

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

---

*PHA Plans for the  
Clovis Housing and  
Redevelopment Agency*

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

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

**PHA Plan  
Agency Identification**

**PHA Name:** *Clovis Housing and Development Agency*

**PHA Number:** *NM002*

**PHA Fiscal Year Beginning:** (mm/yyyy) *07/2002*

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

- 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:

- 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
- PHA website
- Other:

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA
- PHA development management offices
- Other:

**ANNUAL - PLAN**  
**PHA FISCAL YEARS 2002**

[24 CFR Part 903.5]

**A. Mission**

- 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 Mission of the Clovis Housing and Redevelopment Agency (CHRA) is to serve the citizens of Clovis by:*
- *Providing affordable housing opportunities in a safe environment*
  - *Revitalizing and maintaining neighborhoods*
  - *Forming effective partnerships to maximize social and economic opportunities*

*During FY 2001, the mission was accomplished by the agency continuing to be a fiscally responsible, creative organization committed to excellence in public service and equal housing opportunities.*

**B. Goals**

**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:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other:

***Progress statement:*** *During FY 2001, the agency applied for 24 additional rental vouchers, and is awaiting approval. Public housing vacancy rate was reduced by 2%.*

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other:

**Progress Statement:** *During FY 2001, the MASS rating is High Performer, SEMAP rating is Standard (agency will strive for high performer). Regarding improving specific management functions, the inspectors were sent to a Round-table discussion for Section 8 and Public Housing issues, FSS staff person is receiving homeownership training, PHA is in process of updating computer system and agency will be an HTVN host site. Regarding renovation and modernization, the PHA has replaced the ranges and refrigerators, repaved parking lots, replaced sidewalk and fence, new fence with electric gates in PH units.*

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other:

**Progress Statement:** *During FY 2001, the agency provided mobility counseling to new participants at briefing and at annual re-certification. Agency staff has begun working with lenders to implement homeownership program.*

**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:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:

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

**Progress Statement:** *During FY 2001, the continued it efforts to increase the number of services and programs available to public housing residents through outreach and referrals to local service providers. This will be an on-going activity. Regarding public housing security improvements, the agency has installed electronic gates, exterior lighting and is in the process of installing security cameras.*

**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:
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other:

**Progress Statement:** *During FY 2001, the continued it efforts to increase the number of services and programs available to public housing residents through outreach and referrals to local service providers. Agency has 2 FSS coordinators and offers child-care (with extended hours of operation) to those residents who need it. Welfare to Work program offered through Workforce training program, Community College offers courses through CompUSA program and assists with job placement.*

**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:
  - 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:

*Progress Statement: During FY 2001, the objectives in this section were achieved through the Tenant Selection progress. This will be an on-going activity.*

**Other PHA Goals and Objectives:**

- *None*

**Annual PHA Plan**  
**PHA Fiscal Year 2002**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA (changed)**
- 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)]

*The Clovis Housing and Redevelopment Agency has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Clovis Housing and Redevelopment Agency during FY 2002 include:*

- *Preserve and improve the public housing stock through the Capital Funds activities.*

- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Clovis Housing and Redevelopment Agency to meet the housing needs of the full range of low-income residents. The Clovis Housing and Redevelopment Agency, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Clovis.*

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	20
5. Operations and Management Policies	24
6. Grievance Procedures	25
7. Capital Improvement Needs	26
8. Demolition and Disposition	28
9. Designation of Housing	29
10. Conversions of Public Housing	30
11. Homeownership	32
12. Community Service Programs	34
13. Crime and Safety	37
14. Pets	38
15. Civil Rights Certifications (included with PHA Plan Certifications)	38
16. Audit	39
17. Asset Management	39
18. Other Information	40

**Attachments**

Required Attachments:

