

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

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# RHA IV's Plans

5 Year Plan for Fiscal Years 2000 - 2005

Annual Plan for Fiscal Year 2000-2001



# **RHA IV Plan Agency Identification**

**PHA Name:** Eastern Plains Council of Governments/Region IV Housing Authority

**PHA Number:** NM064

**Fiscal Year Beginning:** 07/2000

## **Public Access to Information**

Information regarding any activities outlined in this plan can be obtained by contacting the main administrative office of Eastern Plains Council of Governments/Region IV Housing Authority which is located at 418 Main Street, Clovis, New Mexico 88101, (505) 762-4505 or 762-7714

## **Display Locations For RHA IV's Plans and Supporting Documents**

RHA IV's Plans (including attachments) are available for public inspection at:

1. The main office of EPCOG/RHA IV in Clovis
2. Each of the seven county offices

Supporting documents are available for inspection at the main business office of Eastern Plains Council of Governments/Region IV Housing Authority in Clovis, New Mexico.

**FIVE-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

To aggressively; promote and develop adequate and affordable housing, expand economic opportunities; and, improve the quality of life for those served by Eastern Plains Council of Governments/Region IV Housing Authority.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN ACHIEVING THESE OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify

**RHA IV Goal: Expand the supply of assisted housing.**

1. Objective - Apply for additional rental vouchers

Strategies:

- Apply for 100 mainstream and/or elderly housing vouchers
- Apply for 150 housing choice vouchers

2. Objective - Leverage private or other public funds to create additional housing opportunities

Strategies:

- Continue to apply for and administer the HUD Continuum of Care program. EPCOG/RHA IV provides rental assistance for scattered site transitional housing for homeless families and individuals throughout the region.
- Continue to apply for and administer the HUD HOME Tenant Based Assistance Program

3. Objective - Acquire or build units or developments

Strategies:

- Complete construction of a 24 multi-family Low Income Housing Tax Credit (LIHTC) project in Santa Rosa. This project will be owned and managed by EPCOG/RHA IV
- Complete construction of a 26 unit Rural Development 515/LIHTC project in Portales for elderly/handicapped residents. This project will be owned and managed by EPCOG/RHA IV and extensive social services will be provided to the tenants through a partnership agreement with Community Services Center.
- Assume ownership of an eight unit Rural Development 515 project in San Jon.
- Continue to develop, own and manage single family, multi-family, and special needs projects/units throughout the region where there is a shortage of rental housing.

**RHA IV Goal: Improve the quality of assisted housing**

1. Objectives - Improve voucher management: (SEMAP score)

Strategies:

- Convert from Nan McKay Master software to Happy Software, Inc. to improve program integrity and management
- Improve monitoring and management of; the waiting list, preferences, HQS activities, targeted income groups.
- Continue efforts to streamline and better manage the Section 8 program without jeopardizing compliance

2. Objective - Increase customer satisfaction

Strategies:

- Increase communication with landlords and take more time explaining the Section 8 program
- Strive to better assist tenant families when they request to move
- Encourage landlords to keep their units in good condition and attractive
- Encourage tenant families to keep the units clean and neat both inside and out
- Encourage tenants to apply for the DOE Weatherization Program
- Encourage landlords to apply for the HUD HOME Rental Rehab Program if units need extensive repairs
- Continue to send out newsletters twice a year to keep landlords and tenants informed of program changes

**RHA IV Goal: Increase assisted housing choices**

1. Objective - Provide voucher mobility counseling

Strategy:

- Encourage tenant families to utilize portability to attend a community college or university or to obtain employment

2. Objective - Conduct outreach efforts to potential landlords, builders, realtors, and other housing providers

Strategy:

- Increase communication with realtors, builders, etc. to inform them of the Section 8 program and encourage them to develop more housing that would be available and affordable to tenant families

3. Objective - Develop homeownership opportunities

Strategies:

- Continue to develop home ownership opportunities throughout the region utilizing a revolving loan fund in partnership with the Citizens Bank, New Mexico Mortgage Finance Authority, and USDA Rural Development
- Develop eight single family units in Santa Rosa and assist low income families to purchase them in partnership with Fannie Mae, New Mexico Mortgage Finance Authority, USDA Rural Development, and other lending institutions.
- Implement the Section 8 home ownership program

