

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**NM026V01
MAXWELL
HOUSING
AUTHORITY**

Small PHA Plan Update

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

**PHA Plan
Agency Identification**

PHA Name: Town of Maxwell Public Housing Authority

PHA Number: NM026

PHA Fiscal Year Beginning: (07/2001)

PHA Plan Contact Information:

Name: Robert Portillo, Executive Director

Phone: (505) 375-2745

Email: robertp@bacavalley.com

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

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
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other

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)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan Fiscal Year 2001

[24 CFR Part 903.7]

i. Table of Contents

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

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- Attachment G:** CFP Performance and Evaluation Statements
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- Attachment I:** Board Approved Operating Budget

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The Maxwell Public Housing Authority will continue to focus on four major areas: Housing Management, CFP Grant Program, Maintenance, and Programs. The Housing Management Staff will concentrate on rent collection, lowering the vacancy rate and maintaining the management standards. The CFP Program will follow the Annual Plan submitted to HUD this year. The maintenance staff will continue to be aggressive with work orders and provide additional assistance to reduce the amount of vacant units. Programs will consist of Drug Elimination, Resident Council initiatives, and leveraging dollars to expand the effectiveness of these programs to promote Community, Individual Self Sufficiency, Reduce Crime, and create a better environment to live.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Town of Maxwell Housing Authority will implement the Community Service Requirement in two phases.

Phase One:

1. Drafting and Review of Proposed Community Service Requirement Policy.
2. Community Service Requirement Policy Adopted by the Housing Board of Commissioners.
3. PHA Staff and Resident Council Board Members Training and Drafting of Community Service Tasks.
4. Training Seminar for PHA Residents.
5. The PHA will administer the day to day administration of the Community Service Requirement Program through its ongoing Self-Sufficiency Programs such as Adult Basic Education Classes that are currently being conducted at the Community Center.
6. Contacting and Meeting with WTW/TANF Agencies Such as the New Mexico Job Works Program, New Mexico Human Services Department, and the New Mexico Income Support Division for Referral Services.

Phase Two

7. Establishment of a Cooperative Agreement for Self-Sufficiency with the Colfax County Job Works Program, New Mexico Human Services Department, New Mexico Income Support Division, and the New Mexico Department of Labor to provide Referral Services.
8. July 01, 2001 Implementation Date for Community Service Program.
9. Conduct Introduction Seminar for Resident Council Board Members and Residents Required to Participate in the Community Service Requirements.

Revision and Adoption of New Pet Policy implementing Changes required by the Final Rule.

Residents of the Town of Maxwell Public Housing Authority may own and keep pets in their dwellings. Management must approve of any animal except for caged birds, fish, and Seeing Eye or Hearing Ear Animals (Animals that provide assistance, support, or service persons with disabilities and are needed as a reasonable accommodation to such individuals, are not “common household pets.” Rather they are Assistive animals, necessary to provide the individual with an opportunity to use and enjoy the dwelling to the same extent as residents without disabilities. This exclusion applies to such animals that reside in public housing, as that term is used in §960.703, and such animals that visit these developments.

Revision and adoption of the Admission and Continued Occupancy Policy changes required by the Final Rule.

The Maxwell Housing Authority made changes to the Admission and Continued Occupancy Policy to reflect changes required by Federal Register Part IV dated July 10, 2000 regarding Pet Ownership in Public Housing Final Rule, Changes to Admission and Continued Occupancy Requirements in Public Housing and Section 8 Housing Assistance Programs to conform to the Federal Register Part II dated March 29, 2001 Determining Adjusted Income in HUD Programs Serving Persons with Disabilities: Requiring Mandatory Deductions for Certain Expenses; and Disallowance for Earned Income; Final Rule.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$53,038**

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is Attached as **Attachment B**

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as **Attachment G**

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capability of the PHA to Administer a Section 8 Homeownership Program

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

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 Attached at **Attachment E**

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

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

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in **Attachment E**

Other: (list below)

B. 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)

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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

NONE

B. Significant Amendment or Modification to the Annual Plan:

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2. Community Service Requirement Policy Adopted by the Housing Board of Commissioners.
3. PHA Staff and Board Members Training and Drafting of Community Service Tasks.
4. Training Seminar for PHA Residents
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6. Contacting and Meeting with WTW/TANF Agencies Such as the New Mexico Job Works Program, New Mexico Human Services Department, and the New Mexico Income Support Division for Referral Services.

Phase Two

7. Establishment of a Cooperative Agreement for Self-Sufficiency with the Colfax County Job Works Program, New Mexico Human Services Department, New Mexico Income Support Division, and the New Mexico Department of Labor to provide Referral Services.

