, and whether the abuser is still in the household.

**South Portland Housing Authority  
Emergency Transfer Plan  
For Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

**Emergency Transfers**

South Portland Housing Authority (SPHA) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),<sup>1</sup> SPHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The ability of SPHA to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether SPHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that South Portland Housing Authority programs are in compliance with VAWA.

**Eligibility for Emergency Transfers**

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if:

1. The tenant expressly requests the transfer; and
2. The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or
3. In the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains in the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises within the 90-calendar-day period preceding the date of the request for transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

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<sup>1</sup> Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

**Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify SPHA's management office and submit a written request for a transfer. SPHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under SPHA's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Acceptable documentation of the occurrence of domestic violence, dating violence, sexual assault or stalking must be provided if resident has not previously provided such documentation. Acceptable documentation includes any one of the following forms of verification:

1. A written certification, on the HUD-approved certification form, that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking, and that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and must include the name of the perpetrator only if the name of the perpetrator is safe to provide and is known to the victim.
2. A federal, state, tribal, territorial, or local police report or court record describing the incident or incidents in question.
3. Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional. Acceptable documentation also includes a record of an administrative agency, and documentation from a mental health professional. The person signing the documentation must attest under penalty of perjury to the professional's belief that the incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim must also sign the documentation under penalty of perjury.

The Authority may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below in cases of conflicting documentation, nor may it require certification in addition to third-party documentation.

In cases where the Authority receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, SPHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described above (forms 2 and 3) and in accordance with any HUD guidance as to how such determinations shall be made. If you fail or refuse to provide third-party documentation

where there is conflicting evidence, Landlord does not have to provide you with the protections contained in this notice.

Nothing in this subsection shall be construed to require South Portland Housing Authority to demand that an individual produce official documentation or physical proof of the individual's status as a victim of domestic violence, dating violence, sexual assault, or stalking in order to receive any of the benefits provided in this section. At its discretion, South Portland Housing Authority may provide benefits to an individual based solely on the individual's statement or other corroborating evidence.

### **Confidentiality**

SPHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives SPHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act for All Tenants for more information about SPHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

### **Emergency Transfer Timing and Availability**

SPHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. An emergency transfer request does not guarantee continued assistance or an external transfer to other HUD housing. SPHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. SPHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If SPHA has no safe and available units for which a tenant who needs an emergency is eligible, SPHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, SPHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Emergency transfers may be defined as an internal transfer or as an external transfer depending on the circumstances surrounding the request. Tenants or Participants can seek both internal and external emergency transfers simultaneously if a safe unit is not immediately available. A unit is considered safe if the victim of domestic violence, dating violence, sexual assault, or stalking believes it is safe.

Internal emergency transfers refer to an emergency relocation of a resident to another unit where the resident would not be categorized as a new applicant. The resident may reside in the new unit without having to undergo an application process. Internal emergency transfers generally are only available within the community in which the Resident is residing.

Immediately available unit is defined as a vacant, move-in ready unit.

**Residents of SPHA owned and/or managed properties:**

- Internal Emergency Transfers  
If another unit is available for which the participant qualifies, the participant will be presented with an offer to transfer. If a resident reasonably believes a proposed transfer would not be safe, the resident may request a transfer to a different unit. Transfers for these reasons will take priority over all other transfer requests including those made to accommodate a disability and to address over- or under-utilization of a unit.
- External Emergency Transfers  
While SPHA owns and manages other properties within the area, they are comprised of multiple types of housing programs and each (1) has its own wait lists and (2) is subject to its own rules, regulations and eligibility requirements. As such, SPHA must process VAWA emergency transfer requests, from one type of housing program to another, as external transfers. The transferring resident will be required to apply and meet eligibility criteria. The participant will be placed on the waitlist with the date and time they were approved for an emergency transfer. Emergency transfers will not take priority over waiting list admissions for these programs.

**Tenant-Based Housing Choice Voucher Participants:**

- Internal Emergency Transfers  
A voucher will be issued to the tenant-based Housing Choice Voucher participant, if they qualify for an emergency transfer, to search for another unit. The participant must notify their current Landlord of their need to move and provide them with written documentation certifying that they meet the criteria for an emergency transfer under VAWA, before they can be approved to be transferred/moved. At the request of the participant, SPHA will assist them in their communication with their current Landlord on their need to move from their unit as quickly as possible. SPHA will provide the participant with any known information on available units in the area and/or assist the participant with information about the portability process if they choose to move to another jurisdiction.
- External Emergency Transfers  
Tenant-Based Housing Choice Voucher participants may also request an emergency transfer under another SPHA housing program, for which they will be required to apply and meet eligibility criteria. The participant will be placed on the waitlist with the date and time they were approved for an emergency transfer. Emergency transfers will not take priority over waiting list admissions for these programs.

