

TownofBernalillo
DepartmentofHousingServices
PublicHousing
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)I STOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: Bernalillo Department of Housing Services

PHANumber: NM035

PHAFiscalYearBeginning: 7/2002

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)

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AnnualPHAPlan
PHAFiscalYear2002
 [24CFRPart903.7]

i. AnnualPlanType:

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

i.ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

TheTown ofBernalilloDepartmentofHousingServiceswillbuilditscapacityinallperformanceareas underPHASandSEMAP.PlansandgoalsoutlinedensurethatBDHSwillbeastandardperformernext yearinallareasofmanagementandoperationsinbothpublic housingandSection8.

ii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

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Required Attachments:

- Attachment A: Deconcentration Policy
- Attachment B: Most Recent Board -Approved Operating Budget
- Attachment C: Implementation of Public Housing Resident Community Service Requirement
- Attachment D: Pet Policy
- Attachment E: Progress in Meeting current 5 -Year Plan and Goals
- Attachment F: Resident Membership of the PHA Governing Board
- Attachment G: Membership of the Resident Advisory Board (RAB)
- Attachment H: Most Recent PHA Score
- Attachment I: FY2002 Capital Fund Program 5 Year Action Plan
- Attachment J: Deconcentration and Income Mixing
- Attachment K: Definition of Substantial Deviation and Significant Amendment or Modification
- Attachment L: FY2000 and 2001 CFP, and 2001 Emergency CFPP & E Reports

Optional Attachments:

- PHA Management Organizational Chart
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)* **Sign-in sheets attached for RAB meeting.**
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction)	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board 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 X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents of federal each public housing development X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	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
X	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 result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsof FamiliesintheJurisdiction/sServedbythePHA

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Locatio n
Income<=30% ofAMI	NA	5	5	5	5	5	5
Income>30%but <=50%of AMI	NA	5	5	5	5	5	5
Income>50%but <80%ofAMI	NA	5	5	5	5	5	5
Elderly	NA	5	5	5	5	5	5
Familieswith Disabilities	NA	5	5	5	5	5	5
White	NA	5	5	5	5	5	5
Black	NA	5	5	5	5	5	5
Indian	NA	5	5	5	5	5	5
Asian	NA	5	5	5	5	5	5
PacificIslander	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:2000
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”) dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearof information)*****
CPDCommunitySurvey -2000

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

Housing Needs of Families on the Waiting List			
Waiting list type: (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	262		Updating software information not yet available.
Extremely low income <= 30% AMI	Updating software information not yet available.	Updating software information not yet available.	
Very low income (> 30% but <= 50% AMI)	Updating software information not yet available.	Updating software information not yet available.	
Low income (> 50% but < 80% AMI)	Updating software information not yet available.	Updating software information not yet available.	
Families with children	200	76%	
Elderly families	47	18%	
Families with Disabilities	15	6%	
White	211	80%	
Black	5	2%	
Indian	40	15%	
Asian	5	2%	
Pacific Islander	1	1%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	20	26	Updating software information not yet available.
2BR	24	31.5	Updating software information not yet available.
3BR	24	31.5	Updating software information not yet available.
4BR	8	10.5	Updating software information not yet available.
5BR	NA	NA	NA
5+BR	NA	NA	NA
Is the waiting list closed (Select one)? <input checked="" type="checkbox"/> No (Ph) <input checked="" type="checkbox"/> Yes (Sec 8) If yes: How long has it been closed (# of months)? 12+ months (Sec 8) Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

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)
Recruit additional landlords into the Section 8 Program by hosting program orientations on a regular basis.