**HUD Strategic Goal: Improve community quality of life and economic vitality**

**RHA IV Goal: Strive to improve community quality of life, economic vitality and the home environment of low income families throughout the region**

1. Objective - Improve and preserve current housing stock

Strategies:

- Continue to administer rehabilitation programs utilizing USDA, HUD, DOE Weatherization, and NM Division of Vocational Rehabilitation funds
- Inform tenants, landlords, builders, nonprofits, etc. of the different housing related funds available
- Encourage municipalities to develop and promote clean-up activities and provide equipment and other resources as needed
- Encourage municipalities to establish and/or enforce ordinances that will require residents to keep neighborhoods safe and clean

2. Objective - Provide a safe and peaceful home environment

Strategies:

- Insure current policies are forceful enough to deter drug and violent activity by tenant families and enforce policies and regulations properly.

- Make it clear to tenants that drug, other criminal, and violent activities are not tolerated
- Encourage landlords to be forceful when they become aware of these problems in their units

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

**RHA IV Goal: Promote self-sufficiency and asset development of assisted**

**house**

1. Objective - Increase the number and percentage of employed persons in assisted families

Strategy:

- Review preference policies regularly

2. Objective - Provide or attract supportive services to improve assistance recipients' employability

Strategies:

- Continue to administer the Pathways Out program utilizing NM State Children, Youth and Families funding
- Promote and be knowledgeable of programs and projects that develop employment opportunities

3. Objective - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Strategies:

- Continue the partnership with Community Services Center to provide services to tenants of the new project in Portales
- Continue to seek partnerships with for-profit and not-for-profit entities to provide services to the elderly and handicapped throughout the region

- Continue to partner with NM State Division of Vocational Rehabilitation when rehabilitating homes for handicapped owners and tenants

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

**RHA IV Goal: Ensure equal opportunity and affirmatively further fair housing**

Objectives:

1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability
2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

**Annual RHA IV Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Streamlined Plan - Administering Section 8 Only**

**Executive Summary**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

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**Annual Plan**

Executive Summary

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

- \_\_\_\_\_ FY 2000 Capital Fund Program Annual Statement
- \_\_\_\_\_ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Attached in back of Annual Plan)
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)(Attached in back of Annual Plan)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: 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	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937,	Annual Plan: Eligibility, Selection, and Admissions Policies

Applicable & On Display	Supporting Document	Applicable Plan Component
	as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program	Annual Plan:

Applicable & On Display	Supporting Document	Applicable Plan Component
	check here if included in the Section 8 Administrative Plan	Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by RHA IV**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or

other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the

Family Type	Overall	Affordability	Quality	Accessibility	Size	Impact
Income <= 30% of AMI	1733	5	5	5	1	3
Income >30% but <=50% of AMI	1168	5	5	5	1	3
Income >50% but <80% of AMI	967	4	5	4	1	3
Elderly	566	4	5	5	5	5
Families with Disabilities		5	5	4	5	4
White	3279	5	5	4	1	3

Family Type	Overall	Affordability	Supply	Quality	Accessibility	2. Size	Location
Black/african american	417	5	5	4	1	3	1
Hispanic	2076	5	5	4	1	3	1
American indian, eskimo & aleut	48	5	5	4	1	3	1
Other	15	5	5	4	1	3	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1996
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year: \_\_\_\_\_
- Other housing market study  
Indicate year: \_\_\_\_\_
- Other sources: (list and indicate year of information)

### A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X _____ Section 8 tenant-based assistance			
_____ Public Housing			
_____ Combined Section 8 and Public Housing			
_____ Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	258	100	30%
Extremely low			

income <=30% AMI	34	13	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	224	86	
Families with children	87	33	
Elderly families	23	8	
Families with Disabilities	23	8	
White	196	75	
Black/African American	23	8	
Hispanic	108	41	
American Indian, eskimo & aleut	4	1	
Other			

