

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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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 that introduced 5-year and annual PHA Plans. The full 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 and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, 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. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan for Fiscal Year: 2009

## PHA Name: Augusta Housing Authority

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** [Augusta Housing Authority](#)    **PHA Number:** [ME030](#)

**PHA Fiscal Year Beginning:** (mm/yyyy) [01/2009](#)

### PHA Programs Administered:

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
Number of public housing units:                      Number of S8 units:                      Number of public housing units:  
Number of S8 units:  
[N/A](#)    [615](#)    [N/A](#)

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table) [N/A](#)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
<b>Participating PHA 1:</b>				
<b>Participating PHA 2:</b>				
<b>Participating PHA 3:</b>				

### PHA Plan Contact Information:

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TDD: [207-626-2357](#)                      Email (if available): [vwatkins@roadrunner.com](mailto:vwatkins@roadrunner.com)

### Public Access to Information

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

PHA's main administrative office     PHA's development management offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.     Yes     No.

If yes, select all that apply:

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

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

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

**Streamlined Annual PHA Plan**  
**Fiscal Year 2009**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

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**ATTACHMENTS**

- ME030a02 [Statement of Progress in Meeting Five-Year Plan Mission and Goals](#)
- ME030b02 [Addendum C to Administrative Plan Homeownership, revised](#)
- ME030c02 [RAB members](#)
- ME030d02 [RAB Recommendations](#)
- ME030e02 [Resident member of Board of Commissioners](#)
- ME030f02 [VAWA](#)

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**[PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan \(HUD Form 50076\)](#)**

Identifies policies or programs the PHA has revised since submission of its last Annual Plan, including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office

**[Certification by State and Local Official of PHA Plans consistency with the Consolidated Plan to accompany HUD Form 50075-SA](#)**

AHA is currently "covered" under the State of Maine Consolidated Plan and will present its plan to MaineHousing for review and approval.

For PHAs Applying for Formula Capital Fund Program (CFP) Grants: [N/A](#)

**Form HUD-50070, *Certification for a Drug-Free Workplace*;**

**Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;** and

**Form SF-LLL & SF-LLL a, *Disclosure of Lobbying Activities*.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies) [N/A](#)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

<b>Site-Based Waiting Lists</b>				
<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs** [N/A](#)

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

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

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

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 4

b. PHA-established eligibility criteria

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

- Admission is restricted to current or completed [FSS families](#) and disabled/elderly families
- Families must have participated in the HCV Program for at least [one year](#) in the AHA jurisdiction or in a porting PHA
- Families must be in good standing with AHA or porting PHA with a good history of [compliance with lease terms and HCV Program](#)
- Families must demonstrate continuous employment after purchase
- Non-disabled families must have income = to 2000 hours x State minimum wage

c. What actions will the PHA undertake to implement the program this year (list)?  
[Program was implemented in 2006](#)

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):



#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)

[Response to community need for projects serving specific populations as reflected in AHA’s waiting list and current tenant base](#)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
- [Inn at City Hall, Augusta \(15 units\) assisted living facility \(established 2002\)](#)
  - [Bread of Life Ministries \(4 units\) transitional homeless \(established 2004\)](#)

#### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)  
[State of Maine](#)

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

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

- [MaineHousing \(MSHA\) guarantees loans for First-time Homebuyers](#)
- [MaineHousing \(MSHA\) subsidizes the HoMEworks Program, a homeownership training required for all first-time homebuyers working with MSHA or with AHA's Homeownership Option](#)

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
N/A	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
N/A	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
Applicable & On Display	Supporting Document	Related Plan Component
X	Policies governing any Section 8 Homeownership program (Addendum D of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2  FFY Grant: PHA FY:	Work Statement for Year 3  FFY Grant: PHA FY:	Work Statement for Year 4  FFY Grant: PHA FY:	Work Statement for Year 5  FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					



## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
Total CFP Estimated Cost			\$			\$

**8. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b> <b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$

## **STATEMENT OF PROGRESS on meeting 5-year Goals (2005 through 2009)**

### **Executive Summary**

AHA is consistently aware of its mission statement to..."promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination in our community." AHA continues to operate a fiscally sound program in a challenging environment without any loss of vouchers or staff due to funding shortfalls.

AHA has not been eligible to apply for new vouchers as HUD's eligibility criteria have inadvertently excluded smaller PHAs. HUD has been directing new subsidy programs to larger PHA's with a greater "need" ratio (established by HUD) and towards faith-based organizations who can more readily access matching funding for new or rehabbed construction.