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

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)

Need:SpecificFamilyTypes:R acesorethnicity'swithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicity'swithdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicity's showntohavedisproportionatehousing needs(English/Spanishadvertisements).
- Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- Counselsection8tenantsas tolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits

- 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)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$169,288	
b) Public Housing Capital Fund	\$172,545	
c) HOPEVI Revitalization	\$0	
d) HOPEVI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$389,399	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self - Sufficiency Grants	\$0	
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)	\$0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 PHDEP	\$1,729	
2000 PHDEP	\$20,109	
2001 PHDEP	\$25,000	
2000 CFP	\$169,223	
2001 Emergency CFP	\$427,000	
3. Public Housing Dwelling Rental Income	\$122,950	
4. Other income (list below)	\$0	
4. Non -federal sources (list below)	\$0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$1,497,243	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: When units are available

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe): Credit Check

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

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

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

(2) Waiting List Organization

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

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

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentsite managementoffice
- Other(listbelow)

c. IfthePHAplanstooperateoneormoresite -basedwaitinglistsinthecomingyear, answereachofthefollowingquestions;ifnot,skiptosubsection **(3)Assignment**

1. Howmanysite -basedwaiti nglistswillthePHAoperateinthecomingyear?

2. Yes No: AreanyorallofthePHA'ssite -basedwaitinglistsnewforthe upcomingyear(thatis,theyarenotpartofapreviously -HUD- approvedsitebas edwaitinglistplan)? Ifyes,howmanylists?

3. Yes No: Mayfamiliesbeonmorethanonelistssimultaneously Ifyes,howmanylists?2 -Section8&PublicHousingLists.

4. Wherecaninterestedpers onsobtainmoreinformationaboutandsignuptobeon thesite -basedwaitinglists(Selectallthatapply)?

- PHAmainadministrativeoffice
- AllPHAdevelopmentmanagementoffices
- Managementofficesatdev elopmentswithsite -basedwaitinglists
- Atthedevelopmenttowhichtheywouldliketoapply
- Other(listbelow)

(3)Assignment

a. Howmanyvacantunitchoicesareapplicantsordinarilygivenbeforetheyfalltothe bottomoforareremovedfromthewaitinglist?(Selectone)

- One
- Two
- ThreeorMore

b. Yes No: Isthispolicyconsistentacrossallwaitinglisttypes?

c. Ifanswertobis no,listvariationsforanyotherthantheprimarypublichousing waitinglist/sforthePHA:

(4) Admissions Preferences

a. Incometargeting:

- Yes No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan40%ofallnewadmissionstopublichousingto familiesatorbelow30%ofmedianareaincome?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(listbelow)

- Emergencies
- Overhoused
- Underhoused
- Medicaljustification
- AdministrativereasonsdeterminedbythePHA(e.g.,topermitmodernization work)
- Residentchoice:(statecircumstancesbelow)
- Other:
Section504
VictimsofDomesticViolence
WitnessestoHateCrimes

c. Preferences

1. Yes No: HasthePHAestablishedpreferencesforadmissiontopublichousing (otherthandateandtimeofa pplication)?(If“no”isselected,skip tosubsection**(5)Occupancy**)

2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(SelectallthatapplyfromeitherformerFederalpreferencesorother preferences)

Former Federalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences:(Selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’ familie s
- Residentsholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms

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

3.IfthePHAwillemmployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespace thatrepresentsyourfirstpriority,a“2”intheboxrepresentingyoursecond priority,andsoon.Ifyougiveequ alweighttooneormoreofthesechoices(either throughanabsolutehierarchyorthroughapointsystem),placethesamenumbernextto each.Thatmeansyoucanuse“1”morethanonce,“2”morethanonce,etc.

DateandTime

Former Federalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden

Otherpreferences(Selectallthatapply)

- 1 Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’ families
- 1 Residentstwholiveand/orworkinthejurisdiction
- 1 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relationshipofpreferencesto incometargetingrequirements:

- ThePHAappliespreferenceswithincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwil lmeet income-targetingrequirements

(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 J

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

(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 -on request of Landlord
 Other (describe below)

(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:

When housing market is tight and it is likely to take long to identify potential owners with available units.

(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 admission 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,

skipt o 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 veteran s' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ 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 an 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.

