

*PHA Plans for the  
Housing Authority of the  
City of Gallup*

5 Year Plan for Fiscal Years 2002 - 2006  
Annual Plan for Fiscal Year 2002

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

**PHA Plan  
Agency Identification**

**PHAName:** *Housing Authority for the City of Gallup*

**PHANumber:** *NM006*

**PHAFiscalYearBeginning:(mm/yyyy)** *07/2002*

**Public Access to Information**

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

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

**Display Locations for PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2002 –2006**  
[24CFRPart903.5]

**A.Mission**

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

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

*The Gallup Housing Authority is committed to providing quality, affordable housing in a safe environment. To assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority aspires to be the leader in making excellent affordable housing available for low and moderate-income persons, through effective management and wise stewardship of public funds. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.*

**Progress Statement for FY2001**: The PHA was successful in achieving its mission and this will be an ongoing activity.

## **B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

**Progress Statement for FY 2001:** *Regarding public housing vacancies, this is an on-going goal for the Housing Authority. The PHA has created a non-profit and purchased a home under the Dollar Program. The unit has been renovated and the PHA is in the process of selecting a family to purchase the home. The Housing Authority is trying to determine the feasibility of building units. A long-term goal of the Housing Authority is to build 15 -20 elderly only complex.*

- 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: (list below)

**Progress Statement for FY 2001:** *The PHA was successful in achieving the objectives listed above and they will continue on a non-going basis. Regarding renovation of units, all major work is accomplished through force account. There maybe 5 -7 units that require demolition. The PHA is still in the process of determining if this option is needed.*

- PHAGoal: Increase assisted housing choices
- Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach effort 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: (list below)

**Progress Statement for FY 2001:** *The PHA was successful in achieving the objectives listed above and, will continue on a non -going basis. Payment Standards are at 110% of FMR. Regarding implementation of the Voucher homeownership program, this is a future goal of the PHA. The Public housing homeownership program is through a non profit.*

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

- PHAGoal: 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: (list below)

**Progress Statement for FY 2001:** *The PHA was successful in achieving the objectives listed above. Regarding security improvements, lighting has been installed in all areas.*

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

- PHAGoal: Promote self -sufficiency and asset development of assisted households
- Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract support services to improve assistance recipients' employability:
  - Provide or attract support services to increase independence for the elderly or families with disabilities.

Other:(list below)

**Progress Statement for FY 2001:** *The PHA has been successful in achieving the objectives listed above and will continue on an on-going basis.*

**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:(list below)

**Progress Statement for FY 2001:** *The PHA has been successful in achieving the objectives listed above and will continue on an on-going basis.*

**Other PHA Goals and Objectives:(list below)**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**  
 **SmallAgency(<250PublicHousingUnits)**  
 **AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFR Part903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

*The Housing Authority of the City of Gallup has prepared this Annual PHA Plan in compliancewithSection511oftheQualityHousingandWorkResponsibilityActof1998and theensuingHUDrequirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easilyidentifiable sourcebywhichpublichousingresidents,participantsinthetenant -based assistance program and other members of the public may locate basic PHA policies, rules andrequirementsrelatedtotheoperations,programsandservicesoftheagency.*

*TheMissionStatementandtheGoalsandObjectiveswerebasedoninformationcontainedin ourjurisdiction's Consolidated Plan and will assure that our residents will receive the best customerservice.*

*ExcellentcustomerserviceandfulfillmentoftheMissionStatement andGoalsandObjectives isensuredbyimplementationofaseriesofpolicies that are on displaywiththis 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, grievanceprocedures,etc.*

*The most important challenges to be met by the Housing Authority of the City of Gallup during FY2002include:*

- *PreserveandimprovethepublichousingstockthroughtheCapitalFundsactivities.*

- *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 Housing Authority of the City of Gallup to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Gallup, 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 Gallup.*

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

[24CFR Part 903.79(r)]

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

#### **Table of Contents**

	<u>Page#</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	21
5. Operations and Management Policies	26
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	31
9. Designation of Housing	33
10. Conversions of Public Housing	34
11. Homeownership	36
12. Community Service Programs	38
13. Crime and Safety	41
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43
17. Asset Management	43
18. Other Information	44

**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration *NM006a02*
- FY2002 Capital Fund Program Annual Statement *NM006b02*
- FY2002 Capital Fund Program 5 Year Action Plan *NM006c02*
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Other (List below, providing each attachment name)
  - Substantial Deviation and Significant Amendment or Modification –NM006d02*
  - Resident Assessment Survey Follow -up Plan –NM006e02*
  - Conversion Initial Assessment –NM006f02*
  - Pet Ownership Policy (elderly/disabled) –NM006g02*
  - Resident Membership PHA Board or Boards –NM006h02*
  - Membership of Resident Advisory Board or Boards –NM006i02*
  - Progress Statement –NM006j02*
  - Summary of Policy or Program Changes for the Upcoming Year –NM006k02*
  - Deconcentration and Income Mixing –NM006l02*
  - 2000 Performance & Evaluation Report NM006m02*
  - 2001 Performance & Evaluation Report NM006n02*

**Optional Attachments:**

- PHA Management Organizational Chart
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

**Supporting Documents Available for Review**

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

<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 Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing	5 Year and 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>
	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.	
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 certification 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	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>
	Administrative Plan	
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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input 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
X	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report 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
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcanmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	3759	5	5	4	1	3	1
Income>30%but <=50%ofAMI	2444	5	5	4	1	2	1
Income>50%but <80%ofAMI	2797	5	5	4	1	2	1
Elderly	966	5	5	4	4	1	1
Familieswith Disabilities	259	5	5	4	5	1	1
<i>African-American</i>	96	5	5	4	1	2	1
<i>Hispanic</i>	1548	5	5	4	1	2	1
<i>AmericanIndian</i>	3876	5	5	4	1	3	1
<i>Asian</i>	0	0	0	0	0	0	0

