

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

PHA Plans

5-Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Albuquerque Housing Services

PHA Number: NM001

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

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

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

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

5-Year Plan
PHA Fiscal Years 2001 - 2005
[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)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is:
To improve the quality of life in our community by providing housing opportunities and services which help our participants increase self-sufficiency in a safe and healthy environment.

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 REACHING THEIR 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 these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

% of time applied when opportunity available/Apply 50% of the time when opportunities occur

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) **84/Achieve and maintain high performing status**
Improve voucher management: (SEMAP score) **/Achieve and maintain high performing status**
Increase customer satisfaction:
Gather baseline data/System in place and data gathered
Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
Renovate or modernize public housing units:
Number of units renovated or modernized
Demolish or dispose of obsolete public housing:
Provide replacement public housing:
Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:
Conduct outreach efforts to potential voucher landlords:
Number of landlord orientations conducted/2 per year or 10 in 5 years
Increase voucher payment standards
Implement voucher homeownership program:
Implement public housing or other homeownership programs:
Number of people moved from assistance to home ownership/25 households/year
Number of 1st time home buyers assisted/40 1st time homebuyers assisted
Implement public housing site-based waiting lists:
Convert public housing to vouchers:
Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
Assess feasibility; if feasible, set up system/Set goal and measure of success when system is devised.
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income

developments:

Assess feasibility; if feasible, set up system/Set goal and measure of success when system is devised.

Implement public housing security improvements:

Number of developments with improvements/5 sites under drug elimination grant, crime free, neighborhood watch, etc.

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

% increase over current performance/10% increase for current performance in 10 years

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

Number of support services provided/Increase by 2 providers

Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

% of housing where access is ensured/100%

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:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA
Small Agency (<250 Public Housing Units)
Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[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.

Albuquerque Housing Services (AHS) is a Division of the City of Albuquerque's Department of Family and Community Services (DFCS). As an operating agency of DFCS, AHS is integrally involved in all of the housing delivery strategies described in this plan. These strategies include effective management of current resources to maximize the number of affordable units available, adoption of rent policies that support and encourage work and educational training, homeownership programs, and home rehabilitation programs.

iii. 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

Page #

Annual Plan

i. Executive Summary	4
ii. Table of Contents	4
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	22
5. Operations and Management Policies	N/A
6. Grievance Procedures	N/A
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
11. Homeownership	33
12. Community Service Programs	N/A
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	40
18. Other Information	40

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.

Required Attachments:

- Admissions Policy for Deconcentration (nm001a02)
- FY 2001 Capital Fund Program Annual Statement (nm001b02)
- 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
- FY 2001 Capital Fund Program 5 Year Action Plan (nm001b02)
- Public Housing Drug Elimination Program (PHDEP) Plan (nm001d02)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Pet Policy (nm001e02)
Statement of Progress (nm001f02)
Announcement of Resident Advisory Board Membership (nm001c02)

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.

List of Supporting Documents Available for Review		
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;
X	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
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and	Annual Plan: Eligibility, Selection, and Admissions Policies
		HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002

	income mixing analysis	
X	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
N/A	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
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	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
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
X	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
N/A	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 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

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 housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-	Supply	Quality	Access-	Size	Loca-ti
Income <= 30% of AMI	12,845						
Income >30% but <=50% of AMI	11,123						
Income >50% but <80% of AMI	14,189						
Elderly	2,492						
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

Race/Ethnicity							
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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: 1998-2002

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)

B. 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)			
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	1,850		1679
Extremely low income <=30% AMI	1,578	86%	
Very low income (>30% but <=50% AMI)	264	15%	
Low income (>50% but <80%	8	1%	
			HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002

AMI)			
Families with children	1,180	64%	
Elderly families	149	8%	
Families with Disabilities	505	27%	
Race/ethnicity 1-1	1,156	62%	
Race/ethnicity 1-2	451	24%	
Race/ethnicity 2-2	109	6%	
Race/ethnicity 3-2	95	5%	
Race/ethnicity 4-2	39	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	369	37%	663
2 BR	215	21%	629
3 BR	281	28%	335
4 BR	112	11%	44
5 BR	26	3%	2
5+ BR	0	0	0
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? □□□□□			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

C. Strategy for Addressing Needs

AHS will take an active role in the analysis of housing data collected by the Department of Family and Community Services (DFCS) for preparation and updating of the Consolidated Plan. This strategy was selected because AHS is a Division of DFCS, which is the entity that provides housing and community planning for the entire department.

(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 to increase owner acceptance of program*
Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
Other (list below)

*We will gather baseline data for Lease-up rates.

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: (list below)

*City of Albuquerque Department of Family and Community Services acts as PHA for this strategy.

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: (list below)

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)

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)

2. 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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources:

Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	1,243,837	
b) Public Housing Capital Fund -CGP	1,797,081	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	25,737,517	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	240,778	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant		
i) HOME	2,988,400	Housing Rehabilitation
Other Federal Grants (list below)	36,305	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	-0-	
3. Public Housing Dwelling Rental Income	1,598,410	P.H. Operations
4. Other income (list below)		
Interest on G.F. Investments	32,480	P.H. Operations
Other	4,800	P.H. Operations
4. Non-federal sources (list below)		
Total resources	33,779,608	

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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 3A.

(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)
 - At time of application.

- 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)
 - Landlord or third-party referral.

- 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)

c. 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**)

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 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.

2 Date and Time

Former Federal preferences:

- 1 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).

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

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)
Previous landlord and tenancy

(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)
HOME

- 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)

(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:

For hardship.

(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

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 live and/or work in your 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.

2 Date and Time

Former Federal preferences

- 1 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 your 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. 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)

b. 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 4A.

(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:

Medical, unemployment

c. 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)

95th 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 N/A

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 program, certificates).**

(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
- 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)
 - Rental market analysis of private market rents**

(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)

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 PHA’s management structure and organization.

(select one)

An organization chart showing the PHA’s management structure and organization is attached.

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	953	15%
Section 8 Vouchers	3,598	10%
Section 8 Certificates	50	0
Section 8 Mod Rehab	31	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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 management.

(1) Public Housing Maintenance and Management: (list below)

A.C.O.P. & AHS Comprehensive Plan

(2) Section 8 Management: (list below)
AHS Administrative Plan

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 903.7 9 (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.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment 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.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)

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 HUD-52834

-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:

Not identified yet.

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.)

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

Designation of Public Housing Activity Description	
1a. Development name :	Embudo Towers and Wainwright Manor
1b. Development (project) number:	NM1-10 and NM1-13
2. Designation type:	Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA’s Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission:	<u>(06/10/96)</u>
5. If approved, will this designation constitute a (select one)	New Designation Plan Revision of a previously-approved Designation Plan?
6. Number of units affected:	146
7. Coverage of action (select one)	Part of the development 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.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<ul style="list-style-type: none"> Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes 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)	<ul style="list-style-type: none"> Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) 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)	<ul style="list-style-type: none"> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>) Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>) 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.)

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

1a. Development name:
1b. Development (project) number: NM1-all
2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (06/15/2002)
5. Number of units affected: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Coverage of action: (select one) Part of the development 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 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has 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? 01/08/99

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

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.)

Services and Programs				
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)
Wesst Corp.	15	Other	PHA main office	Both
Walgreen's	5	Other	PHA main office	PH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 01/04/01)
Public Housing	0	42
Section 8	35	195

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:

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
--

No longer required. See:

http://www.hud.gov/offices/pih/pha/policy/community_service.cfm

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

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)

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

NM001-ALL

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)

NM001-ALL

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)

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

NM001-ALL

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 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 2001 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: dfac39a.doc)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See attachment nm001e02

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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 (File name)
 - 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: (provide name here)
City of Albuquerque
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)

The PHA is a Division of the City of Albuquerque's Department of Family and Community Services, the organizational unit responsible for preparation and administration of the Consolidated Plan. As an operating agency of DF&CS the PHA is integrally involved in all of the housing delivery strategies described in the plan.

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.

ALBUQUERQUE HOUSING SERVICES

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

A.C.O.P.

**May 15, 2000
Adopted**

NOTE: This plan (ACOP) also serves as our "Tenant Selection and Assignment Plan (TSAP)" because it meets the requirements for a TSAP and provides the details as to how this Agency processes the selection and assignment of applicants for Public Housing.

The ACOP also includes the regulatory "One-Strike" provisions for admission to Public Housing and applicable sections of Title V of H.R. 4194, the Quality Housing and Work Responsibility Act.

INDEX

SECTION I.	INTRODUCTION	1
1.	Mission Statement	1

2.	Purpose of Policy	1
3.	Primary Responsibilities of AHS	1
4.	Objectives	2
5.	Outreach	2
SECTION II.	FAIR HOUSING POLICY	3
SECTION III.	PRIVACY RIGHTS	3
SECTION IV.	APPLYING FOR ADMISSION	3
1.	How to Apply	3
2.	Closing of Application Taking	4
3.	Opening of Application Taking	4
4.	Application Period (Dates)	5
SECTION V.	MISREPRESENTATION BY THE APPLICANT OR TENANT	5
SECTION VI.	ADMISSION ELIGIBILITY AND CRITERIA	5
SECTION VII.	VERIFICATION AND DOCUMENTATION	6
SECTION VIII.	GROUND FOR DENIAL OF ADMISSION	9
SECTION IX.	TENANT SELECTION AND ASSIGNMENT PLAN	11
SECTION X.	GROUND FOR DENIAL AND OPPORTUNITY FOR HEARING	12
SECTION XI.	INCOME VERIFICATION AND DOCUMENTATION	13
SECTION XII.	ORIENTATION OF FAMILIES	19
SECTION XIII.	ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS	21
SECTION XIV.	INSPECTION AND ENTRY OF UNIT PROCEDURES	21
SECTION XV.	TYPES OF INSPECTIONS	21
SECTION XVI.	DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES	22
1.	Determination of Rent	22
2.	Annual Re-examination	23
3.	Interim Redetermination of Rent	23
4.	The effective dates of Interim Redetermination of rent	24

5.	Special Re-examinations	25
6.	Minimum Rent Hardship Exemptions	25
7.	Reduction of Welfare Benefits	26
9.	Exception to rent reductions	26
SECTION XVII.	TRANSFER	26
1.	Objectives of the Transfer Policy	26
2.	Types of Transfers	27
SECTION XVIII	LEASE TERMINATION AND EVICTIONS	28
SECTION XIX.	COMPLAINTS AND GRIEVANCE PROCEDURES	28
SECTION XX.	OCCUPANCY GUIDELINES	28
SECTION XXI.	COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION	29
SECTION XXII.	POLICY OF PET OWNERSHIP	29
SECTION XXIII.	DECONCENTRATION RULE	29
1.	Objective	29
2.	Actions	29
SECTION XXIV.	CLOSING OF FILES AND/ PURGING INACTIVE FILES	30
SECTION XXV.	DEFINITION OF TERMS	31

SECTION I. INTRODUCTION

1. **Mission Statement:** - The Mission of Albuquerque Housing Services is to improve the quality of life in our community by providing housing opportunities and services which help our participants increase self-sufficiency in a safe and healthy environment.

In order to achieve this mission, we will:

- ☞ Recognize residents as a primary customer;
- ☞ Improve Albuquerque Housing Services (AHS) management and service delivery

efforts through effective and efficient management of AHS staff;

- ☞ Seek problem-solving partnerships with residents, community, and government leadership;
- ☞ Apply AHS resources, to the effective and efficient management and operation of public housing programs, taking into account changes in Federal funding.

2. Purpose of Policy: - The purpose of this policy (**A**dmissions and **C**ontinued **O**ccupancy **P**olicy) is to establish guidelines for Albuquerque Housing Services staff to follow in determining eligibility for admission to and continued occupancy in Public Housing. The basic guidelines for this policy are governed by requirements by The Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and AHS alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Part 900.