**Project-Based Voucher Participants:**

- Internal Emergency Transfers  
If another Project-Based voucher unit is available for which the participant qualifies, the participant will be presented with an offer to transfer. If a participant reasonably believes a proposed transfer on the same site would not be safe, or if there are not any Project-Based units available, and the participant has been on the PBV program for at least one year, the participant will be issued a Tenant-Based Housing Choice Voucher as long as funding is available. Transfers for these reasons will take priority over all other transfer requests including those made to accommodate a disability and to address over- or under-utilization of a unit.
- External Emergency Transfers  
If there are not any Project-Based voucher units available, or the participant has been on the PBV program for less than one year, the participant may request an emergency transfer to another SPHA housing program (including they Tenant-Based Housing Choice Voucher program) for which they will be required to apply and meet eligibility criteria. The participant will be placed

on the waitlist with the date and time they were approved for an emergency transfer. Emergency transfers will not take priority over waiting list admissions for these programs.

### **Additional Assistance**

If SPHA has no safe and available units for which a resident who needs an emergency transfer is eligible, SPHA will assist the resident in identifying other housing providers who may have safe and available units to which the resident could possibly move.

At residents' request, SPHA will also assist residents in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

**Attachment:** Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

## Local Domestic Violence Resource Centers:

<p><b>Caring Unlimited</b> (York County)  P.O. Box 590, Sanford, ME 04073  Admin.: 207-490-3227  Hotline: <u>1-800-239-7298</u>  <a href="mailto:mail@caring-unlimited.org">mail@caring-unlimited.org</a>  <a href="http://www.caring-unlimited.org">www.caring-unlimited.org</a></p>	<p><b>New Hope for Women</b> (Knox, Lincoln, Sagadahoc &amp; Waldo Counties)  P.O. Box A, Rockland, ME 04841-0733  Admin. &amp; Hotline: <u>207-594-2128</u> or <u>1-800-522-3304</u>  Belfast Office <u>207-338-6569</u>  Wiscasset Office <u>(207) 882-6222</u>  Bath Office <u>(207) 443-8898</u>  <a href="mailto:newhope@newhopeforwomen.org">newhope@newhopeforwomen.org</a>  <a href="http://www.newhopeforwomen.org">www.newhopeforwomen.org</a>  <a href="#">New Hope for Women's Facebook</a></p>
<p><b>Through These Doors</b> (Cumberland County)  P.O. Box 704, Portland, ME 04104  Hotline: <u>1-800-537-6066</u> TTY accessible  <a href="http://www.throughthesedoors.org">www.throughthesedoors.org</a></p>	<p><b>Safe Voices</b> (Androscoggin, Franklin &amp; Oxford Counties)  P.O. Box 713, Auburn, ME 04212-0713  Admin.: <u>207-795-6744</u>  Hotline: <u>1-800-559-2927</u> or <u>207-795-4020</u>  <a href="mailto:info@safevoices.org">info@safevoices.org</a>  <a href="http://www.safevoices.org">www.safevoices.org</a></p>
<p><b>Family Violence Project</b> (Kennebec &amp; Somerset Counties)  P.O. Box 304, Augusta, ME 04332  Admin.: <u>207-623-8637</u>  Hotline: <u>1-877-890-7788</u>; <u>207-623-3569</u>  <a href="mailto:fvp@familyviolenceproject.org">fvp@familyviolenceproject.org</a>  <a href="http://www.familyviolenceproject.org">www.familyviolenceproject.org</a></p>	<p><b>Next Step</b> (Hancock &amp; Washington Counties)  P.O.Box 1466, Ellsworth, ME 04605  Admin: <u>207-667-0176</u>  Hotline: <u>1-800-315-5579</u>  <a href="mailto:info@nextstepdvproject.org">info@nextstepdvproject.org</a>  <a href="http://www.nextstepdvproject.org">www.nextstepdvproject.org</a></p>
<p><b>Hope and Justice Project</b> (Aroostook County)  754 Main Street, Presque Isle, ME 04769  Admin.: <u>207-764-2977</u>  Hotline: <u>1-800-439-2323</u>  <a href="mailto:info@hopeandjusticeproject">info@hopeandjusticeproject</a>  <a href="http://www.hopeandjusticeproject.org">www.hopeandjusticeproject.org</a></p>	<p><b>Spruce Run-Womancare Alliance</b> (Penobscot &amp; Piscataquis County)  Bangor office:  P.O. Box 653, Bangor, ME 04402  Admin.: 207-945-5102  Dover office:  P.O. Box 192, Dover-Foxcroft, ME 04426  Hotline: 1-800-863-9909 or 207-947-0496 or  TTY: 207-955-3777  <a href="mailto:sprucerun@sprucerun.net">sprucerun@sprucerun.net</a>  <a href="http://www.sprucerun.net">www.sprucerun.net</a></p>