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? No</p> <p>If yes:</p> <p><b>B.</b> How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? No Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes</p>			

**C. Strategy for Addressing Needs**

Provide a brief 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**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
  
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants for drug or violent activity to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other

**B. Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
- Employ admissions preferences for elderly applicants.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and**

**ethnicities with disproportionate needs:**

Select if applicable  
 Affirmatively market to races/ethnicities shown to have disproportionate housing needs  
 Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply  
 Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
 Market the section 8 program to owners outside of areas of poverty /minority concentrations  
 Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes, therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: Public housing operations, public housing capital improvements, public housing safety/security, public housing

Sources	Planned \$	Planned Uses
Financial Resources: Planned Sources and Uses		

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,054,693	Section 8 haps, admin, hard-to-house, audit, FSS
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant	26,250	municipal planning grant
i) HOME	382,347	Owner occupied rehab
Other Federal Grants (list below)		
j) Continuum of Care Supportive Services	236,000	Personnel, rental assistance & services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Continuum of Care	71,000	Continuation of program rental assistance & services
HOME	179,000	Owner occupied rehab
USDA RD	27,000	Owner occupied rehab
<b>3. Public Housing Dwelling Rental Income</b>		
3 single family units	28,000	Personnel
8 USDA RD units	2,800	Personnel
<b>4. Other income (list below)</b>		
<b>5. Non-federal sources (list below)</b>		
LIHTC cash developer fee (2 projects, 1 multifamily & 1 elderly)	47,000	Personnel
Fannie Mae	28,000	8/unts homeownership

Sources	Planned \$	Planned Uses
<b>Total resources</b>	3,082,090	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

\_\_\_ When families are within a certain number of being offered a unit: (state number)

\_\_\_ When families are within a certain time of being offered a unit: (state time)

\_\_\_ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

\_\_\_ Criminal or Drug-related activity

\_\_\_ Rental history

\_\_\_ Housekeeping

\_\_\_ Other (describe)

c. \_\_\_ Yes \_\_\_ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. \_\_\_ Yes \_\_\_ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. \_\_\_ Yes \_\_\_ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

\_\_\_ Community-wide list

\_\_\_ Sub-jurisdictional lists

\_\_\_ Site-based waiting lists

\_\_\_ Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. 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 subsection **(3) Assignment**

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)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

\_\_\_ Yes \_\_\_ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

\_\_\_ Emergencies

\_\_\_ Overhoused

\_\_\_ Underhoused

\_\_\_ Medical justification

\_\_\_ Administrative reasons determined by the PHA (e.g., to permit modernization work)

\_\_\_ Resident choice: (state circumstances below)

\_\_\_ Other: (list below)

a. Preferences

1. \_\_\_ Yes \_\_\_ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing

\_\_\_ Owner, Inaccessibility, Property Disposition)

\_\_\_ Victims of domestic violence

\_\_\_ Substandard housing

\_\_\_ Homelessness

\_\_\_ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

\_\_\_ Working families and those unable to work because of age or disability

\_\_\_ Veterans and veterans' families

\_\_\_ Residents who live and/or work in the jurisdiction

\_\_\_ Those enrolled currently in educational, training, or upward mobility programs

\_\_\_ Households that contribute to meeting income goals (broad range of incomes)

\_\_\_ Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing
- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease

- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:
  - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
  - If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments
  - If selected, list targeted developments below:
  - Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity reports from local law enforcement station
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement

agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

1. Whether the tenant has caused damages in excess of \$500 to a unit while on the program.
2. Previous landlords names and addresses
3. If they pay their rent in a timely manner

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

Applications are available at several locations throughout the service region but the applications must be forwarded to the office for processing. Those locations are:

1. Municipal and County offices
2. Senior Citizens Centers
3. Income Support Offices

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Because the rental market is very tight due to lack of available housing throughout the region, a maximum of two 30 day extensions is often granted to allow more time to locate a unit.

