

<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**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, 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-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																
<b>A.1</b>	<p><b>PHA Name:</b> <u>South Portland Housing Authority</u> <b>PHA Code:</b> <u>ME020</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 10/2024  <b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> 2025-2029  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> 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 on 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>Plan and attachments are available at the main office located at 100 Waterman Drive, Suite 101, South Portland, ME 04106. They are also posted on the website: <a href="http://www.spha.net">www.spha.net</a></b></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" data-bbox="212 1161 1471 1793"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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:																							
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<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.																																

B.1	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><b>The mission of the South Portland Housing Authority is to provide quality affordable housing for low to moderate income elderly, individuals with disabilities and families in need.</b></p>
B.2	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>SEE EXHIBIT 1</p>
B.3	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>SEE EXHIBIT 2</p>
B.4	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>SEE EXHIBIT 3</p>
<p><b>C. Other Document and/or Certification Requirements.</b></p>	
C.1	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><b>Significant amendments, modifications or substantial deviations are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or agency plans requiring the Board of Commissioners’ formal approval. This includes a substantial change in the direction pertaining to its goals and objectives or changes that would significantly impact rent, admission policies, or organization of the waiting list(s) in the Housing Choice Voucher Program. An exception to this definition will be made for any new activities that are adopted to reflect changes in HUD regulatory requirements or as a result of a declared emergency (such changes will not be considered significant amendments or modifications by SPHA).</b></p>
C.2	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/> PENDING RAB MEETING</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.3	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/> PENDING PUBLIC MEETING</p> <p>(b) If yes, include Challenged Elements.</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1**

**Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

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.

<b>Fair Housing Goal:</b>
<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>

  

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## Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

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

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

### B. Plan Elements.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

### C. Other Document and/or Certification Requirements.

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year 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 2.

#### C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

(b) If yes, submit 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 § 903.17(b), 24 CFR § 903.19)

#### C.3 Certification by State or 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.

#### C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, 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.

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**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 in part 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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, 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.

## **2025-2029 5-Year Annual Plan Goals and Objectives**

1. **PHA Goal:** Expand the supply of affordable housing by working with local municipalities to promote and develop additional housing options through our affiliated non-profit entities.
2. **PHA Goal:** Maintain our high-performer status under SEMAP.
3. **PHA Goal:** Explore the option and feasibility of Faircloth-to-RAD to develop up to 292 housing units using HUD's public housing mixed-finance program with preapproval to convert the property to a long-term Section 8 contract following construction.
4. **PHA Goal:** Maintain high occupancy rates in the Project-Based Voucher (PBV) portfolio while continuing to expand the PBV program to preserve and create additional affordable housing in South Portland, Scarborough and the surrounding area.
5. **PHA Goal:** Increase housing opportunities by exploring feasibility of administering special voucher types, including the HCV homeownership program.
6. **PHA Goal:** Continue to administer a Housing Navigation Program to support individuals and families experiencing homelessness in the local area.

## 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.
  - **Sunset Place:** The Authority partnered with Habitat for Humanity for the construction of 9 single-family homes on individual house lots. The house lots have been sold to Habitat and will subsequently be sold to qualified households making no more than 80% of the area median income.
  - **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 in the initial lease-up stage and is expected to be fully occupied by the end of August 2024.
  - **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, and leveraged funds. This project is currently under construction.
  - **Bowdoin Townhouses:** This is a 3 unit manufactured housing project located in South Portland, Maine. The project created additional 3-bedroom family units which SPHA will use to assist individuals who are homeless, at-risk of homelessness, rent-burdened, or over/under-housed in the housing authorities Housing Choice Voucher program.
  - **Several other projects are in the pipeline.**
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. South Portland Housing Authority has also hired a Compliance Specialist to review tenant files for accuracy and assist in the creation of internal processes and procedures to ensure that all program rules and regulations are followed.

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 team which has expanded to include a Resident Services Director, two Resident Service Coordinators and one full-time Activities 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 social service programs within our projects when possible and to focus on the needs of the residents within our communities. A variety of Resident activities and transportation to these activities are also provided monthly at no or at very-low cost to residents. 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. Program managers then attended a 3-day Fair Housing Live Webinar through the National Center of Housing Management in July 2023. SPHA also ensures 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. South Portland Housing Authority has continued to ensure employee satisfaction by increasing agency-provided benefits such as 100% paid short-term and long-term disability benefits and multiple retirement plan opportunities.

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 no longer has any units under the Public Housing Program. However, SPHA historically achieved a High Performer PHAS status. Many improvements were made over the last five years to the buildings and grounds in an effort to provide quality housing, improve residents' living experience and increase curb appeal. All of SPHA's former Public Housing units have been converted through the Section 18, Streamlined Voluntary Conversion, and Rental Assistance Demonstration programs.

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:** On May 1, 2024, South Portland Housing Authority completed a repositioning of all remaining Public Housing units. Management had initially 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 (250) were converted through the Streamlined Voluntary Conversion in three phases, with the final phase completed on May 1, 2024.

**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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, stalking or sexual assault.

All information provided under VAWA, including the fact that an individual is a victim of domestic violence, dating violence, human trafficking, 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, HUMAN TRAFFICKING, STALKING OR SEXUAL ASSAULT***

In responding to an incident or incidents of actual or threatened domestic violence, dating violence, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, stalking or sexual assault.
4. Whether any of the family members are receiving protection as victims of domestic violence, dating violence, human trafficking, 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, Human  
Trafficking 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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.

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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, human trafficking, 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.

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

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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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, human trafficking, 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 the 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, human trafficking, 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, human trafficking, 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: <a href="tel:1-800-239-7298">1-800-239-7298</a>  <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: <a href="tel:207-594-2128">207-594-2128</a> or <a href="tel:1-800-522-3304">1-800-522-3304</a>  Belfast Office <a href="tel:207-338-6569">207-338-6569</a>  Wiscasset Office <a href="tel:207-882-6222">(207) 882-6222</a>  Bath Office <a href="tel:207-443-8898">(207) 443-8898</a>  <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: <a href="tel:1-800-537-6066">1-800-537-6066</a> 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.: <a href="tel:207-795-6744">207-795-6744</a>  Hotline: <a href="tel:1-800-559-2927">1-800-559-2927</a> or <a href="tel:207-795-4020">207-795-4020</a>  <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.: <a href="tel:207-623-8637">207-623-8637</a>  Hotline: <a href="tel:1-877-890-7788">1-877-890-7788</a>; <a href="tel:207-623-3569">207-623-3569</a>  <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: <a href="tel:207-667-0176">207-667-0176</a>  Hotline: <a href="tel:1-800-315-5579">1-800-315-5579</a>  <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.: <a href="tel:207-764-2977">207-764-2977</a>  Hotline: <a href="tel:1-800-439-2323">1-800-439-2323</a>  <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.: <a href="tel:207-945-5102">207-945-5102</a>  Dover office:  P.O. Box 192, Dover-Foxcroft, ME 04426  Hotline: <a href="tel:1-800-863-9909">1-800-863-9909</a> or <a href="tel:207-947-0496">207-947-0496</a> or  TTY: <a href="tel:207-955-3777">207-955-3777</a>  <a href="mailto:sprucerun@sprucerun.net">sprucerun@sprucerun.net</a>  <a href="http://www.sprucerun.net">www.sprucerun.net</a></p>