3. Primary Responsibilities of AHS: -

- A. Determining eligibility of applicants.
- B. Informing eligible families of the availability of public housing assistance;
- C. Determining and posting annually the utility allowances;
- D. Receiving applications from families and determining their eligibility for assistance;
- E. Inspecting Public Housing units to determine that they meet or exceed Housing Quality Standards;
- F. Approving leases;
- G. Collecting rent on a monthly basis from tenants;
- H. Annual re-examinations of income, family composition and re-determination of rent;
- I. Authorizing and processing evictions; and,
- J. Ongoing maintenance and modernization of the public housing inventory.

4. Objectives: - The objectives of this policy are to:
- A. Promote the overall goal of drug free, decent, safe and sanitary housing by:
 - (1) Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
 - (2) Insuring the fiscal stability of AHS.
 - (3) Lawfully denying admission or continued occupancy to applicants or tenants whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to AHS employees.
 - (4) Insuring that elderly families can live in public housing as long as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aid.
 - B. Facilitate the efficient management of AHS and compliance with Federal Regulations by establishing policies for the efficient and effective management of the AHS inventory and staff.
 - C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.
5. Outreach: - As much information as possible about Public Housing may be disseminated through local media (newspaper, radio, television, etc.). For those who call AHS Office, the staff may be available to convey essential information. For example:
- AHS may hold meetings with local social community agencies.
 - AHS may sponsor "Open House" programs within the public housing community to attract potential tenants to view a public housing unit.
 - AHS may make known to the public, through publications in a newspaper of general circulation as well as through minority media and other suitable means, the availability and nature of housing assistance for lower-income families. The notice shall inform such families where they may apply for Public Housing. AHS shall take affirmative actions to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply for Public Housing.

SECTION II.

FAIR HOUSING POLICY

It is the policy of AHS to comply fully with all Federal, State, and local nondiscrimination laws

and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, AHS shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, AHS will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's/tenants file.

SECTION III. PRIVACY RIGHTS

Applicants will be required to sign the Federal Privacy Act Statement which states under what conditions HUD will release tenant information. Family refusal to cooperate with this process will result in denial of admission or termination of assistance. It is a family obligation to supply any information requested by AHS or HUD.

Recognizing the expectation of privacy held by applicants and tenants, AHS will endeavor to respect applicants' and tenants' privacy within the constraints of the New Mexico Inspection of Public Records Act (the Act). Since AHS' files are not an exception under the Act to the general provision that all governmental records are subject to inspection, when a request is made that complies with the requirements of the Act, AHS will allow inspection of the records.

SECTION IV. APPLYING FOR ADMISSION

1. How to Apply - Families wishing to apply for Public Housing shall complete an application for public housing assistance.

Applications will be accepted at the AHS administrative offices located at 1840 University Blvd. SE, Albuquerque, New Mexico, 87106.

Applications are taken to compile a waiting list. Due to the demand for housing in AHS' jurisdiction, AHS may take applications on an "open enrollment" basis, depending on the length of the waiting list.

Only complete applications will be accepted for all applicants and the information will be verified by AHS.

Applications may be made in person at AHS during specified dates and business hours listed on the application cover letter.

The application must be dated, time-stamped, and referred to AHS office where tenant selection and assignment is processed.

Individuals who have a physical impairment which would prevent them from completing an application in person may call AHS to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the hearing impaired. If the applicant is visually impaired, all notices must be in a format understandable by applicant.

2. Closing of Application Taking

If AHS is taking applications, AHS may suspend the taking of applications if the waiting list is such that additional applicants would not be able to occupy a public housing unit within the next 12 month period. Application taking may be suspended by bedroom size, if applicable. AHS will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the fact that applications for public housing units are being suspended.

3. Opening of Application Taking - When AHS decides to start taking applications, the waiting list may be opened for all dwellings or by bedroom size.

AHS will utilize the following procedures:

AHS will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the availability and nature of housing assistance for eligible families.

The Notice must contain the following:

- A. AHS will publish the date applications will be accepted and the location where applications will be made available to applicants.

If AHS anticipates suspending the taking of applications after a period of time, the date of acceptance and closing of applications must be published.

- B. Advise families that applications will be taken at the designated office;
- C. Briefly describe the Public Housing program; and
- D. State that applicants may apply for Public Housing and the Section 8 Program. They will not lose their place on the Public Housing waiting list if they also choose to apply for Section 8 assistance.
- E. To reach persons who cannot read the newspapers, AHS will distribute fact sheets

to the broadcasting media. Personal contacts with the news media and with community service agencies, as well as public service announcements, will be made.

4. Application Period (Dates) - The application taking closing date may be determined administratively at the same time that AHS determines to open enrollment. The open enrollment period shall be long enough to allow enough applicants as required by the development turnover and the number of public housing vacancies.

Letters Mailed to Applicants by AHS: - If an applicant claims they did not receive a letter mailed by AHS that requested the applicant to provide information, to attend an interview or inform of vacancy, AHS will determine whether the letter was returned to the AHS. If the letter was not returned to AHS, the applicant will be assumed to have received the letter.

If the letter was returned to AHS and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify AHS, in writing, if their address changes during the application process.

SECTION V. MISREPRESENTATION BY THE APPLICANT OR TENANT

If an applicant or tenant is found to have made willful misrepresentations at any time which resulted in the applicant or tenant being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible and the lease and/or application will be terminated because of the misrepresentation by the applicant/tenant. If such misrepresentation resulted in tenant paying a lower rent than was appropriate, tenant shall be required to pay the difference between the actual payments and the amount which should have been paid. In justifiable instances, AHS may take such other actions as it deems appropriate, including referring the tenant to the proper authorities for possible criminal prosecution.

SECTION VI. ADMISSION ELIGIBILITY AND CRITERIA

1. All families who are admitted to the Public Housing Program must be individually determined eligible under the terms of this plan. In order to be determined eligible, an applicant family must meet **all** of the following requirements:
 - A. The applicant family must qualify as a family as defined in the Definitions Section.
 - B. The applicant family's Total Annual Family Income as defined in the Definitions Section, must not exceed income limits established by HUD for Public Housing.

- C. Head of Household must be 18 years of age or older or a person that has been relieved of the disability of non-age by court action (sometimes referred to as Majority papers or emancipated minor).
2. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of office interviews or to provide reasonable accommodation for the disabled, a home visit), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of the information, including the name and title of the individual contacted, and a resume of the information received.

An applicant will not be placed on a waiting list if the applicant's annual family income exceeds the Very Low Income Limits established by HUD and published in the Federal Register.

3. If the applicant has failed to meet any outstanding requirements for eligibility and is determined ineligible, he/she will be so informed and the reasons stated in writing. The applicant will be granted ten days from the date stated on the ineligible letter to request an informal meeting. The applicant may bring any person he/she wishes to represent them at the informal meeting. The request for an informal meeting may be submitted in writing and/or the request may be verbal. However, the request must be received by AHS within the time frame established by AHS for the meeting.
4. In addition, AHS is permitted to determine as eligible, single persons living alone or intending to live alone who do not meet any of the definitions of a family, if the AHS makes certain that all three of the following requirements are met:
 - A. Elderly families (including Disabled Persons and Handicapped Persons) and Displaced Persons are given preference over single persons, and
 - B. Near Elderly (at least fifty years of age, but below the age of 62) are given preference over single applicants in developments designated for the elderly, and
 - C. Single persons are only eligible for one bedroom and/or efficiency units.
5. Declaration of Citizenship: AHS may not provide assistance to nor make financial assistance available to a person other than United States citizens, nationals, or certain categories of eligible non-citizen in HUD's assisted housing programs.
6. Once an applicant becomes a tenant in AHS' public housing program, the head of household must request permission to add another person to the dwelling lease. The

person being added must meet all eligibility requirements before AHS will approve any addition to the dwelling lease.

SECTION VII.

VERIFICATION AND DOCUMENTATION

Families are required to provide Social Security Numbers (SSN) for all family members age 6 and older prior to admission, if they have been issued SSN by the Social Security Administration. All members of the family defined above must:

1. either:
 - a. Submit SSN documentation; or
 - b. Sign a certification if they have not been assigned a SSN. If the individual is under 18, the certification must be executed by his or her parent or guardian. If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled reexamination, or next rent change.

Verification will be done through the providing of a valid Social Security card issued by the Social Security Administration.

AHS will accept copies of the Social Security Card.

If an applicant or tenant cannot provide his or her Social Security card, other documents listed below showing his or her Social Security Number may be used for verification. He or she may be required by AHS to provide one or more of the following alternative documents to verify his or her SSN, until a valid Social Security card can be provided;

These documents include, but may not be limited to:

- Drivers license, that displays the SSN.
- Identification card issued by a Federal, State or local agency
- Identification card issued by an employer or trade union
- Identification card issued by a medical insurance company
- Earnings statements or payroll stubs
- Bank statements
- IRS Form 1099 or W-2 Form
- Benefit award letters from government agencies
- Medicaid Cards
- Unemployment benefit letter
- Retirement benefit letter
- Life insurance policies
- Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
- Verification of Social Security benefits with the Social Security

Administration

If AHS verifies Social Security benefits with the Social Security Administration, the acceptance of the SSN by the Social Security Administration may be considered documentation of its validity.

2. Employer Identification Number (EIN).
3. Applications will not be accepted until the documentation is provided and verified.

Additional documentation that may be required in determining eligibility:

- Temporary Assistance To Needy Families (TANF)
 - Birth Certificate, or Drivers License that displays the date of Birth and/or form (s) that are issued by a Federal, State, City or County Agency that displays the date of Birth.
 - Child Care Verification
 - Credit References (History)
 - Credit Bureau Reports
 - Employer's Verification
 - Landlord Questionnaire
 - Social Security Benefits
 - Assets Verification
 - Bank Accounts: Checking Accounts - \$500 + Balance Saving Accounts - \$100 + Balance
4. Marriage Certificate: If a marriage certificate is not available the following information is acceptable:
 - Drivers License that displays the same address and last names.
 - Federal Tax Forms that indicate that the family filed taxes as a married couple during the last tax reporting period.
 - Other acceptable forms of documentation of marriage would include any document that has been issued by a Federal, State, City or County Government and indicates that the individuals are living as a married couple.
 - Couples that are considered married under common law can provide the same information, as listed above, to document that they are living together as a married couple.
 - The couple also certifies in their application for housing that they are married.
 5. Personal References: Personal references (not family) may be used when an applicant cannot produce prior rental history records.
 6. Supplemental Social Security Income (SSI) Benefits
 7. Unemployment Compensation

8. VA Benefits
9. Any other reasonable information needed to determine eligibility may be requested by the AHS, which may include police reports.
10. *If an applicant is divorced* or separated (Separation means the ending of co-habitation by mutual agreement) and has children by that spouse, applicant must provide at least one of the verifications listed below:*

- A. A FINAL divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
- B. Verification that applicant is receiving court-ordered child support from former spouse.

NOTE: If applicant is receiving personal child support, then applicant can make arrangements to have the child support paid through the court system, either through the circuit clerks office, Department of Human Resources, or through a court referee.

- C. Verification that applicant is pursuing child support through Department of Human Resources, Child Support Unit or Circuit Clerks Office.
 - D. Receiving TANF (Temporary Assistance to Needy Families) through the Department of Human Resources for former spouse's children.
 - E. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
 - F. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
 - G. Food stamp verification - If no other documentation is available.
11. *If applicant is divorced* or separated from a person and has no children by that person, applicant must provide at least one of the verifications listed below:*
 - A. A final divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
 - B. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last

six (6) months or more.

- C. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- D. Food Stamp Verification - If no other documentation is available.

