

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2002

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

## PHA Plan Agency Identification

**PHA Name:** Santa Fe County Housing Authority

**PHA Number:** NM050

**PHA Fiscal Year Beginning:** 07/2002

### PHA Plan Contact Information:

Name: Robert A. Anaya

Phone: (505) 992-3055

TDD:

Email (if available): robanaya@co.santa-fe.nm.us

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (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)

### PHA Programs Administered:

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

## Annual PHA Plan Fiscal Year 2002

[24 CFR Part 903.7]

### i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input type="checkbox"/> Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan	
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<input checked="" type="checkbox"/> Attachment E : Membership of Resident Advisory Board or Boards	
<input type="checkbox"/> Attachment F: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment G: Voluntary Conversion Initial Assessments and Certification	
Attachment H: Follow Up Plan	

### ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

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

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

The Housing Authority continues to work on its Occupancy Policy in an effort to strengthen the screening process, adding preferences for working families and implementing a truancy policy. The Housing Authority will also implement a Section 8 Homeownership Program.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 520,807 (estimated)

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

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

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

The Capital Fund Program Annual Statement is provided as Attachment B

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan

Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

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

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

The PHA is planning on implementing a Section 8 Homeownership Program in FY 2003. However, the policies and procedures are not yet in place. The PHA has demonstrated its capacity to administer the program by having successfully implemented a public housing homeownership program.

- A.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

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

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

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

The PHA currently has a successful homeownership (5(h)) program that includes the sale of new construction units and renovated public housing units. To date, the PHA has sold 18 new construction units and five renovated units. The PHA works with Santa Fe Neighborhood Housing Services who provides pre-qualification of families, homebuyer training and technical assistance, mortgage lending services, coordination of home sales, and record keeping and reporting. The PHA has also received funding from NM Mortgage Finance Authority who provides HOME funds for down-payment assistance.

**5. Safety and Crime Prevention: PHDEP Plan This Section Is No Longer Required**

[24 CFR Part 903.7 (m)]

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

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

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

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

D.  Yes  No: The PHDEP Plan is attached at Attachment **NO LONGER REQUIRED**

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name) F
3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_.
  - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment F
  - Other: (list below)

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

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

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

- Apply for additional Section 8 Vouchers
- Complete renovation of existing public housing units for homeownership
- Provide homeownership opportunities to at least 20 families in FY 2003
- Complete new construction project ( 40 units to be sold to public housing, Section 8 and the general public, respectively).
- Implement Section 8 homeownership program

3. PHA Requests for support from the Consolidated Plan Agency

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

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

The New Mexico Mortgage Finance Authority has certified that the PHA's plan is consistent with the Consolidated Plan of the State of New Mexico.

### C. Criteria for Substantial Deviation and Significant Amendments

#### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

**A. Substantial Deviation from the 5-year Plan:** Any changes to the Housing Authority's mission, or the goals and objectives that enable the Housing Authority to meet the needs of the families that it serves will be considered as a substantial deviation from the 5-year and/or annual plan.

**B. Significant Amendment or Modification to the Annual Plan:** Any changes tht make significant changes to information provided by the Housing Authority in its annual plan (i.e., changes to existing policies, implementation of new policies, changes to the Capital Fund).

**Attachment A**  
**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input 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 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 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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## ATTACHMENT B

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
PHA Name: Santa Fe County Housing Authority		Grant Type and Number Capital Fund Program: NM02P05050100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	35,000		25,132.48	19,110.69	
4	1410 Administration	51,077		51,077	51,077	
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	46,208				
10	1460 Dwelling Structures	259,450		1,991.65	133.05	
11	1465.1 Dwelling Equipment—Nonexpendable	50,800		599.13	599.13	
12	1470 Nondwelling Structures	29,350				
13	1475 Nondwelling Equipment	38,889		35,857.29	35,857.29	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Santa Fe County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: NM02P05050100 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2000</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	510,774		114,657.55	106,777.16
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	10,000			
24	Amount of line 20 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Santa Fe County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program #: NM02P05050100 Capital Fund Program Replacement Housing Factor #:			<b>Federal FY of Grant: 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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
50-1,2,3	Staff training	1408		35,000		25,132.48	19,110.69	Ongoing
50-1,2,3	CFP Coordinator Salary	1410.2	1	51,077		51,077	51,077	100%
50-1,2,3	Landscaping	1450.11		25,208		-0-	-0-	Bid Process
50-2	Noise Abatement and Water Retaining Wall	145012	1	21,000		-0-	-0-	Bid Process
50-1,2,3	Re-roofing	1460.11		176,500		-0-	-0-	
50-1,2,3	Replace Electrical Panel Boxes	1460.12		82,950		1,991.65	133.05	Bid Process
50-1,2,3	Ranges and Refrigerators	1465.13		50,800		599.13	599.13	Bid Process
50-3	Renovate PHA Admin Bldg.	1470.11	1	19,350		-0-	-0-	Bid Process
50-2	Add lighting to Valle Vista Community Center	1470.12	1	10,000		-0-	-0-	
50-1,2,3	Purchase Vehicles	1475.7	2	38,889		35,857.29	35,857.29	95%