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear: 1999
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy  
 (“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	32		48
Extremely low income <= 30% AMI	14	44	
Very low income (> 30% but <= 50% AMI)	12	38	
Low income (> 50% but < 80% AMI)	6	19	
Families with children	23	72	
Elderly families	0	0	
Families with Disabilities	0	0	
Race/ethnicity	3	10%	
Race/ethnicity	0	0	
Race/ethnicity	29	91	
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	32	
2BR	8	25	
3BR	10	32	
4BR	4	13	
5BR	0	0	0

Housing Needs of Families on the Waiting List			
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)
  - *Develop mixed -finance housing for the elderly*

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## 2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

<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	568,018.00	
b) Public Housing Capital Fund	558,977.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant - Based Assistance	158,788.00	
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		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated fund only) (list below)</b>		
2001 CFP	462,400.00	Public housing capital improvements
<b>Sub-total</b>	<b>1,748,171.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	463,310.00	Public housing operations
<b>4. Other income (list below)</b>	36,830.00	Public housing operations
Interest on General Funds Investments: 2,110.00		
Other income: Legal fees, maintenance 11,660.00		
Charges to tenants, late fees, NSF check 6,980.00		
Charges, etc.		
Excess utilities 16,080.00		
<b>5. Non-federal sources (list below)</b>		
<b>Sub-total</b>	<b>500,140.00</b>	
<b>Total resources</b>	<b>2,248,311.00</b>	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubco mponent  
3A.

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

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)  
 Whenfamili esarewithinacertainimeofbeingofferedaunit:(statetime)  
 Other:(describe) *Atthetimetheyapplyforassistance.*

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing (selectallthatapply)?

- CriminalorDrug -relatedactivity  
 Rentalhistory  
 Housekeeping  
 Other(describe) *Credithistory*

c.  Yes  No:DoesthePHAreq uestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

##### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousetoorganizeitstopublichousing waitinglist (selectallthatapply)

- Community-widelist  
 Sub-jurisdictionallists  
 Site-basedwaitinglists  
 Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopub lichousing?

- PHAmainadministrativeoffice  
 PHAdevelopmentsitemanagementoffice  
 Other(listbelow)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer a choice 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?  
*n/a*

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)? *n/a*  
 If yes, how many lists?

3.  Yes  No: May families be on more than one lists simultaneously? *n/a*  
 If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *n/a*

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(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 admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admission 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 a n absolute hierarchy or through a points 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:

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

Other preferences (select all that apply)

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

4. Relationship of preference to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing** (see attachment NM006102)

**B. Section 8**

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

**(1) Eligibility**

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug -related activity
- Other (describe below)
  - *Current and previous landlords name and address*
  - *Participant last known mailing address*

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

### (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:

*If program participant and demonstrate good faith effort to locate suitable housing, the PHA will extend for up to an additional 60 day period.*

### (4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Household that contribute to meeting income goals (broad range of incomes)

- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespace thatrepresentsyourfirstpriority,a“2”intheboxrepresentingyour secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchyorthroughapointsystem),placethe samenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

1 DateandTime

FormerFederalpreferences

- 1 InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,Proper tyDisposition)
- 1 Victimsofdomesticviolence
- 1 Substandardhousing
- 1 Homelessness
- 1 Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunableto workbecauseofageordisability
- Veteransandveterans’families
- Residentstholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,oru pwardmobility programs
- 1 Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwithethequalpreferencestatus,howare applicantsselected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orworkinthe jurisdiction”(selectone) n/a

- Thisprefer encehaspreviouslybeenreviewedandapprovedbyHUD
- ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6. Relationship of preference to income targeting requirements: (select one)

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

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

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

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

[24CFR Part 903.79(d)]

### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub 4A. -component

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

*If the family requests a hardship exemption, the HA will immediately suspend the minimum rent for the family until the HA can determine whether the hardship exists and whether the hardship is of a temporary or long -term nature.*

1. A hardship exists in the following circumstances:
  - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program.
  - b. When the family would be evicted as a result of the imposition of the

- c. *minimum rent requirement;*
  - c. *When the income of the family has decreased because of changed circumstances, including loss of employment;*
  - d. *When the family has an increase in expenses because of changed circumstances, for medical costs, child -care, transportation, education or similar items;*
  - e. *When a death has occurred in the family.*
2. *No hardship. If the HA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.*
  3. *Temporary Hardship. If the HA reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90 -day period, the minimum rent will be imposed retroactively to the time of suspension. The HA will offer a repayment agreement in accordance with Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the HA will not evict the family for non -payment of the amount of tenant rent owed for the suspension period.*
  4. *Long-term hardship. If the HA determines there is a long -term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.*
  5. *Appeals. The family may use the grievance procedure to appeal the HA's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.*

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: *n/a*

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
  - Child-support for a child living outside the home.
  - Up to \$500 for expenses incurred for tools, uniforms, equipment or license for a job.

e. Ceiling rents

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

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

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

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

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

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

f. Rentre -determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

## (2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?  
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadequacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow)

**(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b.  Yes  No: HasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

## **5. Operations and Management -Notrequired**

[24CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

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

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

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

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures – Not required**

[24CFR Part 903.79(f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *NM006b02*

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *NM006c02*

-or-

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

*2000 Performance and Evaluation report NM006m02*

*2001 Performance and Evaluation report NM006n02*

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

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name: *n/a*

2. Development (project) number: *n/a*

3. Status of grant: (select the statement that best describes the current status) *n/a*

- 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 HOPEVI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed -financed 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**

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<i>Arnold/Sky City</i>
1b. Development (project) number:	<i>NM02P006-003</i>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<i>(12/21/2001)</i>
5. Number of units affected:	<i>6</i>
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <i>July 01, 2002</i> b. Projected end date of activity: <i>December 31, 2002</i>

<b>Demolition/DispositionActivityDescription</b>	
1a. Development name:	<i>FordCanyon</i>
1b. Development (project) number:	<i>NM02P006 -004</i>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u><i>(12/21/2001)</i></u>
5. Number of units affected:	<i>1</i>
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <i>July 31, 2002</i> b. Projected end date of activity: <i>December 31, 2002</i>

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description *n/a*  
 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	
<input type="checkbox"/> Total development	

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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 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 *n/a*  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

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

- Units addressed in a pending or approved HOPEVI demolition application  
(date submitted or approved: )
- Units addressed in a pending or approved HOPEVI 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**

*Voluntary Conversion Required Initial Assessment –NM006f02*

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

# 11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

## **A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor each applicableprogram/plan,unlesselectibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skipto component11B.)