- Admissions Policy for Deconcentration *NM002a03*
- FY 2002 Capital Fund Program Annual Statement *NM002b03*
- FY 2002 Capital Fund Program 5 Year Action Plan *NM002c03*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (**changed**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other Additional Attachments:
  - Section 8 Homeownership Capacity Statement – NM002d03*
  - Substantial Deviation and Significant Amendment or Modification – NM002e03*
  - Summary of Policy changes – NM002f03*
  - Pet Ownership Policy - NM002g03*
  - Deconcentration and Income Mixing statement – NM002h03*
  - Conversion Initial Assessment statement – NM002i03*
  - Resident Membership on PHA Board or Governing Body – NM002j03*
  - Membership of Resident Advisory Board or Boards – NM002k03*
  - 2000 Performance and Evaluation Report – NM002l03*
  - 2001 Performance and Evaluation Report – NM002m03*

Optional Attachments:

- PHA Management Organizational Chart
- Public Housing Drug Elimination Program (PHDEP) Plan

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	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.	Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology 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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> 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
NA	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 (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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	919	3	1	4	4	3	4
Income >30% but <=50% of AMI	505	3	1	4	4	3	4
Income >50% but <80% of AMI	745	3	1	4	4	3	4
Elderly	348	2	2	2	4	3	4
Families with Disabilities	NA	2	3	3	4	3	3
<i>Caucasian</i>	1099	3	1	4	4	3	4
<i>African-American</i>	304	3	1	4	4	3	4
<i>Hispanic</i>	722	3	1	4	4	3	4
<i>Other</i>	N/A	3	1	4	4	3	4

What sources of information did the PHA use to conduct this analysis?

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (Year 2000)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources:

**Note: Updated Housing Needs information taken from 1990 CHAS Data book Clovis City jurisdiction. No information available on this list for races other than Caucasian, African-American and Hispanic.**

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

Housing Needs of Families on the Waiting List			
Waiting list type: <input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input checked="" type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) <i>*Note: CHRA currently does not have a waiting list.</i>			
	# of families	% of total families	Annual Turnover
Waiting list total	0	0	60%
Extremely low income <=30% AMI	0	0	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	0	0	
Families with Disabilities	0	0	
<i>African-American</i>	0	0	
<i>Caucasian</i>	0	0	
<i>Hispanic</i>	0	0	
<i>American Indian</i>	0	0	
<i>Asian/Pacific Islander</i>	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	0
2 BR	0	0	0
3 BR	0	0	0
4 BR	0	0	0
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

## C. Strategy for Addressing Needs

### (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:**

- 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:

##### **Strategy 2: Increase the number of affordable housing units by: N/A**

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

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

##### **Strategy 1: Target available assistance to families at or below 30 % of AMI – N/A**

- 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:

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

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

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

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

**Strategy 1: Target available assistance to the elderly: N/A**

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:

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

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

- 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:

**Need: Specific Family Types: Race or ethnicity with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other:

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

- 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:

**Other Housing Needs & Strategies:**

**(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:

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	366,558.00	
b) Public Housing Capital Fund	303,077.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,786,316.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
j) Other Federal Grants		
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
<i>2001 PHDEP</i>	25,693.00	<i>Public housing safety and security</i>
<i>Capital Funds – 2000</i>	129,401.00	<i>Public housing capital improvements</i>
<i>Capital Funds – 2001</i>	321,001.00	<i>Public housing capital improvements</i>
<b><i>Sub-total</i></b>	<b>2,932,046.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	220,990.00	<i>Public housing operations</i>
<b>4. Other income</b>	9,000.00	<i>Public housing operations</i>
<i>Interest income, late fees, misc tenant charges,</i>		
<i>Vending machines</i>		
<b>5. Non-federal sources</b>		
<b><i>Sub-total</i></b>	229,990.00	
<b><i>Total resources</i></b>	<b>3,162,036.00</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

a. When does the PHA verify eligibility for admission to public housing?

- 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: *At the time the housing application is received*

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

- Criminal or Drug-related activity  
 Rental history  
 Housekeeping  
 Other: *Credit reports are run on every application*

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?

- Community-wide list  
 Sub-jurisdictional lists  
 Site-based waiting lists  
 Other

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

- PHA main administrative office  
 PHA development site management office  
Other:

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

*The PHA does not operate site-based waiting lists.*

1. How many site-based waiting lists will the PHA operate in the coming year? None
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?
  - 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

**(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?
  - 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: *NA*

**(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?

  - Emergencies

- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice:
- Other:

- **Section 504**
- **Witnesses to Hate Crimes**
- **Victims of Hate Crimes**

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: *NA*

- 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: *NA*

- 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)

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.

