



**SOUTH PORTLAND HOUSING AUTHORITY**

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**FYB  
10/1/2025**

**SPHA  
Annual Plan**

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The Annual PHA Plan provides 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. This document provides an overview of the changes to the Annual PHA Plan.

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Public Comment Period: April 25, 2025 - June 10, 2025

Resident Advisory Board Meeting: May 28, 2025

Public Hearing: June 10, 2025

SPHA Board Approval: June 11, 2025

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 09/30/2027</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. They also inform 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-, very low-, and extremely low- income families.

**Applicability.** The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) 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 if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, 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 and 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 HCVs combined and is not PHAS or SEMAP troubled.

A.	<b>PHA Information.</b>
A.1	<p>PHA Name: _____ PHA Code: _____  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Housing Choice Vouchers (HCVs)</b> _____  <b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Public 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 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 and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p>

**PHA Consortia:** (Check box if submitting a joint 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
Lead HA:				

**B. Plan Elements.**

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

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

Project-Based Vouchers

(b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

<b>B.4</b>	<b>Capital Improvements.</b> – Not Applicable
<b>B.5</b>	<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   N/A  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C. Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<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>

<p><b>C.2</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <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>
<p><b>C.3</b></p>	<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>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>C.4</b></p>	<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 style="margin-left: 40px;">Y    N</p> <p style="margin-left: 40px;"><input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

## **Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only 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), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

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

### **B. Plan Elements.** All PHAs must complete this section (24 CFR 903.11(c)(3)).

#### **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 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 generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

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.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV (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 HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support 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 rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies (24 CFR 903.7(d)).

**Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA (24 CFR 903.7(e)).

**Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants (24 CFR 903.7(f)).

**Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

**Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR 903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements (24 CFR 903.7(l)(iii)).

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

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

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

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the applicable 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."

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

- 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 903.11(c)(3), 24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.
- 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 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 (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 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- 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 (24 CFR 903.23(b)).

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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 Annual PHA Plan. The Annual PHA Plan provides 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 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 4.52 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 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 Housing Choice Voucher Program, as well as the general operations of the agency.

The amounts shown below are estimates based on current HUD funding and financial resources:

HUD Section 8 Admin Funds	\$	944,733.13
HUD Section 8 Housing Assistance Payments	\$	10,136,091.00
	\$	11,080,824.13

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:

- 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
- Faircloth-to-RAD Funding.

## **B.1 Revision of PHA Plan Elements Other Policies that Govern Eligibility, Selection, and Admissions**

### **Summary of Changes to SPHA Administrative Plan**

The SPHA Administrative Plan, amended and adopted by the SPHA Board of Commissioners on June 26, 2024, intended on the full implementation of HOTMA. HUD has pushed back the compliance date for HOTMA 102/104 twice, and there is currently no new full compliance date. However, in December 2024, HUD issued Notice PIH 2024-38, which required certain provisions of HOTMA 102/104 to be implemented no later than July 1, 2025. This current environment creates challenges as SPHA continues to operate its programs under certain pre-HOTMA 102/104 policies and the required HOTMA 102/104 policies while also managing a version of the policy that can be used immediately upon the HOTMA 102/104 full compliance date.

There have been no revisions covering any discretionary minimum tenant rents or payment standard policies. However, this draft Administrative Plan includes two versions of Chapters 6, 7, and 11, to accommodate the updates as described below:

- A pre-HOTMA 102/104 version of Chapters 6,7, and 11 include the policies SPHA will implement prior to the transition to HOTMA 102/104. However, when SPHA transitions to full HOTMA 102/104 compliance, the versions of these chapters will be removed from the administrative plan.
- A HOTMA 102/104 version of Chapters 6,7, and 11 includes the policies SPHA will implement upon full HOTMA 102/104 compliance.
- Chapter 8 incorporates the June 26, 2024, amended and adopted Administrative Plan updates for National Standards for the Physical Inspection of Real Estate (NSPIRE) which was anticipated to be implemented on October 1, 2024. HUD postponed the implementation date to October 1, 2025. As such, the draft Administrative Plan includes two versions of Chapters 8 to accommodate the potential implementation delays as described below:
  - The Housing Quality Standards (HQS) version includes the HQS policies SPHA currently implements. However, when SPHA transitions to NSPIRE, the version of this chapter will be removed from the administrative plan.
  - The NSPIRE version includes the NSPIRE policies SPHA will implement when required by HUD. The current implementation date is October 1, 2025.

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

### **Substantial Deviation/Significant Amendment/Modification**

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.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.3 Progress Report 2025-2029 5-Year PHA 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.