2.ActivityDescription *n/a*  
 Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skipto component12.If “No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Tur nkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

## 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 performers status. **High performing PHAs** may skip to component 12.)

2. Program Description: *n/a*

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self -sufficiency Programs –not required**

[24CFR Part 903.79(1)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self -Sufficiency Policies

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

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



**C. Welfare Benefit Reductions**

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

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

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

### **13.PHASafetyandCrimePreventionMeasures –notparticipating**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayoptoutofcomponent15.HighPerformingandsmallPHAs that are participatinginPH DEP and are submitting a PHDEP Plan with this PHA Plan may opt out of component D.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectall thatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorall ofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other( describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

#### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenor planstoundertake: (selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionof crime-and/or drug -preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

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

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

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

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

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

PHA eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 9 03.79(n)]

*Pet Ownership Policy (elderly/disabled) –NM006g02*

## **15. Civil Rights Certifications**

[24CFRPart903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24CFRPart903.79(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 (state below)?

## **17. PHA Asset Management –not required**

[24CFRPart903.79(q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(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 (Filename)  
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below) *Residents were in agreement with PHA Plan.*

### **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 *n/a*

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

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization

Other(list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)

Representatives of all PHA resident and assisted family organizations

Other(list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) *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: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

### **D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and III

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

Capital Fund Grant Number                      FFY of Grant Approval:    (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment -Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 -19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**AnnualStatement**  
**CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:Implementa tionSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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

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

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



**Attachment:NM006a02**

**DECONCENTRATIONANDINCOMETARGETINGPOLICY  
FOR THE  
HOUSINGAUTHORITYOF THECITYOF  
GALLUP,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 Gallup, NM (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.

©2001 The Nelrod Company, Ft. Worth, TX  
Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional support services;
- Additional amenities for all units;
- Ceiling rents;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media advertising/Public service announcements; and
- 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. These selection procedures are redesigned so that selection of new public housing residents will bring the actual distribution of rents close 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)

F:\NELROD.CO\2002\PHAPlanFiles\PHAPlan-UpdateConsortiumMembers\Gallup,NM\NM006a01.wpd

## 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**

PHAName: <b>Housing Authority of the City of Gallup</b> "AMENDED"	Grant Type and Number: Capital Fund Program No: <b>NM02P00650102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
---	---	-------------------------------------

<input checked="" type="checkbox"/> Original Annual Statement	<input checked="" type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> 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 Operations	55,800.00			
3	1408 Management Improvements	31,500.00			
4	1410 Administration	55,890.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	10,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	93,615.00			
10	1460 Dwelling Structures	294,172.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	18,000.00			
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 (sum of lines 2-20)</b>	<b>\$558,977.00</b>			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 Related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security-Soft Costs	0.00			
25	Amount of Line 21 Related to Security-Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			





**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**

PHAName: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650102</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	
NM6-2	Retaining walls	1450		23,000.00				
	Sidewalks	1450		14,000.00				
	Landscaping	1450		8,250.00				
	Force Account Labor	1450		48,365.00				
	<b>Subtotal 1450</b>			<b>93,615.00</b>				
	Window replacement	1460	4	1,600.00				
	Roof replacement	1460	8	6,400.00				
	Interior door replacement	1460	4	1,200.00				
	Floor repair/replacement	1460	4	4,000.00				
	Stucco	1460	8	7,000.00				
	Exterior door replacement	1460	4	1,000.00				
	Countertop replacement	1460	4	2,600.00				
	Cabinet repair	1460	4	1,000.00				
	Replace plumbing fixtures	1460	4	1,000.00				
	Replace electrical fixtures	1460	4	760.00				
	Install GFI & Smoke detectors	1460	4	600.00				
	Paint interior	1460	4	640.00				
	Paint exterior	1460	4	2,500.00				
	Force Account Labor	1460	10	54,840.00				
	<b>Subtotal 1460</b>			<b>85,140.00</b>				
	<b>TOTAL NM6-2</b>			<b>178,755.00</b>				

**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**

PHAName: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650102</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	
NM6-3	Window replacement	1460	6	2,400.00				
	Roof replacement	1460	10	8,000.00				
	Interior door replacement	1460	6	1,800.00				
	Floor repair/replacement	1460	6	4,500.00				
	Stucco	1460	10	8,750.00				
	Exterior door replacement	1460	6	1,500.00				
	Countertop replacement	1460	6	3,900.00				
	Cabinet repair	1460	6	1,500.00				
	Replace plumbing fixtures	1460	6	1,500.00				
	Replace electrical fixtures	1460	6	1,140.00				
	Install GFI & Smoke detectors	1460	6	900.00				
	Paint interior	1460	6	960.00				
	Paint exterior	1460	14	3,500.00				
	Force Account Labor	1460		73,000.00				
	<b>Subtotal 1460</b>			<b>113,350.00</b>				
	<b>TOTAL NM6-3</b>			<b>113,350.00</b>				







## PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:2 FFYGrant:2003 PHAFY:2003			ActivitiesforYear:3 FFYGrant:2004 PHAFY:2004	
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	HA-Wide	Operations	15,000.00	HA-Wide	Operations
		ComputerSoftwareUpdates	8,000.00		ComputerSoftwareUpdates
		PolicyUpdates/Training/TA	6,200.00		PolicyUpdates/Training/TA
		Administration(salary/benefits/sundry)	58,500.00		Administration(salary/benefits/s
		<b>TotalHA-Wide</b>	<b>87,700.00</b>		<b>Total</b>
Annual	NM6-1toNM6-5			NM6-1toNM6-5	
	<b>DwellingStructures:</b>	Windowreplacement	3,600.00	<b>DwellingStructures:</b>	Windowreplacement
		RoofReplacement	17,000.00		RoofReplacement
		InteriorDoorReplacement	1,800.00		InteriorDoorReplacement
		FloorRepair/Replacement	6,000.00		FloorRepair/Replacement
Statement		Stucco	22,500.00		Stucco
		ExteriorDoorReplacement	1,250.00		ExteriorDoorReplacement
		StormDoorReplacement	1,000.00		StormDoorReplacement
		CountertopReplacement	3,950.00		CountertopReplacement
		CabinetRepair	1,800.00		CabinetRepair
		ReplacePlumbingFixtures	2,100.00		ReplacePlumbingFixtures
		ReplaceElectricalFixtures	1,950.00		ReplaceElectricalFixtures
		InstallGFI/SmokeDetectors	2,550.00		InstallGFI/SmokeDetectors
		PaintInterior	2,600.00		PaintInterior
		PaintExterior	8,750.00		PaintExterior
		Gutter/Downspouts	11,000.00		Gutter/Downspouts
		ForceAccountLabor	159,902.00		ForceAccountLabor
		<b>TotalDwellingStructures:</b>	<b>247,752.00</b>		<b>TotalDwelling</b>
	<b>SiteImprovements:</b>	Retainingwalls	34,000.00	<b>SiteImprovements:</b>	Retainingwalls
		Sidewalks	18,000.00		Sidewalks
		Landscaping	7,800.00		Landscaping
		ForceAccountLabor	190,670.00		ForceAccountLabor
		<b>TotalSiteImprovements:</b>	<b>250,470.00</b>		<b>TotalSiteImp</b>
		<b>2003-TOTALCFPESTIMATEDCOST</b>	<b>585,922.00</b>		<b>2004-TOTALCFPESTIMATEI</b>

# CapitalFundsProgramFiveYearActionPlan

## PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:4 FFYGrant:2005 PHAFY:2005			ActivitiesforYear:5 FFYGrant:2006 PHAFY:2006	
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	HA-Wide	Operations	25,000.00	HA-Wide	Operations
		ComputerSoftwareUpdates	10,000.00		ComputerSoftwareUpdates
		PolicyUpdates/Training/TA	8,400.00		PolicyUpdates/Training/TA
		Administration(salary/benefits/sundry)	58,500.00		Administration(salary/benefits/s
		<b>TotalHA-Wide</b>	<b>101,900.00</b>		<b>Total</b>
Annual	NM6-1toNM6-5			NM6-1toNM6-5	
	<b>DwellingStructures:</b>	Windowreplacement	4,600.00	<b>DwellingStructures:</b>	Windowreplacement
		RoofReplacement	13,850.00		RoofReplacement
		InteriorDoorReplacement	3,960.00		InteriorDoorReplacement
		FloorRepair/Replacement	6,350.00		FloorRepair/Replacement
Statement		Stucco	12,860.00		Stucco
		ExteriorDoorReplacement	8,120.00		ExteriorDoorReplacement
		StormDoorReplacement	6,500.00		StormDoorReplacement
		CountertopReplacement	4,850.00		CountertopReplacement
		CabinetRepair	3,925.00		CabinetRepair
		ReplacePlumbingFixtures	2,860.00		ReplacePlumbingFixtures
		ReplaceElectricalFixtures	2,200.00		ReplaceElectricalFixtures
		InstallGFI/SmokeDetectors	2,950.00		InstallGFI/SmokeDetectors
		PaintInterior	3,600.00		PaintInterior
		PaintExterior	8,700.00		PaintExterior
		Gutter/Downspouts	14,860.00		Gutter/Downspouts
		ForceAccountLabor	168,430.00		ForceAccountLabor
		<b>TotalDwellingStructures:</b>	<b>268,615.00</b>		<b>TotalDwelling</b>
	<b>SiteImprovements:</b>	Retainingwalls	41,200.00	<b>SiteImprovements:</b>	Retainingwalls
		Sidewalks	9,500.00		Sidewalks
		Landscaping	11,850.00		Landscaping
		ForceAccountLabor	152,857.00		ForceAccountLabor
		<b>TotalSiteImprovements:</b>	<b>215,407.00</b>		<b>TotalSiteImp</b>
		<b>2005-TOTALCFPESTIMATE</b>	<b>585,922.00</b>		<b>2006-TOTALCFPESTIMATEI</b>

## GallupHousingAuthority

A. SubstantialDeviationfromthe5-YearPlan:

- AnychangetotheMissionStatement;
- 50%deletionfromoradditiontothegoalsandobjectivesasawhole;and
- 50%ormoredecreaseinthequantifiablemeasurementofanyindividual goalorobjective.

B. SignificantAmendmentorModificationtotheAnnualPlan:

- Anyincreaseordecreaseover50%inthefundsprojectedintheFinancial ResourceStatementand/ortheCapitalFundProgramAnnualStatement;
- AnysubmissiontoHUDthatrequiresaseparatenotificationtoresidents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, DesignatedHousingorHomeownershipprograms;and
- Anychangeinconsistentwiththelocal,approvedConsolidatedPlan,inthe discretionoftheExecutiveDirector.