1 Date and Time

Former Federal preferences: *NA*

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

Other preferences *NA*

- 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)

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?

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

b. How often must residents notify the PHA of changes in family composition?

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

**(6) Deconcentration and Income Mixing** *(see attachment NM002i03)*

## B. Section 8

### (1) Eligibility

a. What is the extent of screening conducted by the PHA?

- 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  
 Other: *The Request for Tenancy Approval states that the Landlord is responsible for screening.*

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?

- Criminal or drug-related activity  
 Other: *Prior tenant history*

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program

b. Where may interested persons apply for admission to section 8 tenant-based assistance?

- PHA main administrative office  
 Other:

**(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:

- ***Upon written request by the participant and approval by CHRA.***

**(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**)

3. Which of the following admission preferences does the PHA plan to employ in the coming year?

Former Federal preferences *NA*

- 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 *NA*

- 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):

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.

1 Date and Time

Former Federal preferences *NA*

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

Other preferences *NA*

- 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):

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

- 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” *NA*

- 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:

- 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**

*NA - CHRA Currently does not administer any 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?

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other:

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other:

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

#### **(1) Income Based Rent Policies**

a. Use of discretionary policies:

- 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?

- \$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: *NA*

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: *NA*

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

- 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:

e. Ceiling rents

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

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

2. For which kinds of developments are ceiling rents in place? *NA*

- 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:

3. Select the space or spaces that best describe how you arrive at ceiling *NA*

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

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?

- Never
- At family option – ***For decreases in income***
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: \_\_\_\_\_
- Other: ***Hardship cases only; Always for changes in family composition***

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

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

- 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:

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

### **(1) Payment Standards**

- a. What is the PHA's payment 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? *NA*

- 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:

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? *N/A*

- 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:

- d. How often are payment standards reevaluated for adequacy?

- Annually  
 Other:



e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

- Success rates of assisted families
- Rent burdens of assisted families
- Other: *Local market factors and family's income*

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent?

- \$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 – Not applicable – High Performer**

[24 CFR Part 903.7 9 (e)]

### **A. PHA Management Structure**

- 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**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 07/2001</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers		
PHDEP		
Other Federal Programs		

### **C. Management and Maintenance Policies**

**6. PHA Grievance Procedures** *Not applicable – High Performer*

[24 CFR Part 903.7 9 (f)]

**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?

- PHA main administrative office  
 PHA development management offices  
 Other:

**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?

- PHA main administrative office  
 Other:

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

### **A. Capital Fund Activities**

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

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *NM002b03*

-or-

The Capital Fund Program Annual Statement is provided on the following pages:

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

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 (state name) *NM002c03*

-or-

The Capital Fund Program 5-Year Action Plan is provided below

***2000 Performance and Evaluation Report – NM002l03***

***2001 Performance and Evaluation Report – NM002m03***

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

- Yes  No a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - Revitalization Plan under development
    - Revitalization Plan submitted, pending approval
    - Revitalization Plan approved
    - Activities pursuant to an approved Revitalization Plan underway
- Yes  No c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:
- Yes  No d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:
- Yes  No e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: 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. 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)]

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 activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

<b>Designation of Public Housing Activity Description</b>
---

<input type="checkbox"/> Total development
--

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

[24 CFR Part 903.7 9 (j)]

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

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

#### 2. Activity Description

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

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

**Conversion of Public Housing Activity Description**

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

*Initial Conversion assessment – attachment NM002i03*

# 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

## A. Public Housing

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

### 2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

1.  Yes  No Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- Yes  No Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants?