Date and Time

Former Federal preferences

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

Other preferences (Select all that apply)

- 1 Working families and those unable to work because of age or disability

- Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 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)

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

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

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

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

6. Relationship of preferences to income targeting requirements: (Select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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)

Orientations held for applicants/potential applicants.

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component4A.

(1)IncomeBasedRentPolicies

a.Useofdiscretionarypolicies:(Selectone)

ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincomebased rentinpublichousing.Income -basedrentsaresetatthehigherof30%of adjustedmonthlyincome,10%ofunadjustedmonthlyincome,thewelfare rent,or minimumrent(lessHUDmandatorydeductionsandexclusions).(Ifselected, skiptosub -component(2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetotoquestionb.)

b.MinimumRent

1.WhatamountbestreflectsthePHA'sminimumrent?(Selectone)

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

2. Yes No:Has thePHAadoptedanydiscretionary minimumrenthardship exemptionpolicies?

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

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

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

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

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

- For the earned income of a previously unemployed household member
For increases in earned income
- Fixed amount (other than general rent -setting policy)
If yes, state amount/ and circumstances below:
- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/ and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income re-examinations, 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 - for decreases in income expected to last 30 days and for increases in allowances or deductions
- Anytime the family experiences an income increase - or has a change in family composition
- 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: PHA that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families

- Rentburdenof assistedfamilies
- Other(listbelow)

(2)MinimumRent

a. WhatamountbestreflectsthePHA’sminimumrent?(Selectone)

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

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

5.OperationsandManagement

[24CFRPart903.79(e)]

A.PHAManagementStructure

- AnorganizationchartshowingthePHA’sman agementstructureandorganization isattached.
- AbriefdescriptionofthemanagementstructureandorganizationofthePHA follows:

TownofBernalilloTownCouncil/Mayor
 ExecutiveDirector
 Programs/GrantCoordinator
 PublicHousingProgra msCoordinator
 Section8ProgramsCoordinator
 MaintenanceSupervisor
 ExecutiveSecretary
 MaintenanceAide

B.HUDProgramsUnderPHAManagement

ProgramName	UnitsorFamilies ServedatYear Beginning	Expected Turnover
PublicHousing	75	25

Section 8 Vouchers	75	
Section 8 Certificates	0	
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	75	
Capital Fund Program (CFP)	76	
Other Federal Programs (list individually)	NA	

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)

- (1) Procurement and Disposition Policy
- Capitalization Policy
- Administrative Handbook
- Personnel Policy, including policies on ADA, Accidents, Family Medical Leave, and Sexual Abuse
- Rent Collection Policy
- Criminal Trespass Policy
- Criminal Records Management Policy
- Pet Policy
- Deconcentration Policy
- Excess Utility Policy
- Tenant Application
- Minimum Rent Hardship Exemption Request Guideline for Residents
- Grievance Procedure
- Dwelling Lease
- Maintenance Charges

Pest Control Policy
Property and Equipment Accounting and Inventory
Policies and Procedures

- (2) Section 8 Management: (List below)
(2) Administrative Plan

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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 applicant stop public housing contact to initiate the PHA grievance process? (Select all that apply)

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA 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)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

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

-or-

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

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

Capital Fund Grant Number 2001 FFY of Grant Approval: (07/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	\$0
2	1406 Operations	\$17,000
3	1408 Management Improvements	\$10,000
4	1410 Administration	\$5,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$8,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$15,000
10	1460 Dwelling Structures	\$50,000
11	1465.1 Dwelling Equipment - Non-expendable	\$20,000
12	1470 Non - Dwelling Structures	\$25,000
13	1475 Non - Dwelling Equipment	\$0
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$22,545
19	1502 Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$172,545
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$0
24	Amount of line 20 Related to Energy Conservation Measures	\$0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	Support for increased administrative capacity	1408	\$10,000
HA-Wide	Operations	1406	\$17,000
HA-Wide	Professional Services	1430	\$8,000
HA- Wide	Site Improvements	1450	\$15,000
HA-Wide	Dwelling Structures	1460	\$50,000
HA-Wide	Dwelling Equipment	1465	\$20,000
HA-Wide	Non-Dwelling Structures	1470	\$25,000
HA- Wide	MOD Used for Development	1498	\$22,545

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	September 30, 2004	September 30, 2005

(2) Optional 5 -Year Action Plan

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

b. If yes to question a, select one:

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

-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 there)

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (Select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI revitalization grant in the Plan year?

