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

Applicability. 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, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.

2. **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 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 housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<table>
<thead>
<tr>
<th>A. PHA Information.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.1</strong> PHA Name: Maine State Housing Authority, PHA Code: ME901. PHA Plan for Fiscal Year Beginning: (MM/YYYY): 1/1/2019. PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs): 4412. PHA Plan Submission Type: ☑ Annual Submission.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead HA:</td>
<td></td>
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</tr>
</tbody>
</table>

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form HUD-50075-HCV (12/2014)
### B. Annual Plan.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Needs and Strategy for Addressing Housing Needs.</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</td>
<td>☒</td>
<td></td>
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<tr>
<td>Financial Resources.</td>
<td>☒</td>
<td></td>
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<tr>
<td>Rent Determination.</td>
<td>☒</td>
<td></td>
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<tr>
<td>Operation and Management.</td>
<td>☒</td>
<td></td>
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<tr>
<td>Informal Review and Hearing Procedures.</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Homeownership Programs.</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Substantial Deviation.</td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>Significant Amendment/Modification.</td>
<td></td>
<td>☒</td>
</tr>
</tbody>
</table>

(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 current Fiscal Year?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Based Vouchers.</td>
<td>☒</td>
<td></td>
</tr>
</tbody>
</table>

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Maine State Housing Authority plans to commit approximately 15 project-based vouchers for supportive housing in 2019 and 10 project-based vouchers for tax credit units funded by Housing Trust Fund.

#### B.3 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(b) If yes, please describe:

#### B.4 Civil Rights Certification

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.

#### B.5 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.
Progress Report.
Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

MaineHousing’s Program Goals

Goal 1: Improve Housing Quality—Ensure decent housing by adopting inspection standards above HQS and enforcing the compliance
- Improve the inspections process – efficient, consistent, timely inspections

Progress:
- HCV Inspections Team Leader conducted the majority of the 2017 QA Inspections to ensure consistency. 75% of QA inspections passed the first time. Team Leader also brought back pictures and topics for training of Inspection staff during weekly team meetings.
- Initial inspections continue to be scheduled within an average of 3 days from inspection request to initial inspection.
- Continue to work on decreasing no show of tenants by calling them with a time of the inspection the night before. Implemented a process which holds tenant accountable and documents chronic no-shows in order to counsel tenant for the following year.
- Implementation of HQS Touch upgrade to our tablet technology is scheduled for this year.
- Participation in UPCS-V Demonstration to begin in summer of 2018.
- Continue to provide Landlord Repair Program to help landlords financially make repairs to initial inspection fail items.
- Implemented bi-annual inspections for units within our Owner Excellence Program.

Goal 2: Expand the Supply of Affordable Housing
- Apply for new vouchers– project-based VASH, tenant protection, enhanced vouchers or others that are authorized
- Work with landlords to provide incentives to participate in the HCV Program

Progress:
- Received an additional 7 VASH vouchers.
- Partnering with local Housing Authorities to carry out a minimum of 3 outreach and education events annually for landlords in different parts of the state.
- Publish at least three landlord newsletters annually.
- Implemented a standardized landlord briefing process for owners new to the HCV program.
- Have an established Owner Excellence Program for landlords. Currently have 44 landlords representing 353 units.
- Provide landlord-tenant mediation services at no cost to participants through a contract with Community Mediation Services of Volunteers of America Northern New England.
- Continued the Landlord Repair Grant program to assist landlords with repairs needed to pass HQS. To date we have processed 13 reimbursements totaling $34,433.77.
- Utilized Administrative Reserves to pay $500 toward security deposit for new HCV participants or those forced to move due to HQS fails. To date we have processed 32 payments totaling $16,700.
- Provided an incentive for tenants moving into low poverty areas by increasing the security deposit paid to $1000. To date we have processed 1 payment totaling $800.
- Implemented as part of our VAWA transition plan an increase in the security deposit paid to $1000.

Goal 3: Help Maine People Attain Housing Stability
- Continue to work with tenants to encourage them to opt for our Homeownership Voucher Program as appropriate
- Award project-based vouchers in properties that provide supportive housing services to homeless families (approximately 80)
- Award project-based vouchers to existing low-income Tax Credit properties for homeless families (up to 100)
- Continue to administer the Family Self Sufficiency Program
- Fully utilize specialty vouchers (NED, VASH, Family Unification)

Progress:
- Currently provide a total of 265 project-based vouchers to projects that serve homeless, elderly or disabled tenants.
- 16 Project-based vouchers for homeless Veterans funded with HUD-VASH vouchers
- 10 Project-based vouchers awarded to properties funded by the National Housing Trust Fund.
- Currently support 46 Homeownership vouchers.
- Enrolled 8 new FSS participants in the 1st two quarters of 2018. Currently have 48 enrolled in FSS.
- Administering a pilot program called Building Family Futures in order to Prevent Homelessness and Increase Opportunity in Working Families 10 voucher in Kennebec County and 10 vouchers in Aroostook County.
- Administering the FUP Youth/FSS Demonstration for youth who have aged out of the foster care system and are homeless and lack the resources and support network to make a successful transition to adulthood (10 vouchers).
- Current utilization of specialty vouchers:
  Non-elderly Disabled - 74% issued/83% leased
  811 (NED) – 67% issued/61% leased
  Veterans Affairs Supportive Housing (VASH) – 100% issued/96% leased
  Family Unification Program (FUP) – 93% issued/77% leased

Goal 4: Provide Leadership in the Housing Field—Continue to ongoing analysis of housing needs
- Work toward high performance score under SEMAP—Ensure EHO and Fair Housing by offering reasonable accommodations

Progress:
- Annually examine the housing market and physical condition of housing to better understand all aspects of housing needs in Maine.
- SEMAP score was high performer for 2017.
- Continue to ensure EHO and Fair Housing by offering reasonable accommodations
- Coordinate Inspector Forums on technical topics of interest for housing authorities in Maine.

Attend Statewide Homeless council meetings and Housing and Veterans Action Committee meetings (working toward ending veterans’ homelessness in Maine by 2020).
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 \$903.7(a)(3))

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 Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

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

B. Annual Plan. All PHAs must complete this section. \(24\) CFR \$903.11(c)(3))

B.1 Revision of 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.”

- **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. \(24\) CFR \$903.7(a)(1) and \(24\) CFR \$903.7(a)(2)(i)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. \(24\) 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)(3)(4)).

- **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 8 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 under section 3 of the Housing and Community Development Act of 1968 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)(ii)) 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(r)(2)(i))
☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii))

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

**B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.)

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**B.3 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 §903.11(c)(3), 24 CFR §903.7(p))

**B.4 Civil Rights Certification.** Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**B.5 Certification by State or Local Officials.** Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

**B.6 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(r)(1))

**B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to 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)