HOUSING AUTHORITY OF THE CITY OF GALLUP  
RESIDENT ASSESSMENT SURVEY FOLLOW-UP PLAN  
Attachment: NM006e02

SECTION TWO: Communication

AREA OF CONCERN: Inability of Residents to Communicate With Management Regarding Problems and Issues

Clear communication of services, procedures, other neighborhood-related issues and activities is a critical component in the success of a development. This section measures the level of that communication in the area of events, activities, and programs available to residents, and the ability of residents to communicate with management regarding problems and issues. The following are actions items that will be implemented for making improvements in this area:

ACTION ITEMS

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on issue. If situations which are identified as problems are improved, then it is believed that satisfaction with this service area should improve.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: December 2002

2. Resident-Oriented Service Training

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident-Oriented Service Delivery By PHA Staff and Personnel. These workshops

will train PHA staff and personnel to effectively and politely communicate with residents. Coursework may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: Ongoing

3. Improve Internal Communications.

The Agency will immediately schedule a series of training sessions and seminars which will focus on Resident-Oriented Service Delivery By PHA Staff and Personnel. These workshops will train PHA staff and personnel to effectively and politely communicate with residents. Coursework may include role-playing exercises which demonstrate the appropriate manner in which to interact with residents.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: Ongoing

4. Ensure Written Policies and Procedures.

The Agency will immediately conduct a review of its written policies and procedures to determine if all applicable policies and procedures have been documented and where necessary the Agency will prepare the missing documents. The Agency will also ensure that residents have copies of them, that they have input and that the residents are in agreement with them. Care will be taken to assure that the Agency management or staff does not dictate policies. Finally, residents will be encouraged to participate, as much as possible, in policy development.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: June 2003

5. Use Culturally Relevant Language.

The Agency will immediately seek to institute and implement a policy of using culturally appropriate and relevant language in which to communicate with residents.

The Agency will also begin to institute a practice of preparing its written materials, including posters, signage, notices, bulletins, circulars, newsletters, and relevant reports in a language that is culturally appropriate for the majority of its residents that do not speak or understand English.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: June 2003

6. Institute A Common Point Of Reference For Notices.

The Agency will immediately identify and institute an effective and easily accessible method of communicating with residents. Suggested methods will include, but will not be limited to the following: flyers/letters sent with the rent bill, flyers/letters placed in all mailboxes or a community bulletin board.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: Ongoing

SECTION THREE: Safety

AREA OF CONCERN: Failure of Agency To Convince Residents That It Is Making Efforts To Provide Safe Living Conditions

The goal of this section is to capture how safe residents feel and to assess if the housing agency is making efforts to provide safe living conditions. The following are action items that will be used to make improvements in this area.

ACTION ITEMS

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on issue. If situations which are identified as problems are improved, then it is believed that satisfaction with this service area should improve.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: December 2002

2. Establish Working Relations With Police.

The Agency will immediately establish a policy of establishing partnership relations with Police Departments in the community so as to have a variety of cooperative arrangements and agreements. Some of these agreements will be , but not be limited to the following activities:

- Periodic and regular meetings between the local police agency and PHA management.

- Provisions of access by the local police agency to vacant units in order to facilitate surveillance and pursuit.
- Provision of community space for police /community meetings.
- Police input into the development and implementation of drug elimination grants.
- Police input into modernization planning.
- Operation Safe Home and other Federal/local law enforcement efforts.
- Gun and drug sweeps.
- Youth counseling
- Youth recreational acuities.
- Tenant security training.
- Community policing.
- Security surveys.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: June 2003

**3. Ensure Policies and Procedures In Place For Tracking Crime.**

The Agency will immediately conduct a review of its written policies and procedures to ascertain that applicable policies and procedures are in place to track crime and where necessary the Agency will prepare the missing documents. The Agency will also ensure that these policies and procedures will be able to demonstrate that crime and crime-related problems are being traced by development.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: June 2003

4. Refine Resident Screening Processes.

The Agency will immediately seek to institute and implement a policy of revamping and upgrading a resident screening process which denies housing admissions to those individuals who do not meet the legal criteria established by HUD or PHA board resolution.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: March 2003

5. Establish Safe Behavior Policies For Residents.

The Agency will immediately develop and institute a clearly understood and mutually agreed-upon policy which defines what constitutes safe behavior for residents with the correct level of repercussions for violating policy.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: March 2003

6. Addition of More Lighting.

The Agency will immediately schedule a plan for evaluating, planning and installing additional lighting in all common areas and to periodically check all lights to make sure that they are working.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: June 2003 Target Date of Completion: December 2003

7. Teach Basic Resident Safety.

The Agency will immediately seek to develop and implement a training program for residents on basic safety in the home and in the community. Topics to be presented will include, but not be limited to: How Residents Can Better Protect Themselves, Their Families And Their Property, and Working With Police Agencies To Create Safer Neighborhoods, etc.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: June 2003

SECTION FIVE: Neighborhood Appearances

AREA OF CONCERN: Dissatisfaction With Upkeep In Different Areas of the Development

A poorly maintained development can lead to a number of problems. The appearance of the housing development should be neat and orderly. Ideally, the development should compliment the community and there should not be a clear line that defines the borders of the development due to perpetual problems such as litter, broken glass, and vandalism. Residents are encouraged to be part of the solution. There is an established process in place for residents to report problems. Management responds in a timely and professional manner to appearance problems in the community. The following are action items that the Agency will undertake to make improvements in this area.

ACTION ITEMS

1. Establish Communication Linkages

The Agency will immediately develop and implement a schedule of regular group meetings with Residents, Resident Advisory Board, or meet individually with residents to discuss resident concerns and perceptions on this issue.