SECTION VIII. GROUND FOR DENIAL OF ADMISSION

1. AHS may not assist families who:
 - A. Owe rent, other amounts, or judgments to any housing agency or any other federally subsidized housing program. The applicant will be declared ineligible. At AHS' discretion, the applicant may be declared eligible upon payment of debt.
 - B. Have previously been evicted from public housing.
 - C. Committed acts which would constitute fraud in connection with any federally assisted housing program.
 - D. Did not provide information required within the time frame specified during the application process.
 - E. Are or have been involved in any drug-related criminal activity or violent criminal activity. AHS shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
 - F. Have a record of disturbance of neighbors, destruction of property, or living or housekeeping habits which may adversely affect the health, safety or welfare of the other tenants.
 - G. Have histories of criminal activity involving crimes of physical violence to persons or property and other criminal activity which may adversely affect the health, safety or welfare of other tenants.
 - H. Demonstrates hostile behavior that indicates that the prospective applicant may be a threat to our public housing residents.
 - I. Has not properly completed all application requirements, including verifications. Intentional misrepresentation of income, family composition or any other information affecting eligibility, will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation.

- J. The applicant and all adults must sign a release allowing AHS to request copies of all police report from the National Crime Information Center, Police Department or other Law Enforcement Agencies. If AHS uses the information to deny or terminate assistance AHS must provide a copy of the information used in accordance with Criminal Records Management Policy.
- K. Is a former Public Housing or Section 8 participant who vacated the unit in violation of his lease. The applicant may be declared ineligible.
- L. AHS determines that a household member is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. AHS may waive this requirement if:
- (1) The person demonstrates to AHS' satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - (2) has successfully completed a supervised drug or alcohol rehabilitation program;
 - (3) has otherwise been rehabilitated successfully; or
 - (4) is participating in a supervised drug or alcohol rehabilitation program.

NOTE: The above list is not intended to be all inclusive. Applicants may be denied admission if AHS has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare or to affect adversely the physical environment or the financial stability of the development if the applicant were admitted to the development.

2. If an applicant is denied admission, AHS will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an informal meeting on such determination. The denial letter will allow the applicant ten (10) calendar days to request an informal meeting (verbal and/or in writing) with AHS. A AHS representative will hear the appeal and issue a decision within ten (10) calendar days of the meeting.
3. Applicants may be denied admission to public housing if AHS has knowledge of any, but not limited to, the unfavorable information listed below:
 - Past rental record
 - Bad rent paying habits
 - Bad housekeeping habits, in and outside the unit
 - Damages
 - Disturbances
 - Unauthorized live-ins

- Demonstrates hostile behavior during the interview process that indicates that the applicant may be a threat to our residents.
 - Persons evicted from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity are ineligible for admission to public housing.
 - AHS can waive this requirement if: the person demonstrates to the AHS' satisfaction successful completion of a rehabilitation program approved by the AHS, or the circumstances leading to the eviction no longer exist.
 - Fraud (giving false information on the application is considered fraud).
 - An arrest or conviction record that indicates that the applicant may be a threat and/or negative influence on other residents.
 - Drug use without evidence of rehabilitation.
 - Arrest or Conviction for Drug Trafficking.
4. May be denied admission for life to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
 5. May be denied admission for life to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as "speed") on the premises of the public housing development. Premises is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

SECTION IX.

TENANT SELECTION AND ASSIGNMENT PLAN

1. Equal Opportunity: - The Fair Housing Act makes it illegal to discriminate on the basis of race, color, religion, sex, handicap, familial status and national origin. AHS shall not deny to any family the opportunity of applying for admission nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to its need in any low-rent development operated by AHS.
2. Selection Process: - Tenants shall be selected from among eligible applicant families whose family composition is appropriate to available dwelling units. AHS will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and financially sound low-income housing development, which provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole. Selection will be made in such a manner as:
 - A. For every fiscal year, AHS shall reserve a percentage of its new admissions for families whose incomes do not exceed thirty percent of the area median income. The goal for public housing shall be forty percent of new admissions.
 - B. To maintain a tenant body in each development composed of families with a

broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in the AHS' area of operation as defined by state law.

3. Order of Selection: - Applications will be filed in the following hierarchical order:
 - A. Unit size\type needed by applicants
 - B. Preferences, if applicable
 - C. Date and time of application
 - D. Provided, however, the provisions of the deconcentration rule, contained within this policy, shall supercede the selection of applicants based on date and time and local preference points, if applicable, and allow AHS to skip families on the waiting list to accomplish this goal.
4. Verification of Preference, If Applicable: - At the time of application, initial determinations of an applicant's entitlement to a Preference must be verified.

NOTE: If the applicant refuses the vacancy without presenting hardship evidence, the applicant's name will be placed at the bottom of the wait list. The new application date for that applicant will be the date of the last refusal.

If an applicant presents evidence that acceptance of a suitable vacancy will result in hardship or handicap such as inaccessibility to work, inaccessibility to required long term medical care, or inaccessibility to day care, the applicant shall remain on the wait list and such offer shall not be counted as a refusal for purposes of placement at the bottom of the wait list.

SECTION X. GROUND FOR DENIAL AND OPPORTUNITY FOR HEARING

If AHS determines that an applicant does not meet the criteria for receiving housing, AHS must promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with AHS' designee to review it. If requested within ten (10) days, the meeting must be conducted by a person or persons designated by AHS. The person designated by AHS to conduct the informal hearing shall be an impartial person appointed by AHS other than a person who made the approval of AHS' action under review or a subordinate of such person. The procedures specified in this section must be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status and national origin.

NOTE: AHS' grievance procedure applies only to residents. It DOES NOT apply to applicants.

SECTION XI. INCOME VERIFICATION AND DOCUMENTATION

A. Methods of Verification and Time Allowed

AHS will verify information through the four methods of verification acceptable to HUD in the following most acceptable order:

1. Third-Party Written
2. Third-Party Oral
3. Review of Documents
4. Certification/Self-Declaration

All information, which affects a family's rent determination, is verified through third party documentation. Items verified include, but are not restricted to the following:

1. All household income and all assets which are currently owned by the applicant family and all assets that have been disposed of at below market value within the past two years prior to the date of the initial applications.
2. Assets include the current market value of real property, savings accounts, checking accounts, stocks, bonds and other forms of capital investments owned by the family will be verified. The value of personal property such as furniture, automobiles, jewelry, and equipment essential for medical reasons will be excluded from consideration and verification.
3. Family composition, relationship of members to head of household, and the status of the family members who are full-time students over the age of 18.

Third-Party Written Verification.

The most preferred form of verification is written third party initiated by AHS. Third party written verification will be completed using the following procedures:

1. Written third party verification by mail. AHS shall verify the applicant's statements through employers, public agencies, etc. Families may be required to sign an authorization for the information source to release the specified information. This same method will be utilized for verifying child-care expenses.
2. Verification received directly from the source electronically or via facsimile will be considered acceptable third party.

Third-Party Oral Verification.

1. When written third party written verification is not available, verbal contacts made by telephone or in person to a reliable third party will be acceptable. AHS will note the file accordingly and utilize documents provided by the family as the primary source if the documents with proper documentation by the staff,
2. Third party verification hand-carried by the family will not be acceptable under any circumstances with the following exceptions:

AHS will accept verifications delivered by the family from the following agencies:

Social Security Administration;
Veterans Administration;
NM Department of Labor - Employment Division

AHS will accept the following documents from the family provided that the document(s) is such that tampering would easily be noted:

- Printed wage stubs
- Computer print-outs from the employer
- Other documents noted as acceptable verification

AHS will accept Faxed documents.

If third party verification is received after documents have been accepted as provisional verification , and there is a discrepancy, AHS will utilize the third party verification.

Self-Certification/Self-Declaration

When verification cannot be made by third-party verification or review of documents, families will be required to submit a self-certification. Self-certification means a statement/affidavit/certification/statement under penalty of perjury and must be witnessed. AHS will then have discretion in the acceptance of this verification.

Review of Documents.

In the event that third party or oral verification is unavailable, or the information has not been verified by the third party within four weeks, AHS will note the file accordingly and utilize documents provided by the family as the primary source if the documents provide complete information. All such documents, excluding government checks, will be photocopied and filed appropriately in the file. **Staff will explain the circumstances concerning reason(s) for not being able to obtain third party written verification, or third party oral verification.**

B. Items To Be Verified

- All income not specifically excluded by the regulations.
- Zero-Income of household will require that they sign an agreement as follows:
- Full-time student status including High School students who are 18 or over.
- Current assets including assets disposed of for less than fair market value in preceding two years.
- Childcare expense where it allows an adult family member to be employed or to further his/her education.
- Total medical expenses of all family member in households whose head or spouse is elderly or disabled.
- Disability expenses to include only those costs associated with attendant care or auxiliary apparatus, which allow an adult family member to be employed.

C. METHODS OF VERIFICATION OF INCOME

Employment Income

Verification forms submitted to the employer will specify the following information:

- Dates of employment;
- Amount and frequency of pay;
- Date of last pay increase;
- Year to date earnings;
- Estimated income from overtime, tips, bonus pay expected during the next 12 months;
- Any other information which could affect income during the next 12 months.

Acceptable methods of verification include, in the following order:

1. Employment verification form completed by the employer;
2. Check stubs or earnings statement which indicate the employee's gross pay, frequency of pay or year to date of earnings;
3. Employer supplied employment forms, plus income tax return forms;

4. Income tax return forms signed by the family may be used for verifying self-employment income, or income from tips and other gratuities.

In cases where there are questions about the validity of the information provided by the family, AHS may require the most recent federal income tax returns or other more reliable sources.

Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Methods of verification:

1. Benefit verification form completed by agency providing the benefits;
2. Award or benefit notification letters prepared and signed by the providing agency;
3. Computer report electronically obtained or in hard copy;
4. Bank statements or direct deposits.

Unemployment Compensation

Methods of verification will be accepted in this order:

1. Verification form completed by agency providing the benefits;
2. Computer printouts from unemployment office stating payment dates and amounts;
3. Payment stubs.

Temporary Assistance For Needy Families (TANF), or General Assistance

Methods of verification will be accepted in this order:

1. AHS verification form completed by payment provider;
2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months;
3. Computer generated income report;
4. Computer generated list of recipients from NM Human Services, Income Support Division.

Alimony or Child Support Payments

Methods of verification will be accepted in this order:

1. Copy of separation or settlement agreement or a divorce decree stating amount and type of

support and payment schedules;

2. A (notarized) letter from the person paying the support;
3. Copy of latest check and/or payment stubs from District Court, or Court Trustee. AHS must record the date, amount, and number of the check;

If payments are irregular, the family must provide the following, but not limited to:

- A copy of the separation or settlement agreement, or a divorce decree stating the amount and type of support and payment schedules;
- A statement from the agency responsible for enforcing payments to show that the family has filed for enforcement;
- A welfare notice of action showing amounts received by the welfare agency for child support;
- A written statement from an attorney certifying that a collection or enforcement action has been filed.

Full Time Students

Only the first \$480 of the earned income of full time students, other than head or spouse, will be counted towards family income. Financial aid, scholarships and grants received by full time students is not counted towards family income.

Verification of full time students status includes:

1. Written verification from the registrar's office or other school official;
2. School records indicating enrollment for sufficient number of credits to be considered a full time student by educational institution.

d. Methods of Verification of Assets

Income From Assets (Savings Account Interest Income and Dividends)

Acceptable methods of verification include, in this order:

1. Account statements, passbooks, certificates of deposit, or AHS provided verification forms completed by the financial institution;
2. IRS Form 1099 from the financial institution, provided that AHS must adjust the information

to development earnings expected for the next 12 months.

Interest Income from Mortgages or Similar Arrangements

1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for the next 12 months, which indicates a breakdown of principal and interest.
2. Amortization schedule showing interest for the 12 months following the effective date of the certification/recertification.

Family Assets

AHS will require the necessary information to determine the current cash value, (the net amount the family would receive if the asset were converted to cash).