- 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:

*Homeownership Capacity Statement – attachment NM002d03*

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

[24 CFR Part 903.7 9 (1)]

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

#### 1. Cooperative agreements:

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

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

#### 2. Other coordination efforts between the PHA and TANF agency

- 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:

*1. Have verbal commitment with TANF Agency*

*2. CHRA helps residents resolve issues resulting from TANF sanctions*

### **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?

- 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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Karasel Day Care (on-site)</i>	<i>Size limit is 13</i>	<i>Open to all residents</i>	<i>CHRA Main Administrative Office</i>	<i>Both</i>
<i>Housing Television Network (to become a host site)</i>	<i>Up to 132</i>	<i>Open to all residents</i>	<i>CHRA Main Administrative Office</i>	<i>Both</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 03/31/02)
<i>Public Housing</i>	<i>20 or Less</i>	<i>15</i>
<i>Section 8</i>	<i>50-16=34</i>	<i>35</i>

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? *NA*  
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:

- 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:

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

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

[24 CFR Part 903.7 9 (m)]

#### **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

- 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:

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents?

- 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:

3. Which developments are most affected?

- *Development 2-1 (Grand Avenue Homes)*

#### **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:

- 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:

- *Provide additional site lighting*

2. Which developments are most affected?

- *Development 2-1 (Grand Avenue Homes)*

**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:

- 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:

2. Which developments are most affected?

- *Development 2-1 (Grand Avenue Homes)*

**D. Additional information as required by PHDEP/PHDEP Plan *No longer a requirement***

- 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 2002 in this PHA Plan?
- Yes  No This PHDEP Plan is an Attachment.

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*Pet Ownership Policy (family) – NM002g03*

**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?  
N/A  
If not, when are they due?

## **17. PHA Asset Management *Not Required – High Performer***

[24 CFR Part 903.7 9 (q)]

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?
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other:
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) *N/A*
- Attached at Attachment
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply) *N/A*
- 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:

### **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 *NA*
- a. Nomination of candidates for place on the ballot: *NA*
- 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:
- b. Eligible candidates: *NA*
- 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:

c. Eligible voters:

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

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

1. Consolidated Plan jurisdiction: *State of New Mexico*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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:
- Other:

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

**D. Other Information Required by HUD**

- *None.*

*Attachment NM006a01*

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR THE  
HOUSING AUTHORITY OF THE CITY OF  
CLOVIS, NM**

**DECONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Clovis, (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require the PHA to: (1) determine and compare the relative tenant incomes of each development and the incomes of families in the census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be informed that should they choose not to accept the first unit offered under this system, their refusal will not be cause to drop their name to the bottom of the list.



Implementation may include one or more of the following options:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Establish preferences for families in job training programs;
- S Establish preferences for families in education or training programs;
- S Marketing campaign geared toward targeting income groups for specific developments;
- S Additional supportive services;
- S Additional amenities for all units;
- S Ceiling rents;
- S Flat rents for developments and unit sizes;
- S Different tenant rent percentages per development;
- S Different tenant rent percentages per bedroom size;
- S Saturday and evening office hours;
- S Security Deposit waivers;
- S Revised transfer policies;
- S Site-based waiting lists;
- S Mass Media advertising/Public service announcements; and
- S Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.



In order to implement the income targeting program, the following policy is adopted:

- < The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- < After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- < To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- < For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- < The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

## **NOTICE**

**Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.**

**The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.**

## CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: <p style="text-align: center;"><b>Clovis Housing &amp; Redevelopmental Agency</b></p>	Grant Type and Number: Capital Fund Program No: <span style="float: right;"><b>NM02PO02501-02</b></span> Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;"><b>2002</b></p>
--	---	--

Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	0.00			
3	1408 Management Improvements	20,000.00			
4	1410 Administration	30,307.00			
5	1411 Audit	1,201.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	17,269.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	20,000.00			
10	1460 Dwelling Structures	195,300.00			
11	1465.1 Dwelling Equipment-Nonexpendable	11,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	8,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$303,077.00</b>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures	144,000.00			