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: July 2002 Target Date of Completion: December 2002

2. Be Proactive About Improving The Appearance of Neighborhood.

The Agency will immediately develop and implement a program for improving the overall appearance of the neighborhood. This program will include, but will not be limited to the following activities:

- Conducting an assessment (at least visually) of the community on a daily basis.
- Management and Executive Staff becoming personally involved in this assessment and not just relying on staff for input.
- Starting a neighborhood appearance council made up of residents. Awarding prizes or recognizing to residents with the best kept yard and recognizing that individual or family in a newsletter

Funding Source (if required) to be utilized: PH Operating Budget

Task Start Date: April 2003 Target Date of Completion: Ongoing

E:\2002\PHAPlanFiles \PHAPlanMasterDocuments \AgencyFollowUpPlan.doc

**Housing Authority of the City of Gallup  
Attachment: NM006f02**

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

- A. How many of the PHA's developments are subject to the Required Initial Assessment?

<b><u>Development #</u></b>	<b><u>Development Name</u></b>	<b><u># Units</u></b>
NM006001	Marcy/Sky City	60
NM006002	Romero/Arnold	60
NM006003	Arnold/Sky City	78
NM006005	Sunshine Canyon	46

- B. 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)?

<b><u>Development #</u></b>	<b><u>Development Name</u></b>	<b><u># Units</u></b>
NM006004	Ford Canyon	30

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

**One assessment for each development**

- D. Identify PHA developments that may be appropriate for conversion based in the Required Initial Assessments:

**None**

- E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

**N/A**

*Attachment:NM006g02*

**PET OWNERSHIP  
(ELDERLY/DISABLED RESIDENTS)  
FOR  
THE HOUSING AUTHORITY OF THE CITY OF  
GALLUP, NM**

## **PET OWNERSHIP POLICY**

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of Gallup (herein referred to as PHA) will notify eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- D. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

## HOUSING AUTHORITY OF THE CITY OF GALLUP

### Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owners shall have only a small cat or dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *twelve (12) inches*. Such limitations do not apply to a *service animal* used to assist a disabled resident.
4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Gallup as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.
5. No pet owners shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owners shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
7. All cats shall be declawed. Proof of compliance shall be furnished to management.
8. The pet owners shall house the pet inside the pet owner's dwelling unit. The pet owners shall keep a cat or dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owners shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
9. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.

10. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.
11. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.
12. Residents shall provide the PHA a color photograph of the pet(s).
13. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
14. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
15. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
16. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
17. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
18. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
19. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
20. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall

not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

21. The pet owners shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
22. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.
23. No pet owners shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
24. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, displays symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
25. Each pet owners shall pay a refundable pet deposit of \$ **75.00**. The PHA may waive the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.
26. The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.  
Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

27. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such actions shall constitute having a pet without permission of the PHA.
28. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
29. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pet except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
31. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
32. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible party, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible party is found, state or local authorities will be contacted.
33. The residents shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.
34. The resident agrees to assume all personal financial responsibility for damage to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.
35. Pet Violation Procedures: Resident agrees to comply with the following:
  - a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
    1. Contain a brief statement of the factual basis for the determination

and the pet rule or rules alleged to be violated.

2. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
  3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
  4. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
- b. **Pet Rule Violation Meeting:** If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.
- c. **Notice for Pet Removal:** If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
1. Contain a brief statement of the factual basis for the determination and the pet rule or rule that has been violated.
  2. State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
  3. State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhuman manner. In such cases paragraph 24 shall apply.

**AGREEMENTFORCAREOFPET**

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Gallup and the Addendum to the Residential Dwelling Lease Agreement dated \_\_\_\_\_ between:

THE HOUSING AUTHORITY OF THE CITY OF GALLUP  
203 Debra Drive  
Gallup, NM 87305-1334

AND,

\_\_\_\_\_ (Resident's Name)

\_\_\_\_\_ (Resident's Address)

I hereby agree that should \_\_\_\_\_ become  
incapable of caring for \_\_\_\_\_ a \_\_\_\_\_  
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and wellbeing of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Gallup.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

\_\_\_\_\_  
Signature

Sworn and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary of Public

My Commission Expires:  
\_\_\_\_\_

**PETPOLICYADDENDUM**

Ihavereadandunderstandtheabovepetownershiprulesandagreetoabidebythem.

\_\_\_\_\_  
Resident'sSignature

\_\_\_\_\_  
PHAStaffmember'sSignature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
TypeofAnimalandBreed

\_\_\_\_\_  
NameofPet

\_\_\_\_\_  
DescriptionofPet(color,size,weight,sex,etc.)

Thealternatecustodianformypetis:

Custodian'sfirst,middleandlastname;postofficebox;streetaddress;zipcode;area  
telephoneandtelephonenumber:

\_\_\_\_\_  
Resident'sSignature

\_\_\_\_\_  
Date

RefundableDamageDeposit

\_\_\_\_\_  
AmountPaid

\_\_\_\_\_  
Date

F:\NELROD.CO\2002\PHAPlanFiles\PHAPlan-UpdateConsortiumMembers\Gallup,  
NM\NM006g01.wpd

## **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.**

# Gallup Housing Authority

## Required Attachment *NM006h02*: 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)

Name of resident member(s) on the governing board: *Billie Jean Madrid*

A.

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

Elected

Appointed

C. The term of appointment is (include the date term expires): *12/20/01 - 12/19/06*

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: *12/19/02*

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

*John Pena, Mayor*

*Pat Butler, City Councilor*

*Bill Nechero, City Councilor*

*Louis Bonaguidi, City Councilor*

*Charlie Chavez, City Councilor*

## **Required Attachment *NM006i02*: 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.)

- *Rosalio Cordova*
- *Carlotta Tso*
- *Amber Rodriguez*
- *Charmaine Martnez*
- *Rolinda Van Winckle*

Housing Authority of the City of Gallup  
PHA Plan Update for FYB 2002  
***Attachment: NM006j02***

Statement of Progress

The Housing Authority of has been successful in achieving its mission and goals in the year 2001. Goals are either completed or on target for completion by the end of the year.

Concerning modernization approximately \$585,922.00 was either spent or obligated. PHA has done substantial renovation of the home purchased under the Dollar program. All major work was accomplished through force account.