1. Verification forms, letters, or documents from a financial institution or broker.
2. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.
3. Real Estate tax statements if the approximate current value can be deducted from assessment.
4. Financial statements for business assets.
5. Copies of closing documents showing the selling price and the distribution of the sales proceeds.
6. Appraisals of personal property held as an investment.

Assets Disposed of for Less than Fair Market Value During Two Years Preceding Effective Date of Certification/Recertification

1. For all Certifications/Recertifications, AHS will obtain the Family's certification as to whether any member has disposed of assets for less than fair market during the two years preceding the effective date of the certification or recertification.

If the family certifies that they have disposed of assets for less than fair market value, verification [or certification] is required that shows: (a) all assets disposed of for less than Fair Market Value; (b) the date they were disposed of; (c) the amount the family received ; and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible.

As soon as a determination can be made, applicants will be informed, in writing, by an authorized AHS representative that they have been declared eligible or ineligible. Applicants

that are determined ineligible will be informed, in writing, of their right to an informal meeting if they believe that such determination is unjust.

The final estimate of Gross Family Income will be made by AHS on the basis of verified information regarding income. Once AHS has determined that an applicant is eligible, then the process of housing the family begins.

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there is income which is not being reported.

Families may not be required to apply for public assistance, but it may be suggested to them. If the family reports zero income, AHS will have the family sign verification forms to verify that no income is being provided.

Families will be required to report any changes in their income status within ten (10) calendar days of the occurrence of employment and/or any other type of income is received. Families with zero income will be reviewed every ninety (90) days.

SECTION XII. ORIENTATION OF FAMILIES

1. Briefing: Purpose of the Briefing: - The purpose of the briefing is to cover the occupancy requirements for the tenant and the landlord. The briefing is conducted as follows:
 - A. Once AHS determines that an applicant is eligible and the applicant's name reaches the top of the waiting list, AHS shall offer the available unit(s) to the applicant. After the offer is made and the offer is accepted, AHS representatives will schedule an appointment with the prospective tenant, for orientation.

NOTE: If the applicant refuses the vacancy without presenting hardship evidence, the applicant's name will be placed at the bottom of the wait list. The new application date for that applicant will be the date of the last refusal.

If an applicant presents evidence that acceptance of a suitable vacancy will result in hardship or handicap such as inaccessibility to work, inaccessibility to required long term medical care, or inaccessibility to day care, the applicant shall remain on the wait list and such offer shall not be counted as a refusal for purposes of placement at the bottom of the wait list.

- B. The applicable deposit, required rent and other charges, (if applicable), will be collected at the time of the briefing. AHS will allow the tenant to make deposit payments after occupancy under extreme hardship. A written amendment to the Lease will be executed between AHS and the tenant.

Upon termination of the residency the security deposit will be applied by AHS for the payment of rent, maintenance balance, repair balances, and the amount of damages, if any which AHS has suffered by reason of the tenant's noncompliance with the rental agreement. This includes repair work or other legitimate damages. Within thirty (30) days of the date of termination of the rental agreement or departure of the tenant from the unit, whichever is later, AHS will provide the tenant with an itemized list of the deductions from the security deposit. AHS will refund by mail the balance of the security deposit, if any, to the tenant's last known address.

C. At the briefing, the Dwelling Lease, Rules and Regulations, Pet Policy and Grievance Procedure is explained in detail to the applicant and/or applicants (there can be more than one family at the briefing.)

(1) The signing of all required occupancy forms is to be privately handled at the end of each briefing.

(2) The required occupancy forms are explained at that time and the dwelling lease is signed by the prospective tenant and a AHS representative.

(3) Appointment for move-in is scheduled at the end of the lease signing.

2. Briefing Attendance Requirement: - All families (head of household) are required to attend the briefing when they are initially accepted for occupancy. No family can be housed if they have not attended a briefing.

Failure to attend a scheduled briefing (without notice to AHS) will result in the family's application being placed in the inactive file and the family may be required to reapply for assistance. Applicants who provide prior notice of an inability to attend a briefing will be re-scheduled.

3. Format of the Briefing: - The applicant is provided a copy of the Dwelling Lease, Rules and Regulations, Pet Policy and Grievance Procedure. All forms are explained to the Tenant. The Dwelling Lease specifies the unit to be occupied, family composition, date of admission, the rent to be charged, utility allowances, (if applicable) excess utilities, and the terms of occupancy. If for any reason the family becomes over or under housed they must be informed that once a unit of the appropriate size is available they must move to the appropriate size unit as outlined in the Transfer Policy. Also, if there is a change in family composition that caused the family to be over or under housed, the family will be required to move to the appropriate size unit when a unit becomes available. The moving date should be within thirty (30) days of the date of the AHS' written notification to the affected family. If the AHS has more vacancies than families on the waiting list for the unit size of the family that is over housed, the family may remain in the unit until the next scheduled re-exam. However, families that are under housed should be housed in the appropriate size unit as soon as a unit is made available, but not more than thirty days after notice from AHS.

4. Dwelling Lease completion:

- A. The responsible member (head of household) of the family notified for admission to the housing communities shall be required to execute a Dwelling Lease prior to admission. One executed copy of the Dwelling Lease is to be furnished the tenant and the original is to be retained in the Tenant file established for the family by AHS.
- B. When a Tenant family transfers to another dwelling, the existing Lease shall be canceled and a new Dwelling Lease executed for the present dwelling.
- C. If at any time during the life of the Dwelling Lease, any other changes in the Tenant's status results in the need to change or amend any provision of the Lease, or if the tenant status changes resulting in a replacement of Page One of the Lease, this page shall be completed, signed, and a copy given to the Tenant as the replacement for Page One.

SECTION XIII. ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS

AHS documents the inspection of all public housing units. If the inspection results in a work order the repairs are made in accordance to the urgency of need. AHS tracks each inspection. The inspection sheet used by AHS meets or exceeds the requirements of the Section 8 Housing Quality Standards (HQS).

SECTION XIV. INSPECTION AND ENTRY OF UNIT PROCEDURES

The tenant will be given notice as outlined in the Dwelling Lease, **except for emergencies/search warrants**, that the unit will be inspected. The notification will indicate the date and the approximate time of the inspection. If the inspection indicates that the tenant has poor housekeeping habits that need to be improved upon, a follow-up inspection will be conducted by an AHS representative within a 30-day period. If the tenant fails to improve, the provisions of the dwelling lease can be enforced and the tenant evicted. However, AHS will take steps to help the tenant improve before starting the eviction process.

If the inspection indicates that the tenant has created damage that is beyond normal wear and tear, the damaged items will be replaced and the tenant billed for the damages, as posted. If the damage is severe, the provisions of the dwelling lease will be enforced and the tenant evicted.

AHS staff and/or agents of AHS have authority to enter any unit if it is suspected that an "Emergency" situation exists. If for any reason a unit is entered by authorized AHS personnel the tenant will be provided with the reason for the entry, by leaving a written notice of the time, date and reason for the entry.

AHS staff and/or agents of AHS, once presented with a lawfully executed search warrant from law enforcement official(s) will open the door to a unit. AHS staff and/or its agents will document the name(s) of the law enforcement official(s) and keep a copy of the search warrant. These documents will be filed in the residents file folder. This action will prevent the law enforcement official(s) from having to breakdown the door and causing damages to the unit.

SECTION XV. TYPES OF INSPECTIONS

An authorized representative of AHS, tenant and/or adult family member, shall be obligated to inspect the premises prior to commencement of occupancy. A written statement of condition of the premises and all equipment will be provided, and same shall be signed by both parties with a copy retained in tenant's file. The AHS representative shall inspect the premises at the time the tenant vacates and furnish a statement of any charges to be made provided the tenant turns in the proper notice under state law and requests the proper inspection. The tenant shall be provided an opportunity to participate in a move out inspection, unless tenant vacates without notice. The tenant's security deposit can be used to offset against any tenant damages to the unit.

1. Move-in Inspections: - Performed with the resident at the time of move-in. The inspection documented by AHS and signed by both parties. This inspection documents the condition of the unit at move-in.

Within 90-days from date of move-in a follow-up inspection will be conducted by AHS. This will provide an opportunity for the tenant advisor and tenant to discuss concerns regarding lease obligations.

NOTE: Any adult member of the household is allowed to sign the inspection form for the Head of Household.

2. Move-out Inspections: - Performed with tenant, if possible, and documented by AHS on inspection form and signed by the tenant, if present. This inspection determines if the tenant is responsible for any damages and owes AHS funds. To the extent possible, any deposit will be used to offset the funds due AHS.
3. Annual Inspections: - AHS inspects 100% of its units annually using standards that meet or exceed Housing Quality Standard (HQS) Inspections.
4. Quality Control Inspections: - The AHS representative may perform random home visits to see if the resident is keeping the unit in a decent, safe and sanitary condition. This visit can also be used as an opportunity to get to know the tenant and see if they have any specific needs that AHS can help them with and/or refer them to a service agency. The tenant will be given at least two days notice, prior to the inspection.
6. Special Inspections: - Representatives from the U. S. Department of Housing and Urban Development and/or other Government Officials visit AHS to monitor operations and as part of the monitoring they will inspect a sampling of the public housing inventory. The affected tenants will be given two days notice.
7. Emergency Inspections: - If any employee and/or agent of AHS has reason to believe that an emergency exists within the public housing unit, the unit can be entered **without** notice. The person(s) that enters the unit must leave a written notice to the tenant that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

SECTION XVI. DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES

1. Determination of Rent: Rent as fixed at admission or annual re-examination will remain in effect for the period between regular rent determinations unless the following changes in family circumstances occur.

- A. Loss or addition of family composition of any family member through birth, death, divorce, removal of other continuing circumstances and the amount, if any, of family member's income;
- B. Employment, unemployment, or changes in employment of a permanent nature of the family head, spouse, or other wage earner that is 18 years of age; or
- C. To correct errors made at admission or reexamination which shall be retroactive to the date of error.
- D. Temporary employment/unemployment or increases and decreases in wages **“for any reason”** of less than 30 days will not constitute a rent adjustment.
- E. AHS must lower the rent for a family whose income is reduced because of the expiration of a welfare-initiated time limit. If the family’s welfare benefits are reduced because of a fraudulent act on the part of a family member, AHS is prohibited from reducing the family’s rent contribution to reflect the lower benefits income.

NOTE: The tenant agrees to report, in writing, and provide certification following any change in family income within ten (10) calendar days of the occurrence.

1. Annual Re-examination:

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- A. An annual re-examination of each tenant family will be done at least once within every twelve (12) months. The tenant family will be required to provide the necessary third party written verification(s) for rent and household size determinations and for social security numbers. The tenant family will be notified by mail of their re-examination appointment date at least three (3) weeks prior to the appointment date.
- B. Records shall be maintained to insure every Tenant is reexamined within a twelve month period.
- C. Upon completion of reexamination, Tenant shall be notified, in writing, no later than thirty (30) days prior to the effective date of the following: (A copy of such notification is to be retained in the Tenant's file.)
 - (1) Any change in rent and the date on which it becomes effective.
 - (2) Any change required in the size of dwelling unit occupied.
 - (3) Any instance of misrepresentation or noncompliance with the terms of the Dwelling Lease and the corrective action(s) to be taken.
 - (4) Beginning 10/1/1999 the family will be notified of this amount and the

amount of the flat rent. The family shall elect, in writing, their choice.