**Progress:**

- **Betsy Ross Crossing:** The project is a 53-unit senior (55+) multifamily building located in South Portland, Maine. The project will be adjacent to the existing 123-unit Betsy Ross House. Betsy Ross Crossing is being funded through LIHTC, MaineHousing, and leveraged funds. This project is currently under construction with a projected initial occupancy in July 2025.
- **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 community. The project is being funded through LIHTC, MaineHousing, non-federal, leveraged funds, and Project Based Vouchers. SPHA received HUD SAC approval and disposed of the land necessary for the project. Construction began in December 2024 with an expected initial occupancy in June 2026.
- **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.
- **Marshview Terrace:** The project is a 60-unit senior (55+) multifamily building and 45-units of non-age-restricted apartments for those making less than 100% of the Area Median Income. The building will be in Scarborough, Maine. The senior multifamily building will be funded via the LIHTC program and possibly include Section 8 Project Based Vouchers. The workforce housing will be funded by the SPHA and other sources. The proposal is currently going through the municipal approval process. Construction could begin in 2026 if all funded is obtained in 2025.
- **Landry Heights:** The project is a 38-unit senior (55+) multifamily building located in South Portland, Maine. The project is located on vacant land within the Authority's existing Landry Village community. The project will be funded through the LIHTC program and possibly with Section 8 Project Based Vouchers. The goal is to obtain all funding in 2025 for a construction start in 2026.
- **Little Dolphin Drive:** The project will be a 40 to 60 unit senior (55+) multifamily building located in Scarborough, Maine. The project will be funded through the

LIHTC program and possibly with Section 8 Project Based Vouchers. The project will not likely start construction until 2027.

- **Housing 1<sup>st</sup>:** The SPHA is seeking to work with MaineHousing to construct a new Housing 1<sup>st</sup> building in South Portland, Maine. The building will be for those experiencing chronic homelessness. It is anticipated that funding will be via the LIHTC program, Section 8 Project Based Vouchers, and State subsidy.

2. **PHA Goal:** Maintain our high-performer status under SEMAP.

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

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.

**Progress:** As part of the SPHA's RAD Public Housing to Section 8 portfolio conversion, the PHA is eligible for Faircloth-to-RAD funding. The SPHA intends to use this funding towards the construction of new rent-restricted apartments. Once constructed, the apartment units will be converted from Public Housing to the Section 8 program. The SPHA's goal is to obtain a funding commitment in 2025 for building construction in 2026.

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.

**Progress:** The South Portland Housing Authority maintains 97-100% occupancy rates in the Project-Based Voucher portfolio. The PBV program continues to grow as evident in other goals and objectives progress reports.

5. **PHA Goal:** Increase housing opportunities by exploring feasibility of administering special voucher types, including the HCV homeownership program.

**Progress:** The South Portland Housing Authority will continue to entertain special voucher types, though recent notices of special voucher type terminations and current funding instability warrants caution.

6. **PHA Goal:** Continue to administer a Housing Navigation Program to support individuals and families experiencing homelessness in the local area.

**Progress:** Since 2024 a total of 21 families secured permanent housing and an additional eleven families are currently receiving services. Working with families for up to one year, the Housing Navigator achieved success in working alongside families

to access medication, attend medical appointments, plan household budgets, complete and submit rent applications, acts as a liaison between the family and landlords and schedules apartment showings, negotiates lease new and renewal lease agreements, mediates tenancy concerns and accesses move-in supplies, food and furniture. The Housing Navigator has a deep knowledge of area resources and has assisted families in successfully applying and receiving the essential resources needed to ensure continued stable housing. Some examples include:

- Social Security
- HEAP
- General Assistance
- Other Federal and State rental assistance
- Childcare subsidies
- College financial aid

The Housing Navigation Program is instrumental in assisting individuals and families experiencing homelessness, access community resources, benefits and permanent housing.

**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>

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 09/30/2027</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. They also inform 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-, very low-, and extremely low- income families.

**Applicability.** The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) 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 if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, 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 and 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 HCVs combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>
A.1	<p> <b>PHA Name:</b> _____ <b>PHA Code:</b> _____  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Housing Choice Vouchers (HCVs)</b> _____  <b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Public 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 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 and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. </p>

**PHA Consortia:** (Check box if submitting a joint 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
Lead HA:				

**B. Plan Elements.**

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

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

Project-Based Vouchers

(b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

<b>B.4</b>	<b>Capital Improvements.</b> – Not Applicable
<b>B.5</b>	<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   N/A  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C. Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<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>

<p><b>C.2</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <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>
<p><b>C.3</b></p>	<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>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>C.4</b></p>	<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 style="margin-left: 40px;">Y    N</p> <p style="margin-left: 40px;"><input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

## **Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only 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), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

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

### **B. Plan Elements.** All PHAs must complete this section (24 CFR 903.11(c)(3)).

#### **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 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 generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

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.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV (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 HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support 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 rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies (24 CFR 903.7(d)).

**Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA (24 CFR 903.7(e)).

**Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants (24 CFR 903.7(f)).

**Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

**Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR 903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements (24 CFR 903.7(l)(iii)).

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

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

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

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the applicable 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."

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

- 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 903.11(c)(3), 24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.
- 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 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 (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 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- 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 (24 CFR 903.23(b)).

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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 Annual PHA Plan. The Annual PHA Plan provides 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 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 4.52 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 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 Housing Choice Voucher Program, as well as the general operations of the agency.

The amounts shown below are estimates based on current HUD funding and financial resources:

HUD Section 8 Admin Funds	\$	944,733.13
HUD Section 8 Housing Assistance Payments	\$	10,136,091.00
	\$	11,080,824.13

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:

- 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
- Faircloth-to-RAD Funding.

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

### **Other Policies that Govern Eligibility, Selection, and Admissions**

#### **Summary of Changes to SPHA Administrative Plan**

The SPHA Administrative Plan, amended and adopted by the SPHA Board of Commissioners on June 26, 2024, intended on the full implementation of HOTMA. HUD has pushed back the compliance date for HOTMA 102/104 twice, and there is currently no new full compliance date. However, in December 2024, HUD issued Notice PIH 2024-38, which required certain provisions of HOTMA 102/104 to be implemented no later than July 1, 2025. This current environment creates challenges as SPHA continues to operate its programs under certain pre-HOTMA 102/104 policies and the required HOTMA 102/104 policies while also managing a version of the policy that can be used immediately upon the HOTMA 102/104 full compliance date.

There have been no revisions covering any discretionary minimum tenant rents or payment standard policies. However, this draft Administrative Plan includes two versions of Chapters 6, 7, and 11, to accommodate the updates as described below:

- A pre-HOTMA 102/104 version of Chapters 6,7, and 11 include the policies SPHA will implement prior to the transition to HOTMA 102/104. However, when SPHA transitions to full HOTMA 102/104 compliance, the versions of these chapters will be removed from the administrative plan.
- A HOTMA 102/104 version of Chapters 6,7, and 11 includes the policies SPHA will implement upon full HOTMA 102/104 compliance.
- Chapter 8 incorporates the June 26, 2024, amended and adopted Administrative Plan updates for National Standards for the Physical Inspection of Real Estate (NSPIRE) which was anticipated to be implemented on October 1, 2024. HUD postponed the implementation date to October 1, 2025. As such, the draft Administrative Plan includes two versions of Chapters 8 to accommodate the potential implementation delays as described below:
  - The Housing Quality Standards (HQS) version includes the HQS policies SPHA currently implements. However, when SPHA transitions to NSPIRE, the version of this chapter will be removed from the administrative plan.
  - The NSPIRE version includes the NSPIRE policies SPHA will implement when required by HUD. The current implementation date is October 1, 2025.

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

### **Substantial Deviation/Significant Amendment/Modification**

SPHA currently uses the following definitions of a substantial deviation, significant amendment and/or modification. There are no changes to these definitions.

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.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% of its ACC authorized units. The general location of these PBV's is expected to be within the City of South Portland, Town of Scarborough and surrounding areas within York and Cumberland counties. This is consistent with our annual plan to expand the supply of assisted housing and improve voucher utilization.

South Portland Housing has currently committed **46 units** of its available PBV authority and intends to project-base an additional **71 units** over the next five (5) to ten (10) years.