<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Santa Fe County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: NM02P05050101 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,000		-0-	-0-
4	1410 Administration	52,081		-0-	-0-
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	52,942		-0-	-0-
10	1460 Dwelling Structures	354,225		-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	26,559		-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	520,807			
21	Amount of line 20 Related to LBP Activities				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Santa Fe County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: NM02P05050101 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: Santa Fe County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program #: NM02P05050101 Capital Fund Program Replacement Housing Factor #:	<b>Federal FY of Grant: 2001</b>
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
50-1,2,3	Staff Training	1408		35,000				
50-1,2,3	CFP Coordinator Salary	1410		52,081				
50-1,2,3	Landscaping	1450		52,942				
50-1,2,3	Install kitchen/bathroom cabinets	1460.1		90,225				
50-1,2,3	Exterior stucco of units	1460.2		100,000				
50-1,2	Asbestos abatement	1460.3		50,000				
50-1,2,3	Replace range hoods	1460.4		3,000				
50-1,2	Replace exhaust fans in bathroom	1460.5		25,000				
50-1,2	Replace water heaters	1460.6		56,000				
50-1,2	Replace clotheslines	1475.3		6,559				
50-1,2,3	Purchase vehicle	1475.7		20,000				



<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Santa Fe County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: NM02P05050102 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,000.00			
4	1410 Administration	48,181.00			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	135,000.00			
10	1460 Dwelling Structures	197,468.00			
11	1465.1 Dwelling Equipment—Nonexpendable	42,081.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	24,075.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	481,805.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Santa Fe County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: NM02P05050102 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b></span> <span style="margin-left: 50px;"><input type="checkbox"/> <b>Revised Annual Statement</b></span>					
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Final Performance and Evaluation Report</b></span>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
23	Amount of line 20 Related to Security	10,000.00			
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: Santa Fe County Housing Authority		Grant Type and Number Capital Fund Program #: NM02P05050102 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Management improvements, training	1408		25,000.00		-0-	-0-	
PHA Wide	Security	1408	3 sites	10,000.00		-0-	-0-	
PHA Wide	CFP Coordinator Salary	1410	1	48,181.00		-0-	-0-	
50-1,2,3	Park benches, tables, bar-b-que	1450	3 sites	35,000.00		-0-	-0-	
50-3	Resurface drive and road ways	1450	1 site	100,000.00		-0-	-0-	
50-1,2	Exterior Stucco	1460	35	124,468.00		-0-	-0-	
50-1,2	Replace electric plugs & switches	1460	20	7,000.00		-0-	-0-	
50-3	Front/back/storage doors	1460	45	16,000.00		-0-	-0-	
50-1,2	Asbestos training, supplies	1460		50,000.00		-0-	-0-	
50-1,2,3	Ranges, refrigerators	1465.1	70	42,081.00		-0-	-0-	
PHA Wide	Purchase vehicle	1475	1	24,075.00		-0-	-0-	



## Capital Fund Program 5-Year Action Plan

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.