- D. If AHS determines that the size of the premises is no longer appropriate for Tenant's needs the tenant may be required to transfer to another unit outlined in the Transfer Policy.
3. Interim Redetermination of Rent - Rent as set at admission or Annual Re-examination will remain in effect for the period between regular rent determinations unless changes in family circumstances occur. Tenant is required and agrees to report, in writing, the following specified changes in family income and composition within ten (10) calendar days of occurrence.
- A. Loss or addition to family composition of any kind through birth, death, marriage, divorce, removal or other continuing circumstance and the amount, if any, of such family member's income. Any such additions, other than birth, must be approved by AHS in advance, and must qualify, the same as an applicant or any prospective new tenant.
 - B. Employment, unemployment or changes in income for employment of a permanent nature of the family head, spouse, or other wage earner eighteen (18) years of age or older.
 - C. The starting of or stopping of, or an increase or decrease of any benefits or payments received by any member of the family or household from Old Age Pension, Temporary Assistance for Needy Families, Black Lung, Railroad Retirement, Private Pension Fund, Disability Compensation, Veterans Administration, Child Support, Alimony, Regular Contributions or Gifts. Lump sum payments or retroactive payments of benefits from any of the above sources which constitute the sum of monthly payments for a preceding period paid in a lump sum must be reported and rent adjusted retroactively on such income to date of eligibility for any family member residing in the household for that period of time.
 - D. Cost of living increases in Social Security, Supplemental Security Income, Supplemental Security Disability Income, Veteran Administration Pensions, Retirement Benefits or public assistance grants need not be reported until next re-examination and re-determination of rent.
 - E. Errors of omission made at admission or re-examination shall be corrected by AHS. Retroactive payments will be made to the tenant if the error is in the tenant's favor.
 - G. A tenant who has had an income reduction\increase after initial occupancy or after annual re-examination must report all changes in income within ten (10) calendar days regardless of the amount or source.

4. The effective dates of Interim Redetermination of rent:

- A. Any decrease in rent resulting from any decreases in family income will be made effective the first of the month following the date the decrease in family income was reported and verified in writing.
- B. The tenant agrees to pay any increase in rent resulting from an increase in family income the first of the second month following the date in which such increase in family income occurred.
- C. Any interim change in rent will require re-verification of all family income that has not been verified within ninety (90) calendar days of the previous rent determination.
- D. Tenant agrees to pay any increase in rent resulting from the implementation of changes in rent computation or increases due to changes in regulations, policies or procedures requiring implementation by the United States Department of Housing and Urban Development (HUD).
- E. If it is found that a tenant has misrepresented or failed to report facts upon which rent is based so that the tenant is paying less than the tenant should be paying, the increase in rent shall be made retroactive rent to the first of the month following the month in which the misrepresentation or failure to report occurred. The tenant will be required to pay the difference between the rent paid and the amount that should have been paid. In addition, the tenant may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation which may result in eviction.

5. Special Re-examinations: Special reexaminations are pre-scheduled extensions of admission or continued occupancy determinations, and will be considered for the following reasons:

- A. If it is impossible to determine annual family income accurately due to instability of family income and/or family composition, a temporary determination of income and rent is to be made and a special re-examination shall be scheduled for thirty (30), sixty (60) or ninety (90) days, depending on circumstances. The tenant shall be notified, in writing, of the date of the special re-examination.
- B. If the family income can be anticipated at the scheduled time, the reexamination shall be completed and appropriate actions taken. If a reasonable anticipation of income cannot be made, another special re-examination shall be prescribed and the same procedure followed as stipulated in the preceding paragraph until a reasonable estimate can be made.

C. Rents determined at special re-examinations shall be made effective as noted in this section.

6. Minimum Rent Hardship Exemptions:

A. AHS shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:

B.

(1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

(2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).

(3) The income of the family has decreased because of changed circumstance, including loss of employment.

(4) A death in the family has occurred which affects the family circumstances.

(5) Other circumstances which may be decided by AHS on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to AHS prior to the rent becoming delinquent and before the lease is terminated by AHS.

B. If a resident requests a hardship exemption (**prior to the rent being delinquent**) under this section, and AHS reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, AHS shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This Paragraph does not prohibit AHS from taking eviction action for other violations of the lease.

7. Reduction of Welfare Benefits: If the resident requests an income interim adjustment and

the rent reduction is predicated on a reduction in tenant income from welfare, the request will be denied, but only after obtaining written verification from the welfare agency that the families benefits have been reduced because of:

- A. Noncompliance with economic self-sufficiency program or;
 - B. Work activities requirements or;
 - C. Because of fraud.
8. Exception to rent reductions: Families whose welfare assistance is reduced specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement will not have their rent reduced.

SECTION XVII. TRANSFER

1. Objectives of the Transfer Policy
- A. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
 - B. To facilitate a relocation when required for modernization or other management purposes.
 - C. To facilitate relocation of families with inadequate housing accommodations.
 - D. To eliminate vacancy loss and other expense due to unnecessary transfers.

NOTE: All transfers will be reviewed and recommended by the Transfer Committee.

2. Types of Transfers
- A. Displacement: AHS may at its discretion transfer residents because of an uninhabitable unit, major repairs, fire, flood or other actions (i.e. sale of development) initiated by management.
 - B. Transfers for Medical Hardship: Tenant may be transferred when AHS determines that there is a medical need for such transfers, such as inability to negotiate stairs or steps. The tenant will be required to provide a statement from a medical doctor which indicates the condition of the tenant and AHS reserves the right to make its own evaluation of the situation and documentation. If AHS determines that there is not a substantial and necessary medical need for such transfer, the request for transfer shall be treated as a convenience transfer.
 - C. Convenience (Voluntary) Transfers: AHS may permit a transfer to another

housing community or public housing facility for the convenience of the tenant for good cause. However, the cost of the transfer shall be borne by the tenant.

- D. Transfers for Personal Safety: Tenant may be transferred when AHS determines that there is a personal safety need for such transfers, such as to avoid reprisals. The tenant will be required to provide a statement from the law enforcement agency which confirms the need for such transfer.
- E. Transfers for Over/Under-housed Families to the Appropriate Unit - AHS may transfer residents to the appropriate sized unit. Tenants are obligated to accept such transfers. Transfers will be made in accordance with the following principles:
 - (1) Determination of the correct sized apartment shall be in accordance with AHS' occupancy guidelines, as outlined in Occupancy Guidelines.
 - (2) The tenant must pay for their moving expenses.
- F. Priorities for transfers - All transfers must be either for health reasons, for relocation to an appropriate sized unit, approved convenience transfers, personal safety or initiated by AHS due to modernization work and/or other good cause as determined by the AHS. Priority transfers are listed below:
 - (1) Displacement transfers,
 - (2) Transfers for medical reasons,
 - (3) Transfers for personal safety,
 - (4) Tenants who are under-housed,
 - (5) Tenants who are over-housed,
 - (6) Convenience transfers.

Within each priority type, transfers will be ranked by date. In processing transfers requested by tenants for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by AHS.

- G. In the case of transfers to a different school district the AHS may permit the family to postpone the transfer to the end of the school year if the family so desires.

SECTION XVIII. LEASE TERMINATION AND EVICTIONS

All Lease terminations and evictions will be processed in accordance with AHS' current dwelling lease and Grievance Procedure. AHS' Dwelling Lease and the Grievance Procedure is incorporated into this document by reference and is the guideline to be used for Lease terminations and evictions.

The dwelling lease may not cover every specific situation that warrants a lease termination; therefore, for good cause AHS may terminate a lease for reasons that are not specifically listed in

the dwelling lease.

SECTION XIX. COMPLAINTS AND GRIEVANCE PROCEDURES

Complaints and Grievance Procedures shall be accomplished in accordance with the AHS approved Grievance Procedure. The grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

SECTION XX. OCCUPANCY GUIDELINES

The following guidelines shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing. These guidelines may be waived only when necessary to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies. Families may be assigned improper sized units **WITH THE WRITTEN UNDERSTANDING** that they must transfer to the appropriate size unit when instructed to do so by AHS. Otherwise, the following occupancy standards shall apply:

1. Occupancy Standard Guidelines

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

2. Assignments shall be made so that, except for husband and wife and infants, bedrooms will not be occupied by persons of different sex over the age of five (5) years.
3. At the option of AHS, an infant, up to the age of two years, may share a bedroom with its parent(s), but the tenant shall not be required to do so.
4. In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.

SECTION XXI. COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION

There shall be maintained in the AHS' office a bulletin board, which will accommodate the following posted materials:

1. Statement of Policies and Procedures Governing Admission and Continued Occupancy Policy (ACOP)
2. Open Occupancy Notice (Applications being Accepted and/or Not Accepted)
3. Directory of Housing Communities
4. Income Limits for Admission.
5. Utility Allowances.
6. Dwelling Lease.
7. Grievance Procedure.
8. Fair Housing Poster.

SECTION XXII. POLICY OF PET OWNERSHIP

Please refer to the Policy of Pet Ownership.

SECTION XXIII. DECONCENTRATION RULE

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.

2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
- A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
 - B. Establish goals of housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area income.
 - C. Establish goals of not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income. In application of the Tenant Selection Policy, families on the waiting list may be skipped in order to accomplish this goal.

SECTION XXIV. CLOSING OF FILES AND/ PURGING INACTIVE FILES

AHS will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or cases involving a household containing a minor with a reported elevated blood-lead level.

During the term of tenancy and for three years thereafter AHS will keep the resident file. In addition, AHS must keep for at least three years the following records:

- Records with racial, ethnic, gender and disability status data for applicants and residents.
- The application from each ineligible family and the notice that the applicant is ineligible.
- HUD required reports and other HUD required files.
- Lead based paint inspection reports as required.
- Unit inspection reports.
- Accounts and other records supporting AHS and financial statements.
- Other records which may be specified by HUD.

The HA shall retain all data for current residents for audit purposes. No information shall be removed which may effect an accurate audit.

SECTION XXV. DEFINITION OF TERMS

Definitions are amended from time to time and are contained in Title 24 of the Code of Federal Regulations, which are incorporated by reference as if fully set out herein.

1. ADJUSTED FAMILY INCOME - Adjusted Family Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:
 - A. A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is:
 - (1) seventeen (17) years of age or younger, or;
 - (2) who is eighteen (18) years of age or older and a verified full-time student and/or is disabled or handicapped according to this Section.
 - B. A deduction of dollar amounts anticipated to be paid for the care of children (including foster children) under thirteen (13) years of age where care is necessary to enable a family member to be gainfully employed or to further his/her education. The dollar amount must be verified and reflect reasonable charges and cannot exceed the amount of income from employment (if employed).
 - C. A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is handicapped or disabled according to this Section.
 - D. A deduction for any elderly family:
 - (1) That has no Handicapped Assistance Expense, an allowance for medical expenses equal to the amount by which the medical expense shall exceed three (3%) percent of Total Annual Family Income.
 - (2) That has Handicapped Assistance Expenses greater than or equal to three (3%) percent of Total Annual Family Income, an Allowance for Handicapped Assistance computed in accordance with paragraph E of this Section, plus an allowance for medical expenses that is equal to the Family's medical expenses.
 - (3) That has Handicapped Assistance Expenses that are less than three (3%) percent of Total Annual Family Income, an allowance for combined Handicapped Assistance expense and medical expense that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Total Annual Family Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.
 - E. A deduction for any family that is not an elderly family but has a handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expense in excess of three (3%) percent of Total Annual Family Income, but this allowance may not exceed the employment received by family members who are eighteen (18) years of age or older as a result of the Assistance to the Handicapped or Disabled person.
 - F. Child Care Expenses: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is

computed, but only where such care is necessary to enable a family member to **actively seek employment**, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The reasonable amount of charges is determined by AHS, by conducting surveys of local child care providers. The results are posted in AHS office(s).

NOTE: If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident rent will be established at the AHS established minimum rent.