AHA has not project-based any additional vouchers due to funding and reporting constraints. AHA was also unable to apply for MSHA's voucher management, because MSHA decided to manage the program in-house, instead of contracting the service to local agencies or PHAs.

Given the challenging population we serve (extremely low-income; persons with mental disabilities; families who move frequently, etc.) AHA staff have worked diligently to provide quality service to our customers. We continue to strengthen our ties to existing collaborators who serve the non-elderly disabled, and with our project-based partners. We continue to offer special accommodations, such as duplicate mailings, caseworker contacts etc. that keep our population safely housed. AHA also continues to provide tenant referrals to provider agencies and attend trainings that provide guidance on state and federal programs/regulations that assist the elderly and families with disabilities.

Augusta Housing Authority Corporation, a 501c3, did not follow through with the purchase and rehabilitation of 80 units mentioned in the 2005-2009 Five-Year Plan. The condition of the proposed property, the expense of rehabilitation and the unstable financial conditions in the economy, led our Board of Commissioners to postpone any new projects.

We have also been successful in keeping our lease-up rate above 97%. However, we are anticipating that 2009 may be a more difficult year. We anticipate that unit availability and affordability will impact our 2009 lease-up rate. Some of our area landlords are leaving buildings vacant this winter rather than pay high fuel costs. Other owners are considering switching the utility responsibility to the tenant. Because area rents are often higher than the fair market rent, we expect that a number of families may be rent/utility burdened in 2009.

Despite time constraints, AHA has succeeded in cross-training staff in order to improve specific management functions. AHA has met its stated goal in the Five-year Plan.

AHA staff continue to actively participate in state and local groups of housing providers, such as Directors, FSS and Occupancy Specialists who share information and best practices. Staff have completed Homeownership training, VAWA training, Medicare training, EIV security training,

American Sign Language training, Excel and in-house program training for our PHA-WEB reporting system.

AHA instituted a Homeownership Program with no additional staff in 2006. AHA currently has one family using a voucher for their home and another family in the process of buying a home. In addition AHA has guided 3 other families, FSS graduates, to homeownership outside the voucher program.



## **Housing Choice Voucher Homeownership Program Administrative Plan**

Revised: August, 2008

Effective: January 2009

### **Program Authorization 24 CFR 982.623-643**

Augusta Housing Authority will operate a Section 8 tenant-based homeownership option in its local jurisdiction that will offer eligible families the opportunity to use their Housing Choice Voucher for homeowner assistance payments when they purchase a home.

Augusta Housing Authority will be guided by the regulations set forth in that Rule at 24 CFR 982.623 through 24 CFR 982.643 and any future revisions to the Regulations and/or Notices.

### **Program Description 24 CFR 982.625**

The intent of the Augusta Housing Authority ("AHA") Housing Choice Voucher Homeownership Program is to provide families of low-income, disabled families and elderly families who are eligible for Section 8 rental assistance the option of utilizing this assistance in purchasing a home.

The implementation of this option will provide eligible voucher holders the ability to expand their housing opportunities beyond the rental market and use their assistance to purchase homes in the communities of their choice.

The Program provides the potential homebuyer with assistance for the repayment of a mortgage loan for a maximum period of 15 years, in total. There is no term limitation in providing assistance for disabled or elderly families that are eligible for and participate in the subsidy program.

Families who wish to exercise the homeownership option will meet all regulatory and discretionary program requirements set forth in this document. Families will continue to be responsible to the rules, regulations and local policies that govern the HCV rental program, except in instances where eligibility or procedures are superseded by policies or procedures unique to this program and identified elsewhere in this addendum.

The following sections refer to HUD regulations at the stated CFR and also include AHA discretionary policy for its HCV Homeownership Program.