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

PHA Name: <b>Clovis Housing &amp; Redevelopmental Agency</b>		Grant Type and Number: Capital Fund Program No: <b>NM02PO02501-02</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		0.00				
HA-Wide	Management Capacity & Staff & Resident Dev.	1408		10,000.00				
HA-Wide	Upgrade computers	1408		10,000.00				
HA-Wide	Partial Salaries & Employee Benefits <i>(10% limit)</i>	1410		30,307.00				
HA-Wide	Capital Fund Audit	1411		1,201.00				
HA-Wide	Hire A&E Professional Services	1430		17,269.00				
HA-Wide	Landscaping & Tree Removal	1450		10,000.00				
Dev. 2-1	Replace Sidewalks	1450		10,000.00				
HA-Wide	New Water Heaters	1460		3,000.00				
Dev. 2-1	Dryer Vents	1460		10,000.00				
Dev. 2-1	Replace Electrical Panel and Services	1460		34,300.00				
Dev. 2-2	Replace Windows	1460		130,000.00				
Dev. 2-2	Closet Doors	1460		15,000.00				
Dev. 2-2	Exterior Paint	1460		3,000.00				
HA-Wide	New Refrigerators	1465		8,000.00				
HA-Wide	New Ranges	1465		3,000.00				
HA-Wide	New Equipment and Tools	1475		8,000.00				
<b>Total 2002</b>						<b>\$303,077.00</b>		









## **Clovis Housing and Redevelopment Agency**

### **Section 8 Homeownership Program Capacity Statement**

The Clovis Housing and Redevelopment Agency demonstrates its capacity to administer the Section 8 Homeownership program as the following policies are adopted:

1. A minimum down payment of 3% is required. At least 1% must come for the family's resources.
2. Financing for purchase of a home 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.

## Clovis Housing and Redevelopment Agency

A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

## **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.

### **Goals:**

Objective Additions:

- Increase voucher payment standards
- Agency is designated as a High Performer – Streamlined Agency Plan used.

### **Programs and Services:**

Program changes:

Agency no longer offers the Clovis Child and Adult Care Food Program.

CLOVIS (NM) HOUSING & REDEVELOPMENT AGENCY  
2101 W. GRAND AVE.  
P.O. Box 1240  
Clovis, NM 88102-1240

PET POLICY



Adopted: \_\_\_\_\_

## OVERVIEW

This policy details the requirements for a tenant to keep a pet in a Clovis Housing and Redevelopment Agency (CHRA) apartment. A tenant will not keep a pet in their apartment without prior written permission from CHRA.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability (See Rule 22 below). The pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct, which disturbs other tenants or threatens the physical or social environment.

## REQUIREMENTS

The CHRA will utilize the following procedures in implementing the pet policy.

**Obtaining CHRA Permission:** If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, CHRA staff will meet with the prospective pet owner and explain the Agency policy and review the pet rules. If CHRA finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Agency a completed Pet Permit and Agreement Form, and pay the required security deposit.

CHRA reserves the right to deny permission for house pets which are or may be, in the sole judgment of the agency, vicious or dangerous, or which are large in stature exceeding 30 pounds in weight.

**Failure to Obtain Written Permission:** If a tenant has not obtained written permission to keep a pet but does so anyway, the CHRA will seek to evict the tenant. If CHRA finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, CHRA will have the pet removed.

**Complaints Against Pet Owners:** In the event of complaints against approved pet owners, the CHRA shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, CHRA shall impose fines in accordance with Rule 21 below.

If there are three violations, CHRA may at its sole discretion notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both. Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures, except that, animals deemed "vicious" by CHRA must be removed from CHRA property pending grievance.

**Amending Pet Rules:** The pet policy and rules may be changed at any time by CHRA provided that tenants are given an opportunity to comment and with 30 days advance notice.

## **RULES**

- 1) Any tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with CHRA staff and submit a photo of the pet and other required documentation.
- 2) If approved by the Agency, a Pet Permit and Agreement (Amendment of Dwelling Lease) shall be signed immediately by the tenant, with original to the tenant file and a copy in a general pet file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 3) **Only common household pets are permitted.** Common “household” pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather than for commercial or other purposes.
- 4) The tenant is required to provide a picture of the pet(s).
- 5) The number and size of the pet(s) is limited to one type of pet as follows:
  - a) Dogs and cats – limit of one dog or cat per household – Dogs cannot exceed 30 pounds; or
  - b) Birds – limit of two per household, no larger than a parakeet – Birds must be kept in a cage at all times; or
  - c) Fish – limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or
  - d) Turtles – no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.
  - e) Any other pet approved by CHRA that does not threaten the health, safety and welfare of others.
- 6) All dog and cat owners must present proof that their pet is registered with the City of Clovis and identification tags must be worn at all times.
- 7) The tenant must be able to maintain control over their pets.
- 8) Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.