***Currently under PBV HAP contract = 38***

- 20 - Betsy Ross House
- 9 - Thornton Heights Commons
- 9 - Jocelyn Place

***Under an Agreement to Enter into HAP contract (AHAP) = 8***

- 8 - Landry Woods

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

### B.3 Progress Report

#### Progress Report on 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.

#### **Progress:**

- **Betsy Ross Crossing:** The project is a 53-unit senior (55+) multifamily building located in South Portland, Maine. The project will be adjacent to the existing 123-unit Betsy Ross House. Betsy Ross Crossing is being funded through LIHTC, MaineHousing, and leveraged funds. This project is currently under construction with a projected initial occupancy in July 2025.
- **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 community. The project is being funded through LIHTC, MaineHousing, non-federal, leveraged funds, and Project Based Vouchers. SPHA received HUD SAC approval and disposed of the land necessary for the project. Construction began in December 2024 with an expected initial occupancy in June 2026.
- **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.
- **Marshview Terrace:** The project is a 60-unit senior (55+) multifamily building and 45-units of non-age-restricted apartments for those making less than 100% of the Area Median Income. The building will be in Scarborough, Maine. The senior multifamily building will be funded via the LIHTC program and possibly include Section 8 Project Based Vouchers. The workforce housing will be funded by the SPHA and other sources. The proposal is currently going through the municipal approval process. Construction could begin in 2026 if all funding is obtained in 2025.
- **Landry Heights:** The project is a 38-unit senior (55+) multifamily building located in South Portland, Maine. The project is located on vacant land within the Authority's existing Landry Village community. The project will be funded through the LIHTC program and possibly with Section 8 Project Based Vouchers. The goal is to obtain all funding in 2025 for a construction start in 2026.

- **Little Dolphin Drive:** The project will be a 40 to 60 unit senior (55+) multifamily building located in Scarborough, Maine. The project will be funded through the LIHTC program and possibly with Section 8 Project Based Vouchers. The project will not likely start construction until 2027.
- **Housing 1<sup>st</sup>:** The SPHA is seeking to work with MaineHousing to construct a new Housing 1<sup>st</sup> building in South Portland, Maine. The building will be for those experiencing chronic homelessness. It is anticipated that funding will be via the LIHTC program, Section 8 Project Based Vouchers, and State subsidy.

2. **PHA Goal:** Maintain our high-performer status under SEMAP.

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

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.

**Progress:** As part of the SPHA’s RAD Public Housing to Section 8 portfolio conversion, the PHA is eligible for Faircloth-to-RAD funding. The SPHA intends to use this funding towards the construction of new rent-restricted apartments. Once constructed, the apartment units will be converted from Public Housing to the Section 8 program. The SPHA’s goal is to obtain a funding commitment in 2025 for building construction in 2026.

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.

**Progress:** The South Portland Housing Authority maintains 97-100% occupancy rates in the Project-Based Voucher portfolio. The PBV program continues to grow as evident in other goals and objectives progress reports.

5. **PHA Goal:** Increase housing opportunities by exploring feasibility of administering special voucher types, including the HCV homeownership program.

**Progress:** The South Portland Housing Authority will continue to entertain special voucher types, though recent notices of special voucher type terminations and current funding instability warrants caution.

6. **PHA Goal:** Continue to administer a Housing Navigation Program to support individuals and families experiencing homelessness in the local area.

**Progress:** Since 2024 a total of 21 families secured permanent housing and an additional eleven families are currently receiving services. Working with families for up to one year, the Housing Navigator achieved success in working alongside families to access medication, attend medical appointments, plan household budgets, complete and submit rent applications, acts as a liaison between the family and landlords and schedules apartment showings, negotiates lease new and renewal lease agreements, mediates tenancy concerns and accesses move-in supplies, food and furniture. The Housing Navigator has a deep knowledge of area resources and has assisted families in successfully applying and receiving the essential resources needed to ensure continued stable housing. Some examples include:

- Social Security
- HEAP
- General Assistance
- Other Federal and State rental assistance
- Childcare subsidies
- College financial aid

The Housing Navigation Program is instrumental in assisting individuals and families experiencing homelessness, access community resources, benefits and permanent housing.

**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>

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires: 09/30/2027

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or  Annual PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/1/2025, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the Resident Advisory Board (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the way the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - i. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - ii. The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - iii. The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours. Where possible, PHAs should make documents available electronically, for public inspection upon request.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering

fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module and/or its successor system: the Housing Information Portal (HIP) in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination based on age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on actual or perceived sexual orientation, or marital status and will not otherwise discriminate because of sex (including sexual orientation).
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implement the regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 2 CFR 200.302 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.

20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to always be available at all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA and, where possible, should be made available for public inspection in an electronic format.
22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).


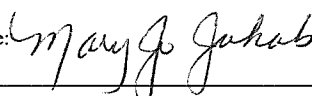
South Portland Housing Authority  
 PHA Name

ME020  
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2026

5-Year PHA Plan for Fiscal Years 20     - 20    

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director: <b>Michael Hulsey</b>	Name Board Chairman: <b>Mary Jo Jakab</b>
Signature: 	Signature: 
Date: <u>6/11/25</u>	Date: <u>6/11/25</u>

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 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.