## **Eligibility Requirements 24 CFR 982.626 & 982.627**

Before an applicant can be approved for homeownership eligibility, the applicant must submit a **Preliminary Eligibility Assessment** and meet the following eligibility requirements:

- Applicant must currently hold a Housing Choice Voucher
- Applicant have completed at least a 12 month initial lease with AHA or with another PHA
- Applicant must be a tenant in “good standing” with a good rental history:
  - Applicant does not now, and has not in the past 12 months, owed money to any PHA
  - Applicant has not violated any PHA Family Obligations in the past 12 months
  - Applicant must not have a history of serious or repeated lease violations or non-compliance with HUD/AHA policy
- Applicant (non-disabled) must be a current participant or graduate of AHA’s Family Self-Sufficiency Program. (Disabled/elderly applicant does not have to enroll in this work program)
- Applicant (non-disabled) must satisfy employment requirement (full-time, average of 30 hours per week)
- Applicant (non-disabled) must be currently employed and have been continuously employed for at least one year. (AHA reserves the right to determine a "permissible interruption" in satisfying the mandatory employment requirement)
- Applicant (non-disabled) must have a minimum annual income equal to the applicable State Minimum Wage x 2000 hours per year
- Applicant (disabled/elderly) must have a minimum annual income equal to the maximum amount of Federal SSI. TANF may be included as income for a disabled family for AHA program eligibility.
- Applicant must be first-time homebuyer (see definition)
- Applicant must complete approved homeownership training
- Applicant or other adult member has not defaulted on a mortgage securing debt to purchase a home under an HCV Homeownership Program
- No family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of a home, except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance

AHA will initially use a first-come, first-serve basis for service in the homeownership program.

During any single calendar year, Augusta Housing will limit full case management for new homeownership families to the first four (4) families who meet all eligibility criteria and can provide proof of being mortgage-ready.

AHA will provide limited case management and make referrals for families that need significant time to repair credit and save funds for pre-purchase expenses.

If the Homeownership Program expands and more families wish to participate and meet eligibility criteria, AHA reserves the right to establish a Waiting List. AHA also reserves the right to close the Homeownership Waiting List in the future, as need and/or funding determine.

### **Eligible Units 24 CFR 982.628**

The homeownership assistance may only be used for the purchase of a single family home. It may be an existing unit, a unit under construction or a unit not yet under construction. A single dwelling unit can be an individual house, a dwelling unit in a condominium or cooperative, or a manufactured home on purchased land or on rented property that has a 40-year lease and meets other HUD regulations.

Property must meet any environmental requirements, if applicable.

AHA will not approve a unit for purchase if the AHA has been informed by HUD or any other source that the seller has been disbarred, suspended or subject to limited denial of participation under 24 CFR Part 24.

All units, new or existing, will require an independent home inspection by a licensed inspector.

### **Maximum Time Allowed to Locate and Purchase a House 24 CFR 982.629**

After AHA receives proof of financing availability, proof of \$1000 equity, and proof of completion of HoMEworks training, AHA will conduct an individual Housing Search Briefing and issue the family a **Certificate of Participation** which will define the family's housing search term. A family has 180 days to secure a loan, conduct a housing search and make an offer on a home.

30-day extensions, not to exceed an additional 180 days, may be considered at AHA's discretion if a home is not under contract during the initial 180 days, especially if the delay is due to circumstances beyond the homeowner's control. AHA will also consider the number of other families waiting for case management in making the decision to grant extensions.

### **Continuation of Assistance in the HCV Rental Program 24 CFR 982.629**

If a family is unable to locate a home and enter into a Purchase and Sale Agreement within the initial 180 days with up to 180 days of approved extensions (360 days total), their eligibility for the HCV Homeownership Voucher program will cease.

If the family has remained a family in good standing in the rental program, their rental assistance will continue. The family may not re-apply for the Homeownership Program until completion of an additional full year in the rental program as a tenant in "good standing."

### **Financing Options 24 CFR 982.632**

AHA will require that financing be provided through a direct loan from a federal agency or be provided by an approved participating lender. AHA will use MaineHousing's Participating Lenders List.



AHA will prohibit the following forms of financing:

- Variable Rate Mortgages (ARMS)
- Interest-only/interest first mortgages
- Seller Financing
- Balloon payment mortgages

AHA will review lender qualifications. Rates and terms of the mortgage are subject to approval by AHA.

### **Minimum Family Reserve (savings) Required 24 CFR 982.632**

AHA will honor the minimum down payment amounts established by approved lenders for down payments. However, AHA will require that each applicant provide 3<sup>rd</sup> party proof of **\$1000** in savings to cover pre-purchase expenses.

### **Affordability 24 CFR 982.632**

AHA will allow the lender to determine affordability. However, AHA will counsel the buyer if the homeownership expenses exceed 40% of the adjusted income.