- 9) No chaining of unattended dogs permitted at any time.
- 10) Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so will result in a \$50.00 charge. Units, yards and CHRA property must be kept free of odors, insect infestation and pet feces, urine, waste and litter.
- 11) Cat litter boxes are required, must be maintained, in a sanitary manner and kept free of odors and insect infestation.
- 12) **Dogs and cats must be inoculated, and neutered or spayed.** Proof of licensing and inoculations and the name of the veterinarian must be provided to CHRA. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations.
- 13) Any animal that is used to threaten either people or other animals or does threaten to attack or attacks will be deemed “vicious” and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted.
- 14) CHRA, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.
- 15) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floor coverings, other units, common areas, buildings, landscaping or shrubs.
- 16) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.
- 17) Pet owners shall be liable for damage caused by their pets. CHRA shall require of the tenant payment of a pet deposit as follows:
  - \$100/each dog or cat
  - \$100/fish tank or other tank with turtles
  - \$25 for small birds such as parakeets, finches, etc.

In instances where CHRA approves a pet not listed above, the pet deposit required will generally be \$100 per pet.

If the tenant’s pet deposit does not cover any damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. Existing CHRA residents can pay their pet deposit in three installments. The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by the CHRA. The pet deposit will be returned to the pet owner within 30 days of the day

the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulation of pets.

- 18) Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide CHRA with the name and phone number of relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The CHRA reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.
- 19) CHRA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal.
- 20) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or CHRA staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and CHRA may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.
- 21) The CHRA may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the CHRA will send the owner a written warning and no fine will be assessed. The second time that an owner violates the same rule, or any other, the CHRA will fine the tenant \$50.00. The CHRA may assess additional \$50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.
- 22) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide CHRA with:
  - a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and\
  - b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.
- 23) These Pet Rules are posted in the Clovis management office and are incorporated by reference into the Lease.

**THE CLOVIS (NM) HOUSING AND REDEVELOPMENT AGENCY**

**PET PERMIT AND AGREEMENT**

I acknowledge that I have read, understand and agree to comply with all aspects of CHRA's Pet Policy.

I also understand that I must give to CHRA the name of an individual or Agency who will be contacted should I become incapable of caring for my pet(s) because of illness, incapacitation or death. That person or Agency is:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NO.

The pet(s) I wish to keep in my dwelling unit is:

(1)

(2)

\_\_\_\_\_  
DESCRIPTION

\_\_\_\_\_  
DESCRIPTION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHRA REPRESENTATIVE

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
RESIDENT

## Clovis Housing and Redevelopment Agency

Attachment: NM002h01

### **Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
NM002-001	78	C	
NM002-002	54	C	

**Note:** When completing this attachment for the PHA Plan, pull this template from the HUD PHA Plan Website. The explanation and policy columns will expand as the chosen explanations or policies are entered.

**CLOVIS HOUSING AND REDEVELOPMENT AGENCY**  
**Documentation of Reasoning**  
**Required Initial Assessment**  
**on Voluntary Conversion of Developments from Public Housing Stock**  
**April 15, 2002**

**Introduction: HUD Requirement**

Under the final rule on Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments, published on June 22, 2001, a PHA must certify:

- That it has reviewed each of its covered development's operations as public housing;
- Considered the implications of converting the public housing to tenant-based assistance; and
- Concluded that conversion of the development may be:
  - Appropriate because removal of the development would meet the necessary conditions for voluntary conversion; or
  - Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

In order for a development to be appropriate for conversion, a PHA must conclude that the development meets the following three tests:

1. Conversion would not be more expensive than continuing to operate the development (or a portion of it) as public housing;
2. Conversion would principally benefit residents of the public housing development to be converted and the community; and
3. Conversion would not adversely affect the availability of affordable housing in the community.

This required initial assessment is a non-binding evaluation of the appropriateness of voluntary conversion for each property. The assessment is a limited review of relevant factors for each covered development, and does not include a market study or application of a cost test.