If yes, list development name/s below:

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

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

Designation of Public Housing Activity Description	
1a. Development name:	
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: (DD/MM/YY)	
5. If approved, will this designation constitute a (Select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
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)]

A. Assessments 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 FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <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)

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

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

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

11. Home ownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants
 26- 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[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.

See Attachment 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?

November, 1994. Currently reviewing and revising agreement.

Anticipated date of adoption of revised agreement: May, 2002.

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 program 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (Waiting list/random selection/specific criteria/other)	Access (Development office/ PHA main office/ other provider name)	Eligibility (Public housing or Section 8 participants or both)
NA	NA	NA	NA	NA

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	NA
Section 8	NA	NA

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

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

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- Other
 - ✓ Domestic Violence
 - ✓ Beginning of increase in low level drug activity

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

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

3. Which developments are most affected?

- ✓ Community-Wide

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

1. List the crime prevention activities the PHA has undertaken or plan to undertake:

(Select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
 - ✓ Contract security services with local law enforcement agency.
 - ✓ Enrollment of youth in Town of Bernalillo Recreation Programs.
 - ✓ Established Residents Resource Center.

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

Town of Bernalillo Housing Authority.

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)
3. Which developments are most affected? (List below)
Town of Bernalillo Housing Authority.

D. Additional information as required by PHDEP/PHDEP Plan

- 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 FY2001 in this PHA Plan?
N/A
- Yes No: This PHDEP Plan is an Attachment. (Attachment MN035a01)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See attachment D

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(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? If not, when are they due (state below) _____ ?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent.High performingandsmallPHAsarenotrequiredto completethiscomponent.

1. Yes No: IsthePHAengaginginanyactivities thatwillcontribute tothelong termassetmanagementofitspublichousingstock,includinghow theAgencywillplanforlong termoperating,capitalinvestment, rehabilitation,modernization,dis position,andotherneedsthathave **not**beenaddressedelsewhereinthisPHAPlan?

2. WhattypesofassetmanagementactivitieswillthePHAundertake?(Selectallthat apply)
 - Notapplicable
 - Privatemanagement
 - Development-basedaccounting
 - Comprehensivestockassessment
 - Other:(listbelow)

3. Yes No: HasthePHAincludeddescriptionsofassetmanagementactivitiesinthe **optional**PublicHousingAssetManagementTable?

18.OtherInformation

[24CFRPart903.79(r)]

A.ResidentAdvisoryBoardRecommendations

1. Yes No: DidthePHAreceiveanycommentsonthePHAPlanfromtheResident AdvisoryBoard/s?
****RABmembersinattendanceatreviewofplanbyRAB;Nocommentsreceived****
2. Ifyes,thecommentsare:(ifcommentswere received,thePHA **MUST**selectone)
 - AttachedatAttachment(Filename)
 - Providedbelow:
3. InwhatmannerdidthePHAaddressthosecomments?(Selectallthatapply)
 - Consideredcomments,butdeterminedthatnochangestothePHAPlanwere necessary.
 - ThePHAchangedportionsofthePHAPlaninresponsetocomments
Listchangesbelow:
 - Other:(listbelow)

B.DescriptionofElectionprocessforResidentsonthePHABoard

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.)

Per CFR 964.420(a)1, PHA only administers 75 units under the PIH Program.