### **Family Obligations 24 CFR 982.633**

- The family must comply with the family obligations stated in the Admin Plan for HCV tenants (listed at 24 CFR 982.633 and at 24 CFR 982.551) and listed on HUD's **Statement of Homeownership Obligations, Form HUD-52649**. Families must also comply with AHA's **Homeownership Program Family Obligations Statement**. Both forms will be reviewed and signed at each annual recertification.

Discretionary Policy will include the following:

- Minimum rent - If circumstances change after purchase (i.e. loss of job, etc. ) the minimum family contribution will be **\$50/month** as in the rental HCV Program
- Annual Inspections - AHA will conduct Annual HQS Inspections
- Post-homeownership counseling with AHA or a lender - If AHA determines that the family needs intervention to maintain homeownership, a family may be required to participate in counseling.
- Continuous employment - In order for a non-elderly/non-disabled family to continue to be assisted, a homeowner must continue to fulfill the employment requirement of an average of a minimum of 30 hours per week. This time cannot be split between individuals. In the case of unemployment, an adult homeowner will re-secure employment within 90 days if not receiving Unemployment Compensation.

If receiving Unemployment Compensation, homeowner must re-secure employment within 6 months.

In the event of a documented hardship (i.e. layoff, company closure, death of a working adult, federal disaster, approved leave, etc.), the head of household must provide, on a monthly basis to the Homeownership Coordinator, verification that they are attempting to pursue employment. The homeowner must show a plan to return to work in order to remain eligible for the program. AHA may deny or terminate assistance for violation of participant obligations as described in the HUD regulations and Obligation forms.

- Written pre-approval by AHA for any second mortgage, re-financing or home equity loan.

## **Length and Continuation of Homeownership Assistance 24 CFR 982.634**

### **Non-disabled families**

Except in the case of a family that qualifies as an elderly or disabled family, a family shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases

The term of the assistance is calculated from the date of issuance of the first housing assistance payment made on the initial mortgage loan for the initial purchase. If the family has received such assistance for different homes, or from a different PHA, the total of such assistance terms is subject to the maximum term described in this part.

### **Disabled/elderly families**

If a family is disabled/elderly at initial purchase and remains disabled/elderly by HUD definition, the family will continue to receive a subsidy as long as the family remains eligible for the subsidy program.

**In the case of an elderly family, this exception only applies if the family qualifies as an elderly family at the start of homeownership assistance.**

**In the case of a disabled family, this exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.**

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

The maximum term/s described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

### **Payment Policy for HAP 24 CFR 982.634**

Housing Assistance Payments will be made directly to the Buyer.

### **Determining Homeownership Expenses 24 CFR 982.635**

When calculating the HAP, AHA is required to use the lower of (1) the Section 8 Voucher Payment Standard minus the Total Tenant Payment or (2) the monthly Homeownership Expenses minus the Total Tenant Payment. For purposes of this program, the Homeownership Expenses will include:

- Mortgage principal and interest
- Mortgage insurance, if applicable
- Real estate taxes
- Homeowner's insurance
- Principal and interest on any other debt to finance repairs, closing costs, down payments, or accessibility changes for a person with disabilities
- Utility allowance amounts including sewer and water, if applicable
- Condo/cooperative, association fees, if applicable
- **Maintenance and repair, \$50 per month**

### **Moving Restriction 24 CFR 982.637**

Participants must retain ownership of a home for at least a 12 month period if they wish to transfer their subsidy to another unit, whether owned or rented. Extenuating circumstances that may preclude this policy will include, but is not limited to:

- Death of a family member
- Serious illness of a family member that may affect the earning power of the family

AHA reserves the right to make the decision to continue the voucher subsidy if the family sells a house, without default, before a one-year residency in that home.

### **Mortgage Default 24 CFR 982. 638**

If a family participating in the Homeownership Option defaults on a home mortgage loan or on supportive loans for down payment assistance or repairs, the family will lose its voucher assistance. The family may re-apply for a voucher and get back on the HCV Waiting List.

When that family comes to the top of the Waiting List and is housed with a voucher, the family must meet the initial requirements/criteria of the Homeownership Program , including a year as a rental tenant, before applying for the Homeownership Program again.

AHA reserves the right to grant or deny participation in this program based on the circumstances leading to default/foreclosure or sale of the first subsidized property and on subsequent rental history.