The PHA has based its determination as to whether voluntary conversion may be appropriate or inappropriate after taking into account factors such as modernization needs, operating cost, ability to occupy the development, FMR levels and/or workability of vouchers in the community, or other considerations deemed relevant.

As HUD has indicated that cost test and other assessment criteria laid out in the Proposed Rule on Voluntary Conversion of July 23, 1999 are subject to change in the Final Rule, that type of in-depth methodology has not been used in this initial assessment

The PHA will retain and have available for public review a brief narrative description documenting its reasoning with respect to each covered development.

### **Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments**

The information below is part of the Documentation of Reasoning and will also be submitted with the next PHA Agency Plan.

How many of the PHA's developments are subject to the Required Initial Assessments?

All public housing developments are subject to the required initial assessment.

NM002001	Grand Avenue Homes I	78 units	general occupancy
NM002002	Grand Avenue Homes II	54 units	general occupancy

How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

No developments are exempt.

How many Assessments were conducted for the PHA's covered developments?

One assessment was conducted.

Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

- The PHA has determined that conversion is not appropriate for any developments at this time.

## **Conclusions**

The following are the conclusions of the Required Initial Assessment. Each necessary condition for voluntary conversion is addressed below.

Conversion would be less expensive than continuing to operate the development (or a portion of it) as public housing.

Clovis Housing Authority operates 132 public housing units. Operating subsidy received for FYE 06/30/2002 is \$366,558. Capital funding for FYE 06/30/2002 is \$321,001. This calculates to \$434.07 federal government contribution to operate as public housing. To operate as Section 8, the cost per unit would be \$303.92 based on current Housing Choice Voucher Program ACC of \$2,159,039 which funds 592 vouchers.

Conversion would not benefit residents of the public housing developments nor the community.

Residents of the community seek public housing as evidenced by a 3.4% vacancy rate. The 2000 census data reflects a large number of families (elderly and single parent households) who benefit from the conveniences, services, and amenities available in public housing.

Conversion would adversely affect the availability of affordable housing in the community.

Conversion would decrease the availability of affordable housing in the community. The PHA has a 99.3% lease-up rate of its Housing Choice Vouchers. 12.2% of rental housing in Clovis was vacant at the time of the 2000 census. The majority of these units are either not affordable, of poor quality or in impacted locations.

# Housing Authority of the City of Clovis

## Required Attachment NM002j01: 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: *George Morgan*

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): *Re-appointed as of 12-2001 for another 5 year term (12/2006)*

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

- 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 (explain):

B. Date of next term expiration of a governing board member: *December/2002*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): *Mayor – David Lansford*

## **Required Attachment NM002m01: 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.)

*Marshea Evans*

*Cheryl Parish*

*June Pine*

*C. Dianne Clements*

*Carmina Coates*

*Taimiki Walker*

*Doris Pleasant*

*Mae Brinkley*

**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name: <b>Clovis Housing &amp; Redevelopmental Agency</b>	Grant Type and Number: Capital Fund Program No: <b>NM02PO02501-00</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
---	--	-------------------------------------

Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 12/31/01   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	31,000.00		31,000.00	31,000.00
3	1408 Management Improvements	25,000.00		9,429.00	9,429.00
4	1410 Administration	40,500.00		40,500.00	20,250.00
5	1411 Audit	1,197.00		1,197.00	1,197.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	25,000.00		144.00	144.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	58,300.00		61,949.00	61,949.00
10	1460 Dwelling Structures	113,200.00		23,665.00	20,769.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	20,500.00		17,412.00	17,412.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$314,697.00</b>		<b>\$185,296.00</b>	<b>\$162,150.00</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance	65,000.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs	31,603.00		31,603.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	11,000.00		11,000.00	9,700.00