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Attachment A
Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related 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 (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
N/A	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> 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 any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of 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)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Maxwell Public Housing Authority	Grant Type and Number Capital Fund Program: NM02P026908-99 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: December 31, 2000
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$4,063			
3	1408 Management Improvements				
4	1410 Administration	\$1,973			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	\$29,600			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$5,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$40,636			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Maxwell Public Housing Authority	Grant Type and Number Capital Fund Program: NM02P026501-00 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: December 31, 2000
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$5,004			
3	1408 Management Improvements				
4	1410 Administration	\$2,500			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	\$25,037			
12	1470 Nondwelling Structures	\$17,000			
13	1475 Nondwelling Equipment	\$500			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$50,041			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	\$1,232			
24	Amount of line 20 Related to Energy Conservation Measures	\$12,000			

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

PHA Name: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program #: NM02P26501-00 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM026	Transfer 10% to Operations	1406		\$5,004				
	Admin CFP Coordinator	1410		\$2,500				
	Install 10 Furnaces	1465.1		\$12,000				
	Purchase 11 storage Sheds	1470		\$15,000				
	Install 14 Ceiling Fans	1465.1		\$4,900				
	Paint	1465.1		\$1,350				
	Purchase 10 Water Heaters	1465.1		\$2,800				
	Purchase 3 Gas Stoves	1465.1		\$1,500				
	Purchase 1 Table Saw	1475		\$500				
	Purchase 22 Sets of Matching Locks	1465.1		\$880				
	Purchase 44 180 Degree Viewers	1465.1		\$352				
	Purchase Maintenance Supplies	1465.1		\$1,255				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:
Summary**

PHA Name: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026 -01 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$5,100			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit	\$500			
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$5,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$40,438			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$51,038			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Attachment B: Capital Fund Program 5-Year Action Plan

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name(or indicate PHA wide)	
NM026	Maxwell Housing Authority	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
FY2002		
Operations	\$5,100	FY2002
Audit Fees	\$500	
Fees and Costs	\$5,000	
Dwelling Structures	\$40,438	
FY2003		
Operations	\$5,100	FY2003
Audit Fees	\$500	
Fees and Costs	\$5,000	
Dwelling Structures	\$40,438	
FY2004		
Operations	\$5,100	FY2004
Audit Fees	\$500	
Fees and Costs	\$5,000	
Dwelling Structures	\$40,438	
FY2005		
Operations	\$5,100	FY2005
Audit Fees	\$500	
Fees and Costs	\$5,000	
Dwelling Structures	\$40,438	
Total estimated cost over next 5 years	\$	

Attachment C: Community Service Implementation Plan

COMMUNITY SERVICE REQUIREMENT IMPLEMENTATION

The Maxwell Housing Authority will implement the Community Service Requirement in two phases.

Phase One:

1. Drafting and Review of Proposed Community Service Requirement Policy.
2. Community Service Requirement Policy Adopted by the Housing Board of Commissioners.
3. PHA Staff and Board Members Training and Drafting of Community Service Tasks.
4. Training Seminar for PHA Residents.
5. The PHA will Provide the Day to Day Administration of the Community Service Requirement Program through it's ongoing Self-Sufficiency Programs such as Adult Basic Education Classes that are currently being conducted at the Community Center.
6. Contacting and Meeting with WTW/TANF Agencies Such as the New Mexico Job Works Program, New Mexico Human Services Department, and the New Mexico Income Support Division for Referral Services for Residents of the PHA.

Phase Two:

1. Establishment of a Cooperative Agreement for Self-Sufficiency with the Colfax County Job Works Program, New Mexico Human Services Department, New Mexico Income Support Division, and the New Mexico Department of Labor to provide Referral Services.
2. July 01, 2001 Implementation Date for Community Service Program.
3. Conduct Introduction Seminar for Board Members and Residents Required to Participate in the Community Service Requirements.

Required Attachment D: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other. The Housing Authority's Board of Commissioners is a paid Board.

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment E: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

NAME	ORGANIZATION
Frances Stevens	Maxwell HA Resident Council
Jack Stevens	Maxwell HA Resident Council
Joe Sanchez Jr.	Maxwell HA Resident Council
Mark Cruz	Maxwell HA Resident Council
Gloria Lopez	Maxwell HA Resident Council
Emily Encinias	Maxwell HA Resident Council
Mary Cruz	Maxwell HA Resident Council

The initial meeting of the Maxwell Housing Authority Resident Council met on April 17, 2001. The purpose of this meeting was to reorganize and offer comments on the Maxwell Housing Authority PHA Annual Plan for Fiscal Year 2001.

The Council was happy that they were now able to offer the following comments:

1. Speed limits in the Housing Area
2. Repair the restrooms/medicine cabinets, vanities, tile floor.
3. Lighting in entire apartment
4. Windows/energy efficient
5. Entrance doors, replace or repair, re-key.
6. Paint Units
7. Replace smoke alarms, GFI's/bring up to code.
8. Replace or repair closet doors
9. Outside area paint or re-stucco finish chain link fence.
10. Meeting area for Resident Council.