2. ADULT - An adult is a person who has reached his/her 18th birthday or who has been relieved of the disability of non-age by the juvenile court. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.
3. CHILD- A member of the family, other than the family head or spouse, who is under 18 years of age.
4. CHILD CARE EXPENSES - Child Care Expenses are amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to **actively seek employment**, be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. In the case of child care necessary to permit employment, the amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received from such employment. AHS will not normally determine child care expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability and/or handicap. The head of household must document the disability/handicap that prevents the adult from providing child care.
5. CHILD CUSTODY - An applicant/occupant family who does not have full custody of a child/children may only claim a child as a dependent by the following:
 - A. The applicant/occupant must have primary custody of the child.
 - B. The applicant/occupant must provide sufficient evidence that if the applicant were admitted to public housing the child would reside with the applicant. The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).

6. CITIZEN - A citizen or national of the United States.
7. DEPENDENT - A member of the family (except foster children **and foster adults**), other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. An unborn child shall not be considered a dependent.
8. DISABLED PERSON - (See Handicapped Person)
9. DISPLACED FAMILY - A person, or family, displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
10. ELDERLY FAMILY - A family whose head or spouse or whose sole member is at least sixty-two (62) years of age, or disabled, or handicapped and may include two or more elderly, disabled or handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.
11. ELDERLY PERSON - A person who is at least sixty-two (62) years of age.
12. EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS - The documents which must be submitted to evidence citizenship or eligible immigration status.
13. FAMILIAL STATUS - A single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as single persons. Therefore, a single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as a single persons. A single pregnant woman will be entitled to a two bedroom unit.
14. FAMILY - The term "family" as used in this policy means:
 - A. Two or more persons related by blood, marriage, or by operation of law. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); who live regularly together as a single household in the dwelling unit. By definition, a family must contain a competent adult of at least 18 years of age to enter into a contract and capable of functioning as the head of the household. There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this policy. Some recognized and acceptable basis of family relationship must exist as a condition of eligibility.
 - B. An elderly family;

- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

NOTE: Housing assistance limitation for single persons. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family may not be provided (for public housing and other development-based assistance) a housing unit with two or more bedrooms.

- 15. FLAT RENT- The method of establishing the reasonable market rental value of units, calculated in accordance with HUD regulations.
- 16. FOSTER CHILDREN - With the prior written consent of AHS, a foster child may reside on the premises. The factors considered by AHS in determining whether or not consent is granted may include:
 - A. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available.
 - B. AHS' obligation to make reasonable accommodation for handicapped persons.
- 17. FULL-TIME STUDENT - A member of a family (other than the head of household or spouse) who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree. Verification will be supplied by the attended educational institution.
- 18. HANDICAPPED ASSISTANCE EXPENSE - Reasonable expenses that are anticipated, during the period for which Total Annual Family Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled family member and that are necessary to enable a family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.
- 19. HANDICAPPED PERSON AND/OR DISABLED PERSON - A person having a

physical or mental impairment which:

- A. Is expected to be of long-continued and indefinite duration,
- B. Substantially impedes his/her ability to live independently, and
- C. Is of such a nature that such disability could be improved by more suitable housing conditions.

NOTE: All three conditions must be met to qualify as handicapped.

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 USC 6001(7)). or is handicapped as defined below:

- D. Section 223 of the Social Security Act defines disability as:
 - (1) "Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve (12) months; or
 - (2) in the case of any individual who has attained the age of fifty-five (55) and is blind (within the meaning of "blindness" as defined in Section 416(I)1 of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."
- E. Section 102(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

"A disability attributable to mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual found by the Secretary (of Health and Human Resources) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual."
- F. No individual shall be considered to be a person with a disability for purposes of eligibility for low income housing solely on the basis of any drug or alcohol dependency.

- 21. HAZARDOUS DUTY PAY - Pay to a family member in the Armed Forces away from home and exposed to hostile fire.

22. HEAD OF HOUSEHOLD - The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. Also, the head of household is primarily responsible and accountable for the family, particularly in regard to lease obligations.
23. INCOME EXCLUSIONS - Annual Income does not include such temporary, non-recurring or sporadic income as the following:
 - A. Casual, sporadic, temporary, nonrecurring income, including gifts.
 - B. Amounts that are specifically received from, or are a reimbursement of, the cost of illness or medical care.
 - C. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.
 - D. The full amount of student financial assistance paid directly to the student or to the educational institution.
 - E. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4636).
 - F. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1973 [7 USC 2017(b)].
 - G. Payments received by participants or volunteers in programs pursuant to the Domestic Volunteers Service Act of 1973 [42 USC 5044(g), 5058].
 - H. Income of a live-in aide (as defined in this policy).
 - I. Payments received from the Job Training Partnership Act [29 USC 1552(b)].
 - J. Hazardous Duty Pay for a family member in the Armed Forces away from home and exposed to hostile fire.
 - K. Income from employment of children (including foster children) under the age of eighteen (18).
 - L. Payment received for the care of foster children.

- M. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626(a)], or reparation payments made by foreign governments in connection with the Holocaust.
- N. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)].
- O. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program [42 U.S.C. 8624(f)].
- P. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub.Law 94-540, 90 Stat. 2503-2504).
- Q. The first \$2,000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian tribe by the Secretary of Interior [25 U.S.C. 117(b), 1407].
- R. Payments from Programs under Title V of The Older Americans Act of 1965 [42 U.S.C. 3056(f)].
- S. Amounts received under training programs funded by HUD.
- T. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
- U. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
- V. For taxable years after December 31, 1990, the earned income tax credit refund. Effective Date: July 25, 1994.
- W. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937, or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:

Comparable Federal, State or Local Law means a program providing employment training and supportive services that:

- (1) Are authorized by a federal, state or local law;
- (2) Are funded by federal, state or local government;
- (3) Are operated or administered by a public agency;

- (4) Has as its objective to assist participants in acquiring job skills.

Exclusion period means the period during which the resident participates in a program described in this section, plus 18 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937. If the resident is terminated from employment without good cause, the exclusion period shall end.

Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

This provision does not apply to residents participating in the Family Self-Sufficiency Program who are utilizing the escrow account. Also, residents are required to pay the appropriate minimum rent.

- X. Compensation from State or local employment training programs and training of a family member as resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by AHS.
 - Y. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
 - Z. Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
 - AA. Adoption assistance payments in excess of \$480 per adopted child.
 - BB. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment received on or after October 28, 1992.
 - CC. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
 - DD. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
24. INFANT - A child under the age of two years.

25. INTERIM REDETERMINATION OF RENT - Changes of rent between admissions and reexaminations and the next succeeding reexamination.
26. INS - The U. S. Immigration and Naturalization Service.
27. INVOLUNTARY DISPLACEMENT (If Applicable) - Preference - Families that meet the definition of involuntary displaced qualify for a preference in the selecting applicants for admission to public housing. Applicants who have or will (within no more than six months) vacate housing as a result of:
- A disaster (fire, flood, etc.)
 - Federal, state or local government action related to code enforcement, public housing improvement or development
 - Action by a housing owner that results in an applicant's having to vacate his or her unit, which is beyond the applicants ability to control, occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase.
 - Actual or threatened physical violence directed against the applicant, or one or more members of the applicant's family, by a spouse or other member of the applicant's household or the applicant lives in a housing unit with such an individual who engages in such violence.
28. LIVE-IN AIDE - A person who resides with an Elderly, Disabled, or Handicapped person or persons and who:
- A. Is determined by AHS to be essential to the care and well-being of the person(s);
 - B. Is not obligated for support of the person(s);
 - C. Would not be living in the unit except to provide supportive services. The income of a Live-in-aide that meets these requirements is not included as income to the tenant family. **A Live-in Aide must be approved, in advance, by AHS and meet eligibility requirements for public housing occupancy.**
29. LOWER INCOME FAMILY - A family whose Annual Income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD.
30. MEDICAL EXPENSE - Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly families only (Includes prescription/non prescription drugs).
31. MILITARY SERVICE - Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.
32. MINIMUM RENT Families assisted under the Public Housing program pay a monthly

“minimum rent” of not more than \$25.00 per month. AHS has the discretion to establish the “minimum rent” from \$0 up to \$50.00. The minimum rent established by AHS is \$25.00.

33. MINOR - A "minor" is a person under eighteen years of age. Provided, that a married person 17 years of age or younger shall be considered to be of the age of majority. (An unborn child may not be counted as a minor.)
34. MIXED FAMILY - A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
35. MONTHLY ADJUSTED INCOME - One-twelfth of Adjusted Annual Income.
36. MONTHLY INCOME - One twelfth of Annual Income. For purpose of determining priorities based on an applicant's rent as a percentage of family income, family income is the same as monthly income.
37. NATIONAL - A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.
38. NEAR ELDERLY - A family whose head or spouse or "sole member" is at least fifty (50) years of age, but below the age of sixty-two.
39. NET FAMILY ASSETS - Net Family Assets means the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, this HA shall include the value of any business or family assets disposed of by an applicant or Tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or Tenant receives important consideration not measurable in dollar terms.
40. NONCITIZEN - A person who is neither a citizen nor national of the United States.
41. PUBLIC HOUSING AGENCY (PHA) - Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized

to engage in or assist in the development of operation of housing for lower income families.

42. REASONABLE ACCOMODATIONS - Making alterations or adaptations to provide access to qualified individuals with known physical or mental limitations provided that the adaptation would not cause an undue hardship to the program or substantially alter the program or activity.
43. RECERTIFICATION - Recertification is sometimes called reexamination. The process of securing documentation which indicates that tenants meet the eligibility requirements for continued occupancy.
44. RE-EXAMINATION DATE - The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent. The re-examination date(s) is the first day of the month the Lease between the tenant and AHS became effective.
45. REMAINING MEMBER OF THE RESIDENT FAMILY - The person(s) of legal age remaining in the public housing unit after the person(s) who signed the dwelling lease has (have) left the premises, other than by eviction, who may or may not normally qualify for assistance on their own circumstances. This person must complete forms necessary for housing within ten days from the departure of the leaseholder and may remain in the unit for a reasonable time pending the verification and grievance process. This person must, upon satisfactory completion of the verification process, then execute a new lease and cure any monetary obligations in order to remain in the unit.

Any person who claims him or herself as a remaining member shall, in the event that the AHS declares him or her ineligible for remaining member status, be entitled to the grievance process upon notice to him or her that he or she is not considered to be a remaining member of the household. This grievance process must be requested in writing within ten days from the date of the departure of the head of household by the person requesting remaining member status. In the interim time between the time of the request for the grievance process and the decision by the hearing officer, all rent which was due pursuant to the lease, shall be deposited into an escrow account with AHS under the same provisions as those relating to tenants requesting a grievance hearing relating to rent under the grievance process. AHS does not recognize the person as a tenant by giving him or her the opportunity for a grievance hearing. A remaining member shall not be considered to be a tenant until such time as a new lease is executed by AHS and the person granted tenant status after the verification status.

NOTE: A LIVE-IN AIDE DOES NOT QUALIFY AS A REMAINING MEMBER OF THE RESIDENT FAMILY.

46. SINGLE PERSON - A person who lives alone, or intends to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a

Tenant family.

47. SPOUSE - A spouse is the legal husband or wife of the head of the household.
48. STANDARD PERMANENT REPLACEMENT HOUSING - Is housing
 - A. That is decent, safe, and sanitary;
 - B. That is adequate for the family size; and
 - C. That the family is occupying pursuant to a lease or occupancy agreement.

NOTE: Such housing does not include transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence, does not include the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.

49. TANF – Temporary Assistance for Needy Families – Welfare payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.
50. TEMPORARILY ABSENT FAMILY MEMBERS - Any person(s) on the lease that is not living in the household for a period of more than thirty (30) days is considered temporarily absent.
51. TENANT RENT - The amount payable monthly by the Family as rent to AHS. Where all utilities (gas, water and electricity) are supplied by AHS, Tenant Rent equals Total Tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied AHS and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility.
52. TOTAL ANNUAL FAMILY INCOME - Total Annual Family Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of certain other types of income specified in this policy.