<p><b>CFP 5-Year Action Plan</b></p> <p><input checked="" type="checkbox"/> Original statement   <input type="checkbox"/> Revised statement</p>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
Year #2 (2003) NM 050 50-1	Valle Vista Housing Neighborhood Valle de Esperanza Housing Neighborhood	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

Administration	13,333.33	1 <sup>st</sup> quarter – 2004
Management Improvement, Training, and Office Equipment	6,666.67	1 <sup>st</sup> quarter – 2004
Purchase Vehicle	6,666.67	1 <sup>st</sup> quarter – 2004
Prep and pour new sidewalks	16,666.67	1 <sup>st</sup> quarter – 2004
Resurfacing subdivision driveways and roadways to include speed-bumps	26,666.67	1 <sup>st</sup> quarter – 2004
Install new exterior doors and screens	5,333.33	2 <sup>nd</sup> quarter – 2004
Exterior stucco of units	33,333.33	2 <sup>nd</sup> quarter – 2004
Replace out-dated plugs and switches	2,333.33	2 <sup>nd</sup> quarter – 2004
Asbestos training and supplies	11,666.67	2 <sup>nd</sup> quarter – 2004
Install new ranges and refrigerators	10,750.00	2 <sup>nd</sup> quarter – 2004
<b>Total estimated cost over next 5 years</b>	<b>133,416.67</b>	

<b>CFP 5-Year Action Plan</b>	
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>
Year #2 (2003) NM 050 50-2	Valle Vista Housing Neighborhood

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration	13,333.33	1 <sup>st</sup> quarter – 2004
Management Improvement, Training, and Office Equipment	6,666.67	1 <sup>st</sup> quarter – 2004
Purchase Vehicle	6,666.67	1 <sup>st</sup> quarter – 2004
Prep and pour new sidewalks	16,666.67	1 <sup>st</sup> quarter – 2004
Resurfacing subdivision driveways and roadways to include speed-bumps	26,666.67	1 <sup>st</sup> quarter – 2004
Install security lighting	5,333.33	2 <sup>nd</sup> quarter – 2004
Exterior stucco of units	33,333.33	2 <sup>nd</sup> quarter – 2004
Replace out-dated plugs and switches	2,333.33	2 <sup>nd</sup> quarter – 2004
Asbestos training and supplies	11,666.67	2 <sup>nd</sup> quarter – 2004
Install new ranges and refrigerators	10,750.00	2 <sup>nd</sup> quarter – 2004
<b>Total estimated cost over next 5 years</b>	<b>133,416.67</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
<b>Year #2 (2003) NM 050 50-3</b>	<b>Camino de Jacobo Housing Neighborhood</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Administration	13,333.33	1 <sup>st</sup> quarter – 2004
Management Improvement, Training, and Office Equipment	6,666.67	1 <sup>st</sup> quarter – 2004
Purchase Vehicle	6,666.67	1 <sup>st</sup> quarter – 2004
Prep and pour new sidewalks	16,666.67	1 <sup>st</sup> quarter – 2004
Resurfacing subdivision driveways and roadways to include speed-bumps	26,666.67	1 <sup>st</sup> quarter – 2004
Install security lighting	5,333.33	2 <sup>nd</sup> quarter – 2004
Exterior stucco of units	33,333.33	2 <sup>nd</sup> quarter – 2004
Replace out-dated plugs and switches	2,333.33	2 <sup>nd</sup> quarter – 2004
Prep and pour sidewalks	11,666.67	2 <sup>nd</sup> quarter – 2004
Install new ranges and refrigerators	10,750.00	2 <sup>nd</sup> quarter – 2004
<b>Total estimated cost over next 5 years</b>	<b>133,416.67</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
<b>Year #3 (2004) NM 050 50-1</b>	Valle Vista Housing Neighborhood Valle de Esperanza Housing Neighborhood	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

Administration	13,333.33	1 <sup>st</sup> quarter – 2005
Management Improvement, Training, and Office Equipment	6,666.67	1 <sup>st</sup> quarter – 2005
Purchase Vehicle	6,666.67	1 <sup>st</sup> quarter – 2005
Re-roofing of units	16,666.67	1 <sup>st</sup> quarter – 2005
Replace tubs/sinks/vanities/water closets	26,666.67	1 <sup>st</sup> quarter – 2005
Install security lighting	5,333.33	2 <sup>nd</sup> quarter – 2005
Exterior stucco of units	33,333.33	2 <sup>nd</sup> quarter – 2005
Replace out-dated plugs and switches	2,333.33	2 <sup>nd</sup> quarter – 2005
Prep and pour sidewalks	11,666.67	2 <sup>nd</sup> quarter – 2005
Install new ranges and refrigerators	10,750.00	2 <sup>nd</sup> quarter – 2005
<b>Total estimated cost over next 5 years</b>	<b>133,416.67</b>	