Attachment F: Pet Policy

RULES FOR PET OWNERSHIP

Residents of the Town of Maxwell Public Housing Authority may own and keep pets in their dwellings. Management must approve of any animal except for caged birds, fish, and Seeing Eye or Hearing Ear Animals (Animals that provide assistance, support, or service persons with disabilities and are needed as a reasonable accommodation to such individuals, are not “common household pets.” Rather they are Assistive animals, necessary to provide the individual with an opportunity to use and enjoy the dwelling to the same extent as residents without disabilities. This exclusion applies to such animals that reside in public housing, as that term is used in §960.703, and such animals that visit these developments.

The following general conditions must be met.

1. Pet size is restricted to small animals less than twenty (20) pounds will generally be defined as a common household pet, i.e. cats and dogs. It is prohibited to own any type of animal classified as dangerous.
2. The number of pets per household will generally be limited to two animals per household. Additional pets in family housing as of April 1997 will be allowed to remain.
3. Pet owners will be required to pay an additional \$100 pet deposit, which will be refunded at termination of occupancy if there is no damage caused by the animal. In addition there is a payment of a non-refundable nominal fee to cover the reasonable operating costs to the project relating to the presence of pets of \$10 per month.
4. Pet owners must provide evidence that the pet has received necessary shots and that the pet has been licensed with the County.
5. All animals in Elderly housing will be confined to the owner's apartment and may not roam the halls or common areas.
6. When animals are taken out of the elderly apartments they must be leashed and under control at all times they remain on Authority property.
7. Owners must remain with their leashed animals at all times when the animal is outside the elderly buildings. Animals may not be let out on their own to run or prowl.
8. Owners/tenants are prohibited from tethering or chaining of any animals on Housing property
9. In case of complaints than an animal is causing a disturbance or nuisance, management may require the pet owner to remove the pet. Failure to do so may be grounds for eviction.

10. All owners of pets in elderly housing must provide the management with a verifiable statement of the name, address and telephone number of a person who will temporarily care for the animal in case of the owner's hospitalization or vacation. This party must also permanently care for the pet in the case of the owner's inability to continue to care for the pet.
11. It is the pet owner's responsibility to immediately dispose of all waste material from the animal produced anywhere inside or outside the building on Authority property. Waste material must be disposed of in a tied, plastic bag and deposited in garbage cans provided to tenants by the Housing Authority. A \$5 fee will be assessed for each occurrence when Authority personnel must dispose of animal wastes. All tenants with pets are required to purchase and maintain renters insurance.
12. In the event of an animal bite or attack on another tenant, the pet owner is solely responsible for any costs arising from the incident.
13. All pets must be registered with the office. Pet owners must sign an amendment to their lease when they acquire the pet. Visitors are not allowed to bring pets into the elderly buildings unless the tenant they are visiting has registered the visiting pet at the office, the tenant has signed a pet amendment to their lease and the \$50 pet deposit has been paid.
14. Failure to abide by the rules of this Pet Policy may result in termination of the lease or eviction. The Authority Grievance Policy shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this pet policy.
15. If there is a question about interpretation of this policy, the applicable federal regulations shall govern the instance.
16. Pet food containers and water must be within the tenant's apartment. Tenants shall not deposit food, water or table scraps outdoors.
17. The Housing Authority reserves the right to remove or require the removal of any pet at any time for reasons of neglect or abuse, damage or infestation of the pet and for disturbing or threatening any other person.
18. Any tenant who is required to dispose of his/her pet and does not shall be subject to eviction.

PET APPLICATION/REGISTRATION

DATE: _____

TENANT: _____ **ADDRESS:** _____

PET NAME: _____ **TYPE OF PET:** _____

VETINARIAN NAME, ADDRESS AND PHONE NUMBER: _____

VERTINARIAN CERTIFICATION OF PET HEALTH: _____
DATE

NAME ADDRESS AND PHONE NUMBER OF PERSON WHO WILL PROVIDE TEMPORARY CARE FOR PETS IN CASE OF EMERGENCY: _____

FOR CATS AND DOGS

RABIES SHOT: YES _____ **NO** _____ **TAG EXPIRATION DATE:** _____

THIS ATTACHED REGISTRATION SHALL SERVE AS OFFICIAL REGISTRATION OF ALL PETS AND BECOME PART OF THE TENANT'S FILE.

I, _____, HAVE READ AND UNDERSTAND ALL THE PROVISIONS OF THE TOWN OF MAXWELL HOUSING AUTHORITY'S PET POLICY. IT HAS BEEN EXPLAINED TO ME AND I AM IN COMPLETE AGREEMENT THAT I AM PERSONALLY LIABLE FOR THE ACTIONS OF MY PET. FURTHERMORE, I AGREE TO INCORPORATE THIS DOCUMENT AND THE PROVISIONS OF THE PET POLICY AS AN AMENDMENT TO MY CURRENT DWELLING LEASE AGREEMENT.

EXECUTED THIS _____ DATE OF _____, 2001.

Tenant's Signature

Date

Executive Director's Signature

Date