Concerning self-sufficiency and crime and safety, the PHA has installed lighting in all areas of property. The PHA will continue to create and maintain partnerships with its appropriate community agencies to assist residents to become self-sufficient.

Concerning improving the quality of life, it is a long-term goal of the PHA to build 15-20 elderly only complex.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

*Attachment: NM006k02*

**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.

*Inclusion of Deconcentration and Income Mixing information*

*Inclusion of Involuntary Conversion information*

**Housing Authority of the City of Gallup**

Attachment: NM006I02

**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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
			1.

**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.**

**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**

PHAName: <b>Housing Authority of the City of Gallup</b>	Grant Type and Number: Capital Fund Program No: <b>NM02P00650100</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   1    
 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 Operations				
3	1408 Management Improvements	12,100.00	25,328.00	25,328.00	25,328.00
4	1410 Administration	49,900.00	53,120.00	53,120.00	38,043.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	10,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	67,497.00	21,090.00	21,090.00	0.00
10	1460 Dwelling Structures	329,045.00	425,140.00	425,140.00	213,556.00
11	1465.1 Dwelling Equipment-Nonexpendable	76,995.00	24,089.00	24,089.00	15,433.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	25,000.00	24,270.00	24,270.00	24,270.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	2,500.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	<b>Amount of Annual Grant (sum of lines 2-20)</b>	<b>573,037.00</b>	<b>573,037.00</b>	<b>573,037.00</b>	<b>316,630.00</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security-Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security-Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00



**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**

PHAName: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650100</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	
NM6-1	Window replacement	1460	3	10,000.00	1,200.00	1,200.00	480.00	
	Roof replacement	1460	2	15,000.00	1,600.00	1,600.00	729.00	
	Interior door replacement	1460	3	10,000.00	900.00	900.00	327.00	
	Floor repair/replacement	1460	3	16,013.33	3,000.00	3,000.00	1,092.00	
	Stucco	1460		27,050.33	0.00	0.00	0.00	
	Exterior door replacement	1460	3	5,000.00	750.00	750.00	238.00	
	Countertop replacement	1460	3	15,000.00	1,950.00	1,950.00	672.00	
	Cabinet repair	1460	3	0.00	750.00	750.00	697.00	
	Replace plumbing fixtures	1460	3	5,000.00	750.00	750.00	262.00	
	Replace electrical fixtures	1460	3	5,000.00	570.00	570.00	198.00	
	Install GFI & Smoke detectors	1460	3	3,000.00	450.00	450.00	171.00	
	Paint interior	1460	3	0.00	480.00	480.00	185.00	
	Paint exterior	1460	8	0.00	2,000.00	2,000.00	0.00	
	Force Account Labor	1460		0.00	27,850.00	27,850.00	15,360.00	
	Furnace replacement	1460		23,520.00	800.00	800.00	0.00	
	<b>Subtotal 1460</b>			<b>134,583.66</b>	<b>43,050.00</b>	<b>43,050.00</b>	<b>20,411.00</b>	<b>47% Completed</b>
	Refrigerator replacement	1465	5	6,300.00	1,865.00	1,865.00	1,865.00	
	Refrigerator ranges	1465	9	4,005.00	2,088.00	2,088.00	2,088.00	
	<b>Subtotal 1465</b>			<b>10,305.00</b>	<b>3,953.00</b>	<b>3,953.00</b>	<b>3,953.00</b>	<b>100% Completed</b>
	<b>TOTAL NM6-1</b>			<b>144,888.66</b>	<b>47,003.00</b>	<b>47,003.00</b>	<b>24,364.00</b>	

**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**

PHAName: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650100</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	
NM6-2	Window replacement	1460	9	10,000.00	3,600.00	3,600.00	3,528.00	
	Roof replacement	1460	10	15,000.00	8,000.00	8,000.00	0.00	
	Interior door replacement	1460	9	10,000.00	2,700.00	2,700.00	2,682.00	
	Floor repair/replacement	1460	9	16,013.33	9,000.00	9,000.00	8,861.00	
	Stucco	1460	5	27,050.33	4,375.00	4,375.00	0.00	
	Exterior door replacement	1460	9	5,000.00	2,250.00	2,250.00	1,975.00	
	Countertop replacement	1460	9	15,000.00	5,850.00	5,850.00	5,601.00	
	Cabinet repair	1460	9	0.00	2,250.00	2,250.00	2,168.00	
	Replace plumbing fixtures	1460	9	5,000.00	2,250.00	2,250.00	2,247.00	
	Replace electrical fixtures	1460	9	5,000.00	1,710.00	1,710.00	1,685.00	
	Install GFI & Smoke detectors	1460	9	0.00	1,350.00	1,350.00	1,280.00	
	Paint interior	1460	9	0.00	1,440.00	1,440.00	1,369.00	
	Paint exterior	1460	14	0.00	3,500.00	3,500.00	0.00	
	Force Account Labor	1460		0.00	92,350.00	92,350.00	74,186.00	
	Furnace replacement	1460		19,600.00	800.00	800.00	892.00	
	<b>Subtotal 1460</b>			<b>127,663.66</b>	<b>141,425.00</b>	<b>141,425.00</b>	<b>106,474.00</b>	<b>75% Completed</b>
	Refrigerators	1465	4	6,300.00	1,492.00	1,492.00	1,492.00	
	Refrigerator ranges	1465	8	4,005.00	1,856.00	1,856.00	1,856.00	
	<b>Subtotal 1465</b>			<b>10,305.00</b>	<b>3,348.00</b>	<b>3,348.00</b>	<b>3,348.00</b>	<b>100% Completed</b>
	<b>TOTAL NM6-2</b>			<b>137,968.66</b>	<b>144,773.00</b>	<b>144,773.00</b>	<b>109,822.00</b>	