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

3. Description of Resident Election Process (N/A - PHA exempted)

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

- Candidates were nominated by resident and assisted family organizations
 Any adult recipient of PHA assistance could nominate candidates
 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

1. Consolidated Plan jurisdiction: (State of New Mexico - November 2000)

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:

D. Definition of Substantial Deviation and Significant Amendment or Modification

See Attachment "K"

E. Other Information Required by HUD

- ✓ None

ATTACHMENTS

- AttachmentA: DeconcentrationPolicy**
- AttachmentB: MostRecentBoard -ApprovedOperatingBudget**
- AttachmentC: ImplementationofPublicHousingResident
CommunityServiceRequirement**
- AttachmentD: PetPolicy**
- AttachmentE: ProgressinMeetingcurrent5 -YearPlanandGoals**
- AttachmentF: ResidentMembershipofthePHA GoverningBoard**
- AttachmentG: MembershipoftheResidentAdvisoryBoard(RAB)**
- AttachmentH: MostRecentPHASScore**
- AttachmentI: FY2002CapitalFundProgram5 -YearActionPlan**
- AttachmentJ: DeconcentrationandIncomeMixing**
- AttachmentK: DefinitionofSubstantialDeviationandSignificant
AmendmentorModification**
- AttachmentL: FY2000and2001CFP,and2001EmergencyCF P
P&EReports**

ATTACHMENT A

DECONCENTRATION POLICY

It shall be the intent of the BDHS, its staff, and its Town Councilors that every effort will be made not to concentrate by income levels or any other factor applicants and/or residents into certain areas, development s, etc.

Instead it shall be the intent of the BDHS, its staff, and its Town Councilors to house applicant/residents in a manner, which will reflect a diversity of income levels and/or other factors of its residents in their development.

ATTACHMENT "B"

MOSTRECENTBOARD -APPROVEDOPERATINGBUDGET

NOTE:

THISWILLBEPROVIDEDTOTHOMEMPHISTARCOFFICEBYFAX

Attachment C

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

Implementation of Public Housing Resident Community Service Requirement :

The Town of Bernalillo, Town Councilors adopted the implementation of PH Resident Community Service requirement on September 12, 2001, and included this in the lease agreement. The purpose of the Community Service Requirement is for any member in the household that is eighteen (18) or older at the time of initial admission to Federal Public Housing. BDHS will determine and document which adults are exempted from this requirement. Documentation of exempted status will be placed in the resident file.

Attachment D

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

Pet Policy:

The Town of Bernalillo, Town Councilors adopted a Pet Policy on 09/12/00. The Pet Policy was adopted so a resident would be aware of the size, and kind of domesticated animal they could house. No pet can be kept in an apartment without prior written permission from BDHS. The Pet Policy states only common household pets as long as the requirements of the lease is met which prohibits any conduct that disturbs other tenants or threatens the physical or social environment. All animals must be registered with the authority, licensed, and shot records. A deposit required for all animals is \$100. BDHS reserves the right to deny permission to house pets that do not meet the requirements.

Attachment E

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

Progress in meeting current 5 -Year Plan and Goals:

The Bernalillo Department of Housing Services planned goals are ongoing. BDHS has 76 conventional units; of which one is vacant. Formerly BDHS had 77 units of which one is now offline and remodeled as a Tenant Resource Center.

Attachment F

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

Resident Membership of the PHA Governing Board:

The Bernalillo Department of Housing Services does not have an existing Board of Commissioners. The elected Town Councilors represent and approve all policy issues for resolution. Currently, there are no residents duly elected in the Town of Bernalillo that sit on the Town Councilor Board.

We believe that BDHS is eligible for exemption on this requirement based on CFR 964.425(a)(1), as this PHA has less than the required 300 units. Currently this PHA has 75 units of Public Housing.