**(4) Admissions Preferences**

a. Income targeting

\_\_\_ Yes \_\_\_ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

X

1. \_\_\_ Yes \_\_\_ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- \_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- \_\_\_ Victims of domestic violence
- \_\_\_ Substandard housing
- \_\_\_ Homelessness
- \_\_\_ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- \_\_\_ Veterans and veterans' families
- Residents who are working at least 10 hours per week
- Those enrolled currently in educational, training, or upward mobility programs
- \_\_\_ Households that contribute to meeting income goals (broad range of incomes)
- \_\_\_ Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs (within the last 12 months)
- \_\_\_ Victims of reprisals or hate crimes

Elderly and/or handicapped

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

\_\_\_\_\_ Date and Time

Former Federal preferences

- \_\_\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- \_\_\_\_\_ Victims of domestic violence
- \_\_\_\_\_ Substandard housing
- \_\_\_\_\_ Homelessness
- \_\_\_\_\_ High rent burden

Other preferences (select all that apply)

- \_\_\_\_\_ Working families and those unable to work because of age or disability
- \_\_\_\_\_ Veterans and veterans’ families
- Residents who are working at least 10 hours per week
- Those enrolled currently in educational, training, or upward mobility programs
- \_\_\_\_\_ Households that contribute to meeting income goals (broad range of incomes)
- \_\_\_\_\_ Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs (within last 12 months)
- \_\_\_\_\_ Victims of reprisals or hate crimes
- Elderly and/or handicapped

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- \_\_\_\_\_ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- \_\_\_\_\_ This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary; (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

\_\_\_\_\_ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \_\_\_\_\_ \$0
- \_\_\_\_\_ \$1-\$25
- \_\_\_\_\_ \$26-\$50

2. \_\_\_\_\_ Yes \_\_\_\_\_ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

\_\_\_\_\_ For the earned income of a previously unemployed household member

\_\_\_\_\_ For increases in earned income

\_\_\_\_\_ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

\_\_\_\_\_ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

\_\_\_\_\_ For household heads

\_\_\_\_\_ For other family members

\_\_\_\_\_ For transportation expenses

\_\_\_\_\_ For the non-reimbursed medical expenses of non-disabled or non-elderly families

\_\_\_\_\_ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase

- \_\_\_\_ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- \_\_\_\_ Other (list below)

g. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- \_\_\_\_ The section 8 rent reasonableness study of comparable housing
- \_\_\_\_ Survey of rents listed in local newspaper
- \_\_\_\_ Survey of similar unassisted units in the neighborhood
- \_\_\_\_ Other (list/describe below)

**B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher (1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- \_\_\_\_ At or above 90% but below 100% of FMR
- X  100% of FMR
- \_\_\_\_ Above 100% but at or below 110% of FMR
- \_\_\_\_ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- \_\_\_\_ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- \_\_\_\_ The PHA has chosen to serve additional families by lowering the payment standard
- \_\_\_\_ Reflects market or submarket
- \_\_\_\_ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

### **Hardship Requests for an Exception to Minimum Rent**

RHA IV recognizes that in some circumstances even the minimum rent may create a financial hardship for families. RHA IV will review all relevant circumstances brought to RHA IV's attention regarding financial hardship as it applies to the minimum rent. The following section states RHA IV's procedures and policies in regard to minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998. HUD has defined circumstances under which a hardship could be claimed.

#### **Criteria for Hardship Exception**

In order for a family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance; including a family with a member who is a noncitizen

lawfully admitted for permanent residence under the Immigration and Nationality Act, and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996

The family would be evicted as a result of the imposition of the minimum rent requirement;

The income of the family has decreased because of changed circumstances, including:

Loss of employment

Death in the family

Other circumstances as determined by RHA IV or HUD

#### **RHA IV's Notification to Families of Right to Hardship Exception**

RHA IV will notify all families subject to minimum rents of their right to request a minimum rent hardship exception. "Subject to minimum rent" means the minimum rent was the greatest figure in the calculation of the greatest of 30% of monthly adjusted income, 10% of monthly income, minimum rent or welfare rent.

If the minimum rent is the greatest figure in the calculation of Total Tenant Payment, RHA IV's staff will include a copy of the notice regarding hardship request provided to the family in the family's file.

RHA IV notification will advise families that hardship exception determinations are subject to RHA IV's review and hearing procedures.