Total Annual Family Income **includes**, but is not limited to, the following:

- A. The full amount, before any payroll deduction (including garnishments) of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses);

- B. Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining Net Income.) An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends and other net income of any kind from real or personal property. (For this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). All allowance for depreciation is permitted only as authorized in Paragraph B of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has Net Family Assets in excess of \$5,000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;
- D. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment; ***(Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS))***
- E. Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay, but see Paragraph 25-C in this section.
- F. Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that are subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
- (1) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus
 - (2) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the families' welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;

- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts, including amounts received from any persons not residing in the dwelling.
- H. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other family member whose dependents are residing in the unit (but see "hazardous duty pay")
- I. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support;
- J. Veterans Administration compensation (Service Connected Disability or Death Benefits); and

NOTE: If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a re-determination at the end of the shorter period.

Tenants that receive lump-sum payments that are included as income and fall in the categories listed above, (*Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)*), must report the income to the Housing Manager as soon as possible but no later than ten (10) calendar days after receipt of the funds and the applicable portion of the payment that is due as back rent is due fourteen (14) days after AHS notifies the family of the amount due.

Unreported Income: If a tenant fails to report income it shall constitute good cause to terminate the lease. If AHS does not terminate the lease for failure to report income, AHS shall apply the increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred. AHS may, at its own discretion, enter into a repayment agreement with the Tenant. Any repayment agreement must be in writing and signed by the Tenant and an AHS representative.

53. TOTAL TENANT PAYMENT (TTP) The TTP for families participating in the Public Housing program must be at least \$25.00, which is the minimum rent established by AHS.

- A. For the Public Housing Program, the TTP must be the greater of:

- (1) 30 percent of family monthly adjusted income;
- (2) 10 percent of family monthly income;
- (3) \$25.00, which is the minimum rent set by AHS or

B. The flat rent. The resident may elect the flat rent in lieu of the rent calculated in paragraph "A," above.

It is possible for Public Housing tenants to qualify for a utility reimbursement despite the requirement of a minimum rent. For example, if a Public Housing family's TTP is the minimum rent of \$25 and AHS' utility allowance for the size and type unit the family has selected is \$60, the family would receive a utility reimbursement of \$35 (\$60 less \$25) for tenant purchased utilities.

54. UTILITIES - Utilities may include water, electricity, gas, garbage, and sewage services.
55. UTILITY ALLOWANCE - If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant rent, but is the responsibility of the family occupying the unit, then the utility allowance is an amount equal to the estimate made or approved by the AHS or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. If the family pays directly for one or more utilities or services, the amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the gross family contribution.
56. UTILITY REIMBURSEMENT PAYMENT - Utility Reimbursement Payment is the amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.
57. VERY LOW-INCOME FAMILY - A lower Income Family means a family whose annual income does not exceed fifty (50%) percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
58. WAGE EARNER - A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms "Wage Earner" and "Worker" are used interchangeably.
59. WELFARE ASSISTANCE - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement H
Part II: Supporting Pages

PHA NAME:			Grant Type and Numer: CFP NM02P00150101				FFY of Grant: 200`	
Development Number/Name HA-Wide activities	General Description of Proposed Work Items	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
NM1-20/21	Renovate play areas and landscaping	1450	59	\$	103,540			
NM1-19c	Xeric Landscaping	1450	14	\$	100,000			
NM1-18	Xeric Landscaping	1450	31	\$	93,000			
NM1-30	Xeric Landscaping	1450	8	\$	15,000			
NM1-19a	Fence Replacement	1450	8	\$	9,600			
NM1-19b	Fence Replacement	1450	20	\$	24,000			
NM1-14b	Fence Replacement	1450	42	\$	10,000			
NM1-4b	Replace floor tile	1460	50	\$	75,000			
NM1-12	Replace entry door trim	1460	30	\$	6,400			
NM1-18	Carpet upstairs	1460	31	\$	49,600			
NM1-4b	Re-stucco yard walls	1460	50	\$	4,000			
NM1-11	Re-stucco yard walls	1460	50	\$	4,000			
NM1-5	Replace evaporative coolers	1460	50	\$	30,400			
NM1-10	Replace exterior storage doors	1460	101	\$	18,180			
NM1-12	Install gate valves	1460	30	\$	3,600			
NM1-13a	Install security scrren doors	1460	18	\$	10,080			
NM1-25	Install security scrren doors	1460	60	\$	33,600			
NM1-23	Install security window screens	1460	48	\$	40,000			
NM1-15e	Install security window screens	1460	20	\$	11,200			
NM1-16a	Install security window screens	1460	35	\$	19,600			
NM1-15c	Install closet doors	1460	18	\$	17,100			
NM1-15d	Install closet doors	1460	22	\$	19,800			
NM1-15e	Install closet doors	1460	20	\$	17,100			
NM1-16a	Install closet doors	1460	32	\$	30,600			
NM1-17b	Install closet doors	1460	25	\$	21,900			
NM1-30	Paint fascia and trim	1460	8	\$	14,400			
NM1-19b	Replace cabinets and flooring	1460	20	\$	100,000			
NM1-24	Replace light fixtures in stairwells	1460	50	\$	7,500			
NM1-5	Replace carpet	1460	38	\$	83,600			
NM1-19a	Replace carpet	1460	8	\$	17,600			
NM1-23	Replace furnaces	1460	48	\$	57,600			
NM1-25	Replace furnaces	1460	60	\$	72,000			
NM1-20/21	Replace furnaces	1460	59	\$	70,800			
NM1-24	Re-insulated furnace rooms	1460	50	\$	17,500			
NM1-all	Carpet replacement	1460	18	\$	24,100			
NM1-all	Roofing	1460	10	\$	24,100			
NM1-all	Furnace-A/c replacement	1460	44	\$	24,873			
				\$	1,281,373			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Ho
Part II: Supporting Pages

PHA Name: Albuquerque Housing Services		Grant Type and Number: CFP NM02P00150101			FFY of Grant: 2001		Status of Proposed Work (2)	
Development Number/Name HA-Wide activities	General Description of Proposed Work Items	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MANAGEMENT IMPR.	HOMEOWNERSHIP PROGRAM	1408		\$ 34,000.00				
	CARETAKER PROGRAM	1408		\$ 40,000.00				
	COMPUTER SOFTWARE	1408		\$ 20,000.00				
	MANAGEMENT CONSULTANT	1408		\$ 30,000.00				
	STAFF TRAINING	1408		\$ 25,000.00				
				TOT 1408	\$ 149,000.00			
ADMINISTRATION	CGP COORDINATOR	1410		\$ 55,000.00				
	CGP CLERK	1410		\$ 35,000.00				
	CONTRACT MANAGER	1410		\$ 22,000.00				
	EMPLOYEE BENEFITS	1410		\$ 35,000.00				
				TOT 1410	\$ 147,000.00			
OPERATIONS	20% MAX. FOR OPERATIONS	1406		\$ 183,339.00				
			TOT 1406	\$ 183,339.00				
RELOCATION COSTS	RELOCATION COSTS	1495		\$ 1,000.00				
			TOT 1495	\$ 1,000.00				
NON-DWELLING EQ.	COMPUTER HARDWARE	1475		\$ 30,000.00				
			TOT 1475	\$ 30,000.00				
AUDIT COSTS	AUDIT COST	1411		\$ 5,000.00				
			TOT 1411	\$ 5,000.00				
FEE AND COSTS	ARCHITECT FEES AND INSP.	1430		\$ 4,000.00				
			TOT 1430	\$ 4,000.00				

**Annual Statement/Performance and Evaluation
 Capital Fund Program and Capital Fund Program
 Part III: Implementation Schedule**

PHA Name: Albuquerque Housing Services		Grant Type and Number: CFPNM02P00150101				Federal FY of Grant; 2001	
Development Number/Name HA-wide activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
MGMT. IMP.	06/30/2002			06/30/2004			
ADMIN.	06/30/2002			06/30/2004			
OPERATIONS	06/30/2002			06/30/2004			
RELO. COSTS	06/30/2002			06/30/2004			
NON-DWL.EQUIP.	06/30/2002			06/30/2004			
PHYS. IMP.	06/30/2002			06/30/2004			
GROUNDS	06/30/2002			06/30/2004			

Capital Funds Program Five-Year Action Plan
Part I: Summary

FFY 2001

PHA Name: ALBUQUERQUE HOUSING SERVICES		Locality: (City/County/State) Albuquerque/Bernalillo/New Mexico		X Original ___ Revision No: ___	
A. Development Number/Name	Wrk. Stmt. For Year 1 FFY: 01	Work Statement for Year 2 FFY: 02	Work Statement for Year 3 FFY: 03	Work Statement for Year 4 FFY:04	Work Statement for Year 5 FFY: 05
SEE ATTACHED	See Annual Statement	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED
B. Physical Improvements Subtotal		\$ 946,500.00	\$ 956,100.00	\$ 946,500.00	\$ 950,660.00
C. Management Improvements		\$ 149,000.00	\$ 139,400.00	\$ 149,000.00	\$ 144,840.00
D. PHA-Wide Nondwelling Structures & Equipment		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
E. Administration		\$ 147,000.00	\$ 147,000.00	\$ 147,000.00	\$ 147,000.00
F. Other		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
G. Operations		\$ 142,500.00	\$ 142,500.00	\$ 142,500.00	\$ 142,500.00
H. Demolition		\$ -	\$ -		
I. Replacement Reserve		\$ -	\$ -		
J. Mod used for Development		\$ -	\$ -		
K. Total CGP Funds		\$ 1,425,000.00	\$ 1,425,000.00	\$ 1,425,000.00	\$ 1,425,000.00
L. Total Replacment Housing Factor Funds					
M. Total Non-CGP Funds			\$ -		
N. Grand Total		\$ 1,425,000.00	\$ 1,425,000.00	\$ 1,425,000.00	\$ 1,425,000.00

Capital Fund Program Five Year Action Plan

FFY 2001

Part II: Supporting Pages

Management Needs Statement(s)

Wrk. Act. For Year 1 FFY: 01	Work Activities for Year 2			Work Activities for Year 3		
	FFY: 02			FFY:03		
	Development Number/Name/ Major Work Category	Quantity	Estimated Costs	Development Number/Name/ Major Work Category	Quantity	Estimated Costs
See Annual Statement	Operations	Total	\$ 142,500.00	Operations	Total	\$ 142,500.00
	Management improvements			Management improvements		
	Resident Caretaker program		\$ 40,000.00	Resident Caretaker program		\$ 40,000.00
	Computer software		\$ 20,000.00	Computer software		\$ 20,000.00
	Staff training		\$ 25,000.00	Staff training		\$ 25,000.00
	Management Consultant		\$ 30,000.00	Management Consultant		\$ 20,400.00
	Homeownership Program		\$ 34,000.00	Homeownership Program		\$ 34,000.00
		Total	\$ 149,000.00		Total	\$ 139,400.00
	Administrative Costs			Administrative Costs		
	CGP Coordinator		\$ 55,000.00	CGP Coordinator		\$ 55,000.00
CGP Clerk		\$ 35,000.00	CGP Clerk		\$ 35,000.00	
Employee Benefits		\$ 35,000.00	Employee Benefits		\$ 35,000.00	
Contract Manager		\$ 22,000.00	Contract Manager		\$ 22,000.00	
	Total	\$ 147,000.00		Total	\$ 147,000.00	
Other (fees, relocation costs, sundry)	Total	\$ 10,000.00	Other (fees, relocation costs, sundry)	Total	\$ 10,000.00	
Nondwelling structures and equipment	Total	\$ 30,000.00	Nondwelling structures and equipment	Total	\$ 30,000.00	
Subtotal of Estimated Cost		\$ 478,500.00	Subtotal of Estimated Cost		\$ 468,900.00	

Capital Fund Program Five Year Action Plan

FFY 2001

Part II: Supporting Pages

Management Needs Statement(s)