AttachmentG

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

Membership of the Resident Advisory Board (RAB):

Currently residents serve voluntarily. The PHA is focusing its efforts on recruiting members to represent each housing block of the PHA. The current board members are:

Eloy Jaramillo
Debbie Gonzales
Rosella Acosta
Arlene Tsethlikai
Anthony Sena
Nancy Colbert

ATTACHMENTH
BERNALILLODEPARTMENTOFHOUSINGSERVICES
MOSTRECENTPHASSCORE

2000PHASSCORES

Composite Score Report - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: /ter/nass/n_Composite_Score.cfm?pha_id=NM035&participant_id=6105000000&fiscal_year=2000&source=1

TOOLS FUN [FREE CHRISTIAN HUDweb PROGRAM HUD Homepage TRAVEL

PHA Information

PHA Code:	NM035	PHA Name:	TOWN OF BERNALILLO DEPT. OF HOUSING SERVICES	Fiscal Year End:	06/30
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PHAS Score: **52** **Designation Status:** **Advisory** **PHAS Status:** **Released**

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
Physical	22	30	Explanation
Financial	8	30	Explanation
Management	22	30	Explanation
Resident	0	10	Explanation
PHAS Total Score	52	100	

Check Management Assessment Score

Document: Done

2001MASSSCORE(notreleased)

ATTACHMENT I

5 - Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA-WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1408-Management Improvements			\$10,000	2002 annual plan
1406-Operations			\$17,000	
1410-Administration			\$5,000	
1430-Fees & Costs			\$8,000	
1450-Site Improvements			\$15,000	
1460-Dwelling Structures			\$50,000	
1465-Dwelling Equipment			\$20,000	
1470-Non-Dwelling Structures			\$25,000	
1498-Mod Used for Development			\$22,545	
Totalestimatedcostovernext5years			\$172,545	

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)
1408-Management Improvements			\$7,000
1406-Operations			\$17,000
1410-Administration			\$7,000
1430-Fees & Costs			\$7,000
1450-Site Improvements			\$15,000
1460-Dwelling Structures			\$75,000
1465-Dwelling Equipment			\$5,000
1470-Non-Dwelling Structures			\$16,000
1498-Mod Used for Development			\$23,545
Total estimated cost over next 5 years			\$172,545

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)
1408-Management Improvements			\$5,000
1406-Operations			\$17,000
1410-Administration			\$10,000
1430-Fees & Costs			\$10,000
1450-Site Improvements			\$20,000
1460-Dwelling Structures			\$40,000
1465-Dwelling Equipment			\$15,000
1470-Non-Dwelling Structures			\$55,545
Total estimated cost over next 5 years			\$172,545

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)
1406-Operations			\$17,000	2007 5 year plan
1408-Management Improvements			\$7,000	
1410-Administration			\$7,000	
1411-Audit Costs			\$1,000	
1430-Fees & Costs			\$10,000	
1450-Site Improvements			\$5,000	
1460-Dwelling Structures			\$50,000	
1465-Dwelling Equipment			\$25,000	
1470-Non-Dwelling Structures			\$25,000	
1498-Mod used for development			\$25,545	
Total estimated cost over next 5 years			\$172,545	

5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA-WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406-Operations			\$17,000	2006 5 year plan
1408-Management Improvements			\$5,000	
1410-Administration			\$15,000	
1430-Fees & Costs			\$15,000	
1450-Site Improvements			\$15,000	
1460-Dwelling Structures			\$40,000	
1465-Dwelling Equipment			\$10,000	
1470-Non-Dwelling Structures			\$40,545	
1475-Non-Dwelling Equipment			\$15,000	
Total estimated cost over next 5 years			\$172,545	

Attachment J

Component 3(6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name : (Town of)	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Bernalillo Dept. of Housing Services	75		PHA only has one development which includes mixed income and local preference for working families.

ATTACHMENT K

Definition of Substantial Deviation and Significant Amendment or Modification

The PHA may amend or modify its Annual or Five -Year Plan after submitting the plan to HUD. The PHA may modify, amend, or change any policy, rule, regulation or other aspect of its plan. If the modification or change is considered a "significant amendment" or "substantial deviation/modification" as defined by the PHA, then the PHA must comply with all requirements as those required at initial development and submission of PHA Plan.