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

PHA Name: <b>Clovis Housing &amp; Redevelopmental Agency</b>		Grant Type and Number: Capital Fund Program No: <b>NM02PO02501-00</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		31,000.00		31,000.00	31,000.00	
	<b>Total 1406</b>			<b>31,000.00</b>		<b>31,000.00</b>	<b>31,000.00</b>	<b>100% Completed</b>
HA-Wide	Management Capacity & Staff & Resident Dev.	1408		10,000.00		2,316.00	2,316.00	
HA-Wide	Upgrade computers	1408		15,000.00		7,113.00	7,113.00	
	<b>Total 1408</b>			<b>25,000.00</b>		<b>9,429.00</b>	<b>9,429.00</b>	<b>38% Completed</b>
HA-Wide	Partial Salaries & Employee Benefits	1410		40,500.00		40,500.00	20,250.00	
	<b>Total 1410</b>			<b>40,500.00</b>		<b>40,500.00</b>	<b>20,250.00</b>	<b>50% Completed</b>
HA-Wide	Capital Fund Audit	1411		1,197.00		1,197.00	1,197.00	
	<b>Total 1411</b>			<b>1,197.00</b>		<b>1,197.00</b>	<b>1,197.00</b>	<b>100% Completed</b>
HA-Wide	Hire A&E Professional Services	1430		25,000.00		144.00	144.00	
	<b>Total 1430</b>			<b>25,000.00</b>		<b>144.00</b>	<b>144.00</b>	<b>1% Completed</b>
HA-Wide	Landscaping & Tree Removal	1450		10,026.00		10,026.00	10,026.00	
Dev. 2-2	Replace Sidewalks	1450		16,234.00		16,234.00	16,234.00	
Dev. 2-1	New Fence and Gates	1450		28,240.00		31,889.00	31,889.00	
HA-Wide	Paving and Drainage Parking Lot	1450		3,800.00		3,800.00	3,800.00	
	<b>Total 1450</b>			<b>58,300.00</b>		<b>61,949.00</b>	<b>61,949.00</b>	<b>106% Completed</b>
Dev. 2-1	Paint Exterior Trim	1460		4,000.00		4,000.00	4,000.00	
Dev. 2-1	Paint Exterior Trim	1460		5,853.00		5,853.00	3,349.00	
Dev. 2-1	Replace Electrical Panel and Service	1460		24,927.00		196.00	0.00	
Dev. 2-2	Replace Master Locks 2-story	1460		3,603.00		3,603.00	3,603.00	
HA-Wide	Replace vents on gas heaters	1460		9,817.00		9,817.00	9,817.00	
HA-Wide	504 Compliance	1460		30,000.00		98.00	0.00	
HA-Wide	504 Compliance	1460		35,000.00		98.00	0.00	
	<b>Total 1460</b>			<b>113,200.00</b>		<b>23,665.00</b>	<b>20,769.00</b>	<b>18% Completed</b>
HA-Wide	Sewer Machine	1475		2,800.00		2,547.00	2,547.00	
HA-Wide	New Office Furniture	1475		3,290.00		460.00	460.00	
HA-Wide	New Ranges	1475		2,660.00		2,660.00	2,660.00	
HA-Wide	New Refrigerators	1475		7,040.00		7,040.00	7,040.00	
HA-Wide	New Water Heaters	1475		1,205.00		1,205.00	1,205.00	
HA-Wide	Upgrade Maintenance Radios	1475		3,505.00		3,500.00	3,500.00	
	<b>Total 1475</b>			<b>20,500.00</b>		<b>17,412.00</b>	<b>17,412.00</b>	<b>85% Completed</b>
	<b>TOTAL 2000</b>			<b>\$314,697.00</b>		<b>\$185,296.00</b>	<b>\$162,150.00</b>	<b>52% Completed</b>



**CAPITAL FUND PROGRAM TABLES START HERE**

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

PHA Name: <b>Clovis Housing &amp; Redevelopmental Agency</b>	Grant Type and Number: Capital Fund Program No: <b>NM02PO02501-01</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
---	--	-------------------------------------

Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending 12/31/01   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	0.00		0.00	0.00
3	1408 Management Improvements	25,000.00		0.00	0.00
4	1410 Administration	40,500.00		0.00	0.00
5	1411 Audit	1,197.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	25,000.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	97,500.00		0.00	0.00
10	1460 Dwelling Structures	115,304.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	16,500.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$321,001.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance	31,000.00			
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs	72,500.00			
26	Amount of Line 21 Related to Energy Conservation Measures	33,000.00			