RHA IV will review all family requests for exception from the minimum rent due to financial hardships.

All requests for minimum rent hardship exceptions are required to be in writing and RHA IV will request documentation as proof of financial hardship.

Requests for minimum rent exception must include a statement of the family hardship that qualify the family for an exception.

#### **Suspension of Minimum Rent**

RHA IV will grant the minimum rent exception to all families who request it, effective the first of the following month.

The minimum rent will be suspended until RHA IV determines whether the hardship is:

Covered by statute

Temporary or long term

"Suspension" means that RHA IV must not use the minimum rent calculation until RHA IV has made this decision.

During the minimum rent suspension period, the family will not be required to pay a minimum rent and the housing assistance payment will be increased accordingly.

If RHA IV determines that the minimum rent is not covered by statute, RHA IV will impose a minimum rent including payment for minimum rent from the time of suspension.

#### **Temporary Hardship**

If RHA IV determines that the hardship is temporary, a minimum rent will not be imposed for

a period of up to 90 days from the date of the family's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension. RHA IV will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period. (See "Owner and Family Debts to RHA IV" chapter for Repayment agreement policy).

**Long-Term Duration Hardships** [24 CFR 5.616(c)(3)]

If RHA IV determines that there is a qualifying long-term financial hardship, RHA IV must exempt the family from the minimum rent requirements for as long as the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the family's request for exemption.

**Retroactive Determination**

RHA IV will reimburse the family for any minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

If the family is owed a retroactive payment, RHA IV will provide reimbursement in the form of a cash refund to the family. RHA IV's definition of a cash refund is a check made out to the family.

RHA IV will not provide a cash refund for amounts owed to the family which are less than \$50 and will offset the amount against future HAP payments.

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

~~Describe the~~ Describe the PHA's management structure and organization.

An organization chart showing the PHA's management structure and organization is attached.(Attached in back of Annual Plan)

A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

\_. List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	364	244
Section 8 Certificates	60	will be vouchers
Section 8 Mod Rehab		

Special Purpose Section 8 Certificates/Vouchers (list individually)	30 elderly vouchers	2
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Continuum of Care Supportive Services	20	5

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 (a) and Section 8 Management: (list below)

- Section 8 Admin Plan
- CFR Sections 700 - 1699
- Handbook 7420.7 & 7420.8

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1. \_\_\_ Yes \_\_\_ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- \_\_\_ PHA main administrative office
  - \_\_\_ PHA development management offices
  - \_\_\_ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)  
 PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

\_\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: 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.

\_\_\_\_\_ Yes \_\_\_\_\_ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - \_\_\_\_\_ Revitalization Plan under development
  - \_\_\_\_\_ Revitalization Plan submitted, pending approval
  - \_\_\_\_\_ Revitalization Plan approved
  - \_\_\_\_\_ Activities pursuant to an approved Revitalization Plan underway

\_\_\_\_\_ Yes \_\_\_\_\_ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

\_\_\_\_\_ Yes \_\_\_\_\_ No: d) 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:

\_\_\_\_\_ Yes \_\_\_\_\_ No: e) 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:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

**1.  Yes  No:** Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

**2. Activity Description**

**Yes**  **No:** Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

**1.  Yes  No:** Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing

**for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)**

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b><u>Designation of Public Housing Activity Description</u></b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
<input type="checkbox"/> Occupancy by only the elderly	
<input type="checkbox"/> Occupancy by families with disabilities	
<input type="checkbox"/> Occupancy by only elderly families and families with disabilities	
3. Application status (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Designation Plan	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
1. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

_____	Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
_____	Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
_____	Requirements no longer applicable: vacancy rates are less than 10 percent
_____	Requirements no longer applicable: site now has less than 300 units
_____	Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4).  
 (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:

<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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 component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 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, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

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 below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.79 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component C.