Wrk. Act. For Year 1 FFY: 01	Work Activities for Year 4			Work Activities for Year 5		
	FFY: 04			FFY: 05		
	Development Number/Name/ Major Work Category	Quantity	Estimated Costs	Development Number/Name/ Major Work Category	Quantity	Estimated Costs
See Annual Statement	Operations	Total	142,500	Operations	Total	\$ 142,500.00
	Management improvements			Management improvements		
	Resident Caretaker program		\$ 40,000.00	Resident Caretaker program		\$ 40,000.00
	Computer software		\$ 20,000.00	Computer software		\$ 20,000.00
	Staff training		\$ 25,000.00	Staff training		\$ 25,000.00
	Management Consultant		\$ 30,000.00	Management Consultant		\$ 25,840.00
	Homeownership Program		\$ 34,000.00	Homeownership Program		\$ 34,000.00
		Total	\$ 149,000.00		Total	\$ 144,840.00
	Administrative Costs			Administrative Costs		
	CGP Coordinator		\$ 55,000.00	CGP Coordinator		\$ 55,000.00
	CGP Clerk		\$ 35,000	CGP Clerk		\$ 35,000
	Employee Benefits		\$ 35,000.00	Employee Benefits		\$ 35,000.00
	Contract Manager		\$ 22,000	Contract Manager		\$ 22,000.00
		Total	\$ 147,000.00		Total	\$ 147,000.00
	Other (fees, relocation costs, sundry)	Total	\$ 10,000.00	Other (fees, relocation costs, sundry)	Total	\$ 10,000.00
Nondwelling structures or equipment	Total	\$ 30,000.00	Nondwelling structures or equipment	Total	\$ 30,000.00	
Subtotal of Estimated Cost		\$ 478,500.00	Subtotal of Estimated Cost		\$ 473,340.00	

Attachment (nm001c02)

Announcement of Membership of the Resident Advisory Board (RAB)

The following AHS Public Housing residents have volunteered to be the founding members of the AHS Resident Advisory Board:

Kenneth F. McRoy
5601 Gibson SE #58
Albuquerque, NM 87108
505-268-0243

Rebecca L. Harrison
701 5th St SW Apt. 30
Albuquerque, NM 87102
505-242-3168

Margarito H. Ortiz
3224 Lafayette NE #1
Albuquerque, NM 87107
505-883-8459

Peggy M. Candelaria
415 Fruit NE Apt. 4
Albuquerque, NM 87102
505-242-0895

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$229,452

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R _____

C. FFY in which funding is requested: 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Albuquerque Housing Services (AHS) proposes a comprehensive program of activities that addresses drug related crime in and around 7 of its 28 public housing sites. Activities will include educational enhancement and job development. A special emphasis will be placed on TANF participants to assist in moving from welfare to work. These programs will be provided through two Family Learning Centers.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
320 Roma NE and 100 60 th NW	92	298
1800 Broadway NE and Sunset Gardens SW	89	252
200 La Plata NW and Don Gabal NW	85	323

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months X 18 Months _____ 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997	300,000	NM02DEP0010197	-0-	N/A	Completed
FY 1998	300,000	NM02DEP0010198	-0-	N/A	Completed
FY 1999	220,160	NM02DEP0010198	60,561	None	12/15/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Plan partners will provide the following services: (1) after school education, which includes tutoring, and computer education; job development and job placement; Provide substance education to parent/child.

Monitoring will include monthly and quarterly reports submitted by partners. Site visits will conducted at least on a quarterly basis. Monthly meeting are held between partners and Program Coordinators.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$69,786
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$159,666
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$229,452

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHA's are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$69,786		
Goal(s)	APD shall perform services to improve the quality of life for residents in public housing						
Objectives	Assign APD Officer to Reduce and eliminate drugs and drug-related crime in targeted public housing sites						
Proposed Activities Housing Officer will coordinate criminal activities with beat officers	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.			9/05/0	9/05/01	\$69,786	-0-	Monitor Number of police calls received by Police
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol				PHDEP Plan, page 3			Total PHDEP Funding: \$
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$159,666		
Goal(s)	Reduce/eliminate substance abuse in and around public housing developments						
Objectives	Develop educational and counseling programs which targets at-risk youth and adults						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Learning Centers which provide educational activities to youth and adults							
1. Same as above	320	Public housing	9/5/00	9/5/01	159,666	-0-	No. of families served
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment							
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110		\$29,919	\$39,867	\$69,786
9120				
9130				
9140				
9150				
9160		\$65,993	\$93,673	\$159,666
9170				
9180				
9190				
TOTAL		\$95,912	\$133,540	\$229,452

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

DWELLING LEASE AMENDMENT

PET AGREEMENT

I. DESCRIPTION OF PARTIES AND PREMISES: The Albuquerque Housing Authority (AHS) has entered into a Dwelling Lease executed on the ____ day of _____, 20____, with _____ (Tenant) for the dwelling unit located at _____.

II. CHANGE IN DWELLING LEASE: AHS and the Tenant hereby agree to modify and amend the most current Dwelling Lease entered into between them to allow the Tenant to keep common household pets in compliance with regulations of the United States Department of Housing and Urban Development (HUD) and the authority Policy on Pet Ownership. The Dwelling Lease shall thus be amended to include the following:

1. Common household pets as authorized by this policy are cats, dogs, fish, birds, rodents and turtles. No pets other than those specified may be kept by a Tenant family.
2. Each Tenant family will be allowed to house only one (1) cat, OR dog, and one (1) rodent OR turtle. The Tenant family may be allowed to house two (2) birds, or a fish aquarium no larger than ten (10) gallons.
3. If an approved pet gives birth to a litter, the Tenant shall remove all pets from the dwelling unit except those allowed by this Policy, as soon as the young are able to leave their mother.
4. Pets must be registered with the Area Tenant Advisor. Tenants must sign a written agreement to keep any animal on or about the premises. A copy of the signed AHS Pet Agreement will be provided to the Tenant.
5. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty-five (25) pounds and total height shall not exceed fifteen (15) inches.
6. Pets will not be allowed in common areas such as social rooms, community rooms, dining rooms or laundry rooms.
7. Dogs trained to aid the handicapped are excluded from height and weight restrictions of this policy and shall be allowed in all common areas.
8. All cats and dogs shall be neutered or spayed by a licensed veterinarian. The cost for neutering or spaying shall be paid by the pet owner.
9. The Tenant will be required to present to their Area Tenant Advisor a certificate of health from their veterinarian verifying neutering, spaying and annual vaccinations, prior to permanently housing their pets on the premises.
10. Tenant shall comply with the Albuquerque Animal Control Ordinance.
11. Pets shall be quartered inside the Tenant's unit. No doghouses will be allowed on premises. Tenants shall not alter their unit or outside areas to create an enclosure for their pets. Dishes or containers of food will be kept within the Tenant's unit. Pet food, cat litter boxes, scraps and bones will not be deposited on or in the Tenant's porch or yard.
12. When outside the unit, dogs and cats must be kept on a leash or carried and under the control of the Tenant or responsible individual at all times.

13. Birds must be kept in regular bird cages and shall not be allowed to fly throughout the unit.
14. Tenants are prohibited from feeding stray animals. The continual feeding of a stray animal shall constitute having a pet without the permission of AHS.
15. Tenants are responsible for all damages caused by their pets.
16. Tenants must control the noise and behavior of their pets. Pet noises should not create a nuisance for other Tenants or interrupt the peaceful enjoyment of their units. Such noise includes, but is not limited to loud barking, howling, whining, biting, scratching or chirping.
17. Tenants shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a clean and sanitary condition at all times.
18. Tenants shall be responsible for the adequate nutrition, exercise and medical attention of their pets. No pet, except for fish, shall be left unattended in any unit for more than twenty-four (24) hours.
19. Tenants shall pay AHS a \$50.00 refundable deposit, on or prior to the date a pet is properly licensed and brought into the unit for the purpose of defraying all reasonable costs directly attributable to the presence of the pet. The AHS reserves the right to charge or increase the required deposit by amendment to these rules.
20. All reasonable expenses incurred by AHS as a result of damages directly attributable to the presence of the pet in the development shall be the responsibility of the Tenant. Such expenses include repairs, replacement or fumigation in the Tenant's unit or development.
21. The expenses shall be deducted from the Pet Deposit and the Tenant shall be billed for any balance due. If there are no damages, the Pet Deposit shall be refunded within thirty (30) days after the Tenant no longer keeps a pet.
22. Tenants shall be given written notice of pet rule violation(s). Tenants shall have ten (10) days from the date of delivery of the notice to correct the violation(s) or make a written request for a meeting to discuss the violation.
23. If a Tenant requests a meeting on a timely basis, AHS will establish a mutually acceptable time and place for the meeting, not later than fifteen (15) days from the effective date of the notice of violation, unless the Tenant agrees to a later date in writing.
24. If the Tenant and AHS are unable to resolve the violation at the meeting, or if the Tenant fails to correct the violation in the allotted time, the AHS may serve notice to the Tenant stating that the Tenant must remove the pet within ten (10) days from the date Lease Termination procedures were started.
25. The failure of any Tenant to:
 - A. Keep his/her pet from making noise that disturbs the peace and quiet of other Tenants, or
 - B. Keep or maintain his/her pet from disturbing other Tenants with noxious or offensive odors, or

C. Keep his/her pet from otherwise endangering the health and welfare of other Tenants or AHS personnel, or

D. Properly register and provide proof of vaccinations and neutering/spaying before bringing the proposed pet to the unit, shall be considered a serious violation(s) and ground for lease termination.

26. Tenants who violate these rules are subject to being required to dispose of their pets within thirty (30) days of the pet rule violation(s) or will be subject to eviction.

III. INTENT OF PARTIES: AHS and the Tenant intend to only modify the Dwelling Lease as shown above, and further intend for all other terms of the Lease to be continued in full force and effect as written, unless there is a conflict between the terms of the Dwelling Lease and this Amendment, in which case terms of this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Dwelling Lease Amendment this _____ day of _____, 20____.

(AHS Representative)

(Tenant)

(Tenant)

Attachment nm01f02 – Brief Statement of Progress in Meeting Five Year Mission and Goals

The City of Albuquerque Housing Services agency (AHS) demonstrated significant progress in meeting its Five-Year Mission and Goals. In the first year of the Agency Plan, AHS successfully implemented key projects and actions supporting City goals. These initiatives include the following:

- **Increase the availability of decent, safe, and affordable housing**
 - AHS was awarded 96 new housing choice vouchers through the Fair Share process.
 - The Department of Housing and Urban Development provided 22 preservation “enhanced” vouchers to eligible residents where the property owner prepays the mortgage or voluntarily terminates the insurance. AHS administered the transition of these special vouchers to preserve the rent affordability for existing residents.
 - AHS was awarded 24 Section 8 vouchers for five-year funding under the Mainstream Housing Opportunities for Persons with Disabilities. The Housing Authority will use the special vouchers to address the housing needs of eligible disabled applicants.
 - AHS’ commitment to the quality of life in the community along with strong partnership with non-profits will foster the development of key resources while expanding accessible housing opportunities in the City of Albuquerque.
 - AHS was awarded 700 Welfare-to-Work vouchers, which were successfully leased up in the allowable time frame.
- **Promoting self-sufficiency and asset development of families and individuals**
 - AHS continued to recruit and graduate Family Self-Sufficiency participants from Section 8 and Public Housing programs. FSS had a total of 28 graduates and paid out a total of \$138,260 from the escrow fund. Current FSS escrow balance is \$474,380.
 - AHS partnered with United South Broadway Corporation, a local non-profit, First Security Bank and the New Mexico Mortgage Finance Authority for the sale of 50 units of public housing rental stock to qualified homebuyers. The intent of this successful pilot project was to develop a process for selling the remainder of the City’s public housing as homeownership. The process has been designed and is ready to be

implemented.