**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**

PHAN Name: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650100</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	
NM6-3	Window replacement	1460	3	10,000.00	1,200.00	1,200.00	427.00	
	Roof replacement	1460	6	14,000.00	14,800.00	14,800.00	9,199.00	
	Interior door replacement	1460	3	10,000.00	900.00	900.00	361.00	
	Floor repair/replacement	1460	3	16,013.34	3,000.00	3,000.00	1,118.00	
	Stucco	1460	3	27,050.34	2,625.00	2,625.00	0.00	
	Exterior door replacement	1460	3	5,000.00	750.00	750.00	269.00	
	Countertop replacement	1460	3	15,000.00	1,950.00	1,950.00	683.00	
	Cabinet repair	1460	3	0.00	750.00	750.00	281.00	
	Replace plumbing fixtures	1460	3	5,000.00	750.00	750.00	267.00	
	Replace electrical fixtures	1460	3	5,000.00	570.00	570.00	187.00	
	Install GFI & Smoke detectors	1460	3	2,854.00	1,350.00	1,350.00	495.00	
	Paint interior	1460	3	0.00	1,440.00	1,440.00	527.00	
	Paint exterior	1460	8	0.00	2,000.00	2,000.00	0.00	
	Force Account Labor	1460		0.00	36,350.00	36,350.00	13,363.00	
	Furnace replacement	1460		2,960.00	0.00	0.00	0.00	
	<b>Subtotal 1460</b>			<b>112,877.68</b>	<b>68,435.00</b>	<b>68,435.00</b>	<b>27,177.00</b>	<b>40% Completed</b>
	Refrigerators	1465	6	6,300.00	2,237.00	2,237.00	2,237.00	
	Ranges	1465	8	4,005.00	1,855.00	1,855.00	1,855.00	
	<b>Subtotal 1465</b>			<b>10,305.00</b>	<b>4,092.00</b>	<b>4,092.00</b>	<b>4,092.00</b>	<b>100% Completed</b>
	<b>TOTAL NM6-3</b>			<b>123,182.68</b>	<b>72,527.00</b>	<b>72,527.00</b>	<b>31,269.00</b>	



**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**

PHAN Name: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650100</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	
NM6-5	Window replacement	1460	3	0.00	2,400.00	2,400.00	1,486.00	
	Roof replacement	1460	6	0.00	8,400.00	8,400.00	0.00	
	Interior door replacement	1460	3	0.00	900.00	900.00	787.00	
	Floor repair/replacement	1460	3	0.00	1,950.00	1,950.00	1,583.00	
	Stucco	1460	8	0.00	8,800.00	8,800.00	0.00	
	Exterior door replacement	1460	3	0.00	750.00	750.00	542.00	
	Countertop replacement	1460	3	0.00	2,175.00	2,175.00	1,867.00	
	Cabinet repair	1460	3	0.00	1,125.00	1,125.00	936.00	
	Replace plumbing fixtures	1460	3	0.00	750.00	750.00	631.00	
	Replace electrical fixtures	1460	3	0.00	570.00	570.00	394.00	
	Install GFI & Smoke detectors	1460	3	0.00	660.00	660.00	487.00	
	Paint interior	1460	3	0.00	900.00	900.00	688.00	
	Paint exterior	1460	18	0.00	3,150.00	3,150.00	0.00	
	Force Account Labor	1460		0.00	56,820.00	56,820.00	50,093.00	
	Furnace replacement	1460	46	0.00	35,880.00	35,880.00	0.00	
	<b>Subtotal 1460</b>			<b>0.00</b>	<b>125,230.00</b>	<b>125,230.00</b>	<b>59,494.00</b>	<b>48% Completed</b>
	<b>TOTAL NM6-5</b>			<b>0.00</b>	<b>125,230.00</b>	<b>125,230.00</b>	<b>59,494.00</b>	
	<b>GRANT TOTAL FOR 2000</b>			<b>573,037.00</b>	<b>573,037.00</b>	<b>573,037.00</b>	<b>316,630.00</b>	<b>55% 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**

PHAName: <b>Housing Authority of the City of Gallup</b>	Grant Type and Number: Capital Fund Program No: <b>NM02P00650101</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 Operations				
3	1408 Management Improvements	12,000.00		3,575.00	3,575.00
4	1410 Administration	57,000.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	10,000.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	62,885.00		0.00	0.00
10	1460 Dwelling Structures	345,885.00		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	15,652.00		0.00	0.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	45,000.00		0.00	0.00
14	1485 Demolition	35,000.00		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	2,500.00		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 (sum of lines 2-20)</b>	<b>585,922.00</b>		<b>3,575.00</b>	<b>3,575.00</b>
22	Amount of Line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security-Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security-Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00		0.00	0.00







**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**

PHAN Name: <b>Housing Authority of the City of Gallup</b>		Grant Type and Number: Capital Fund Program No: <b>NM02P00650101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</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	
NM6-3	Window replacement	1460		9,000.00				
	Roof replacement	1460		13,000.00				
	Interior door replacement	1460		10,000.00				
	Floor repair/replacement	1460		16,025.00				
	Exterior Stucco Repair	1460		27,050.00				
	Exterior door replacement	1460		5,000.00				
	Cabinet/Countertop replacement	1460		15,000.00				
	Replace plumbing fixtures	1460		5,000.00				
	Replace electrical fixtures	1460		5,000.00				
	Install GFI & Smoke detectors	1460		2,855.00				
	Replace furnaces	1460		27,000.00				
	<b>Subtotal 1460</b>			<b>134,930.00</b>		<b>0.00</b>	<b>0.00</b>	
	Replace refrigerators	1465		3,050.00				
	Replace ranges	1465		2,168.00				
	<b>Subtotal 1465</b>			<b>5,218.00</b>		<b>0.00</b>	<b>0.00</b>	
	Demolition: 6 units/2 story building/removed debris	1485		30,000.00				
	<b>Subtotal 1485</b>			<b>30,000.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL NM6-3</b>			<b>170,148.00</b>		<b>0.00</b>	<b>0.00</b>	