### **A. PHA Coordination With the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- \_\_\_\_\_ Preference/eligibility for public housing homeownership option participation
- \_\_\_\_\_ Preference/eligibility for section 8 homeownership option participation
- \_\_\_\_\_ Other policies (list below)

b. Economic and Social self-sufficiency programs

X Yes \_\_\_\_\_ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>Pathway Out</b>				
Assist young mothers to improve their skills in parenting, money management, cooking, communications, nutrition and many other skills. The program also assists young mothers achieve their educational and career goals	7	Specific Criteria	EPCOG/RHA IV HA MAIN OFFICE 418 Main Street Clovis, NM 88101	Tenants can participate but not mandatory to be Section 8 participant
<b>Continuum of Care Program</b>				
The program offers employment and educational assistance, child care, transportation, substance abuse treatment, mental health services and long term transitional housing to homeless individuals and families.	30 at any one time	Specific Criteria	EPCOG/RHA IV HA MAIN OFFICE 418 Main Street Clovis, NM 88101	Homeless and less than 50% of median income.
<b>Rehab &amp; Homeownership Program</b>				
Provides home ownership opportunities throughout the	8	Specific Criteria	EPCOG/RHA IV HA MAIN OFFICE	Tenants can participate but not

region utilizing a revolving loan fund in partnership with the Citizens Bank, New Mexico Mortgage Finance Authority, and USDA Rural Development			418 Main Street Clovis, NM 88101	restricted to tenants only. No Section 8 funds used.
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**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency ( FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 07/01/2000)
Public Housing		
Section 8	67	63

b. \_\_\_ Yes \_\_\_ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below: Currently working with six new families to place on the program.

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- \_\_\_ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- \_\_\_ Informing residents of new policy on admission and reexamination
- \_\_\_ Actively notifying residents of new policy at times in addition to admission and reexamination.
- \_\_\_ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- \_\_\_ Establishing a protocol for exchange of information with all appropriate TANF agencies
- \_\_\_ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 PHAs not participating in PHDEP and PHAs participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all

that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: **Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?**
- Yes  No: **Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?**
- Yes  No: **This PHDEP Plan is an Attachment. (Attachment Filename: )**

<p><small>24 CFR Part 903.7 (d)</small>  <b>14. RESERVED FOR PET POLICY</b></p> <p><b>15. Civil Rights Certifications</b>  <small>[24 CFR Part 903.7 9 (o)]</small></p>
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Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.

High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident

Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (Attached in back of Annual Plan)

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary)

1. Consolidated Plan jurisdiction: Region IV

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 in the jurisdiction 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)

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

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

**RESIDENT ADVISORY BOARD MEETING  
MARCH 3, 2000**

In Attendance were:

Gene Chavez	Terri Mowles	Ronald Mowles	Starlyn Anderson
Santa Rosa, New Mexico	Tucumcari, NM	Tucumcari, NM	Texico. NM

On March 3, 2000, Region IV Housing Authority had its first Resident Advisory Board Meeting. Staff Members: Martha Trujillo, Section 8 Program Coordinator; Jeri Vigil, Financial Program Coordinator and Pat Garcia, Housing Assistant met with the Advisory Board. The One Year and Five Year Plan was discussed and the Board expressed an interest in working with Region IV Housing Authority in developing the Plans. The requirement under Quality Housing and Work Responsibility Act was discussed with all persons present. The responsibilities of a board member were reviewed. The Board Members have the responsibility to abide by the Code of Federal Regulations, and ensure that the housing authority is providing decent, safe and sanitary housing to all in the seven county area.

There were several other topics discussed with the Advisory Board such as preferences, homeownership, manufactured home rental space assistance, voucher merger and public awareness. The members expressed that they were very pleased with the Housing Authority in all areas. Their main concerns were in homeownership and public awareness about the programs offered by the housing authority.

There were several suggestions by the board members. One suggestion was that the housing authority might consider advertising through colleges, other schools or maybe churches. The Board wants to ensure that information about programs are made available to the most in need for example the disabled and those persons on a fixed income.

All of the member agreed that meetings should be held on a regular bases and the would attend if they could afford to. They felt that travel was a problem with the housing authority covering such a large area.



**PHA Plan**  
**Component 7**  
**Table Library**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and III**

**Annual Statement**  
**Capital Fund Program (CFP) Part I: Summary**

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP 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	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