**Augusta Housing Authority  
RESIDENT ADVISORY BOARD  
For 2009 Annual Plan**

**Member Name:** Jennifer Guilbault

**Method of Selection:** Volunteer

**Member Name:** Scott Fossett

**Method of Selection:** Volunteer

**Member Name:** Wanda Navarro

**Method of Selection:** Volunteer

**REVIEW OF ANNUAL PLAN FOR 2009  
RAB Meeting September 3, 2008**

CHANGES	RAB COMMENTS	AHA RESPONSE
<p><b><u>Addendum C, Homeownership</u></b></p> <p><b>Enrollment Eligibility</b></p> <ul style="list-style-type: none"> <li>• Require 2000 hours at State minimum instead of Federal minimum</li> </ul> <p><b>Continuing Eligibility Criteria</b></p> <ul style="list-style-type: none"> <li>• <b>Obtain AHA approval for additional mortgages, refinancing and home equity loans</b></li> <li>• <b>Require continuing unemployment while subsidized, if non-disabled</b></li> </ul>	<p><i>Members agreed that using higher reflects the greater expense for homes in the Northeast. We also discussed the high cost of housing and difficulty using vouchers in this area because of the lack of alternative homes, such as condos.</i></p> <p><i>Members agreed that it would be in the homeowners best interest to seek approval and advice before committing to any more debt.</i></p> <p><i>Members understood the commitment required for homeownership and feel that the requirement for continuing employment is reasonable.</i></p>	<p>Revised Addendum as approved.</p> <p>Revised Addendum as approved.</p> <p>Revised Addendum as approved.</p>

**AUGUSTA HOUSING AUTHORITY  
2009 RESIDENT MEMBER  
ON  
PHA BOARD OF COMMISSIONERS**

Member Name:

Method of Selection:

Term:

**AHA has lost two successive resident members to death in the past few years. We are currently searching for a new member.**

**VIOLENCE AGAINST WOMEN ACT (VAWA)**  
**Section 8 Administrative Plan**  
**Effective January 2009**

**I. Purpose and Applicability**

The purpose of this policy (herein called "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth AHA's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by AHA of all federally subsidized Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

This Policy may be amended from time to time by AHA as approved by the AHA Board of Commissioners.

**II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by AHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between AHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by AHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by AHA.

**III. Other AHA Policies and Procedures**

This Policy shall be referenced in and attached to AHA's Five-Year Public Agency Plan and shall be included in the Administrative Plan as Amendment D. AHA's Annual Agency Plan shall also contain information concerning AHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of AHA, the provisions of this Policy shall prevail.



#### **IV. Definitions**

As used in this Policy:

A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

B. *Dating Violence* – means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

#### **V. Admissions**

AHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

## VI. Termination of Tenancy or Assistance

A. *VAWA Protections.* Under VAWA, persons assisted under the Section 8 Housing rental assistance program have the following specific protections, which will be observed by AHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the subsidy of the victim of that violence.
2. In addition to the foregoing, assistance will not be terminated by AHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority of AHA or a property owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither AHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
  - (b) Nothing contained in this paragraph shall be construed to limit the authority of AHA or a property owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or AHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, a property owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by AHA. At the option of a property owner or manager, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by AHA, shall contain provisions setting forth the substance of this paragraph.

## VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification.* The law allows, but does not require, AHA to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., AHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by AHA. Property owners or managers receiving rental assistance administered by AHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways, third-party verification being preferred:

1. *Police or court record* – by providing to AHA a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

2. *Other documentation* - by providing to AHA documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *HUD-approved form* - by providing to AHA a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking 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 the completed certification must include the name of the perpetrator.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by AHA to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of AHA may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted at the sole discretion of the Executive Director. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## **VIII. Confidentiality**

All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to AHA in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in connection with termination of Section 8 assistance, as permitted in VAWA, or
3. otherwise required by applicable law.

## **IX. Waiver of 30-day Notice to Move**

- A. In situations that involve significant and immediate risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, AHA will waive a 30-day notice to the owner in order to reduce the level of risk to the individual. AHA will require a written request for a waiver of the 30-day Notice from the tenant.
- B. AHA will also expedite a request to port to another jurisdiction if the requested port is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

## **X. Relationships with Service Providers**

It is the policy of AHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If AHA staff become aware that an individual assisted by AHA is a victim of domestic violence, dating violence or stalking, AHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring AHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case.

## **XI. Notification**

AHA shall provide written notification to applicants at their Initial Lease-up Briefing and annually to tenants at their re-certification appointment.

All property owners and managers will be advised of their rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance in the HAP Contract, Part C, the Tenancy Addendum, signed by the owner.

## **XII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.