<b>CFP 5-Year Action Plan</b>	
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>
Year #3 (2004) NM 050 50-2	Valle Vista Housing Neighborhood

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration	13,333.33	1 <sup>st</sup> quarter – 2005
Management Improvement, Training, and Office Equipment	6,666.67	1 <sup>st</sup> quarter – 2005
Purchase Vehicle	6,666.67	1 <sup>st</sup> quarter – 2005
Re-roofing of units	16,666.67	1 <sup>st</sup> quarter – 2005
Replace tubs/sinks/vanities/water closets	26,666.67	1 <sup>st</sup> quarter – 2005
Install security lighting	5,333.33	2 <sup>nd</sup> quarter – 2005
Exterior stucco of units	33,333.33	2 <sup>nd</sup> quarter – 2005
Replace out-dated plugs and switches	2,333.33	2 <sup>nd</sup> quarter – 2005
Prep and pour sidewalks	11,666.67	2 <sup>nd</sup> quarter – 2005
Install new ranges and refrigerators	10,750.00	2 <sup>nd</sup> quarter – 2005
<b>Total estimated cost over next 5 years</b>	<b>133,416.67</b>	

<b>CFP 5-Year Action Plan</b>	
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>

Year #3 (2004) NM 050 50-3		Camino de Jacobo Housing Neighborhood	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration		13,333.33	1 <sup>st</sup> quarter – 2005
Management Improvement, Training, and Office Equipment		6,666.67	1 <sup>st</sup> quarter – 2005
Purchase Vehicle		6,666.67	1 <sup>st</sup> quarter – 2005
Re-roofing of units		16,666.67	1 <sup>st</sup> quarter – 2005
Replace tubs/sinks/vanities/water closets		26,666.67	1 <sup>st</sup> quarter – 2005
Install security lighting		5,333.33	2 <sup>nd</sup> quarter – 2005
Exterior stucco of units		33,333.33	2 <sup>nd</sup> quarter – 2005
Replace out-dated plugs and switches		2,333.33	2 <sup>nd</sup> quarter – 2005
Prep and pour sidewalks		11,666.67	2 <sup>nd</sup> quarter – 2005
Install new ranges and refrigerators		10,750.00	2 <sup>nd</sup> quarter – 2005
<b>Total estimated cost over next 5 years</b>		<b>133,416.67</b>	

**CFP 5-Year Action Plan**

Original statement     Revised statement

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
<b>Year #4 (2005) NM 050</b>	<b>PHA Wide</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Administration</b>	<b>63,000</b>	<b>1<sup>st</sup> quarter – 2006</b>
<b>Management Improvement, Training, and Office Equipment, Security Patrols</b>	<b>55,000</b>	<b>1<sup>st</sup> quarter - 2006</b>
<b>Purchase Vehicle</b>	<b>20,000</b>	<b>1<sup>st</sup> quarter – 2006</b>
<b>Total estimated cost over next 5 years</b>	<b>138,000</b>	

<b>CFP 5-Year Action Plan</b>	
<input checked="" type="checkbox"/> <b>Original statement</b> <input type="checkbox"/> <b>Revised statement</b>	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>
<b>Year #4 (2005) NM 050 50-1,2</b>	<b>Valle Vista Housing Neighborhood Valle de Esperanza Housing Neighborhood</b>

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Re-stucco 37 units	125,000	2 <sup>nd</sup> quarter – 2006
Install Block walls and chain link fence for water retention and security	110,000	2 <sup>nd</sup> quarter – 2006
Asbestos abatement – 10 units	60,000	3 <sup>rd</sup> quarter – 2006
<b>Total estimated cost over next 5 years</b>	<b>295,000</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
Year #4 (2005) NM 050 50-3	Camino de Jacobo	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

Landscaping	25,000	1 <sup>st</sup> quarter – 2006
Chain-link fencing	20,000	1 <sup>st</sup> quarter – 2006
Parking lot repair	120,000	2 <sup>nd</sup> quarter – 2006
Replace water heaters in 69 units	69,000	2 <sup>nd</sup> quarter – 2006
Replace water heater in administration building	2,500	2 <sup>nd</sup> quarter – 2006
Replace cabinets in 35 units	90,000	4 <sup>th</sup> quarter – 2006
<b>Total estimated cost over next 5 years</b>	<b>326,500</b>	

### Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Year #5 (2006) NM 050 50-1	Valle Vista Housing Neighborhood Valle de Esperanza Housing Neighborhood	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Administration	13,333.33	1 <sup>st</sup> quarter – 2007
Management Improvement, Training, and Office Equipment, Security	11,666.66	1 <sup>st</sup> quarter – 2007
Purchase Vehicle	6,666.67	1 <sup>st</sup> quarter – 2007
Asbestos abatement	26,000.00	1 <sup>st</sup> quarter – 2007
Replace Hydrants	26,750.000	1 <sup>st</sup> quarter – 2007
Replace range hoods	9,050.00	2 <sup>nd</sup> quarter – 2007
Exhaust Fans	6,050.00	2 <sup>nd</sup> quarter – 2007
Replace Medicine Cabinets	10,450.00	2 <sup>nd</sup> quarter – 2007
Replace tubs, sinks, toilets	43,725.00	2 <sup>nd</sup> quarter – 2007
Install new ranges and refrigerators	16,666.67	2 <sup>nd</sup> quarter – 2007
	220,358.33	
<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
Year #5 (2006) NM 050 50-2	Valle Vista Housing Neighborhood	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

## ATTACHMENT C

Administration	13,333.33	1 <sup>st</sup> quarter – 2007
Management Improvement Training, and Office Equipment, security	11,666.67	1 <sup>st</sup> quarter – 2007
Purchase vehicle	6,666.67	1 <sup>st</sup> quarter – 2007
Asbestos abatement	26,000.00	1 <sup>st</sup> quarter – 2007
Replace hydrants	26,750.00	2 <sup>nd</sup> quarter – 2007
Replace range hoods	9,050.00	2 <sup>nd</sup> quarter – 2007
Replace medicine cabinets	10,450.00	2 <sup>nd</sup> quarter – 2007
Replace tubs, toilets, sinks	43,725.00	2 <sup>nd</sup> quarter – 2007
Community Center remodel	50,000.00	2 <sup>nd</sup> quarter – 2007
Install new ranges and refrigerators	16,666.67	2 <sup>nd</sup> quarter – 2007
<b>Total estimated cost over next 5 years</b>	<b>214,308.34</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
Year #5 (2006) NM 050 50-3	Camino de Jacobo Housing Neighborhood	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>Administration</b>	<b>13,333.33</b>	<b>1<sup>st</sup> quarter – 2007</b>
<b>Management Improvement, Training, and Office Equipment, Security</b>	<b>11,666.66</b>	<b>1<sup>st</sup> quarter – 2007</b>
<b>Purchase Vehicle</b>	<b>6,666.67</b>	<b>1<sup>st</sup> quarter – 2007</b>
<b>Replace ranges and refrigerators</b>	<b>16,666.67</b>	<b>1<sup>st</sup> quarter – 2007</b>
<b>Total estimated cost over next 5 years</b>	<b>48,333.33</b>	

**Attachment D : Resident Member on the PHA Governing Board**

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

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

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 12/31/03

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

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

- Javier Gonzales 12/31/2002
- Marcos Trujillo 12/31/2002

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

The Housing Board consists of the Board of County Commissioners (BCC) and one resident board member. The BCC members are elected officials whom Santa Fe County residents vote for.

### **Attachment E: Membership of the Resident Advisory Board or Boards**

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

Ben Larragoite – Camino de Jacobo resident

Mandy Hontz - Camono de Jacobo resident

Carmella Martinez – Santa Cruz resident

Yesenia Castillo – Valle Vista resident

Jeanette Pena – Section 8/FSS participant

Elisa Jawhar – Section 8/FSS participant/FSS Advisory Committee Member

**Attachment F: Comments of Resident Advisory Board of Boards and  
Explanation of PHA Response  
(Hard copies of the memorandum from the RAB will be submitted as required)**

**Comments from the RAB**

The Housing Authority received comments from four of the six members who serve on the RAB. The comment were as follows.

**Larry Rivera/Mandy Hontz** – Public Housing Comments: was glad to see the units were going to be re-roofed. Was also glad that the stoves and refrigerators were going to be replaced. Section 8 Comments: N/A

**Carmela Martinez** – Public Housing Comments: approved of the plan but would like the housing authority to consider putting outlets for the residents in Santa Cruz for dryers and air-conditioners. Section 8 Comments: N/A

**Elizabeth Abeyta** – Public Housing Comments: approved of the final plan and was pleased to see the plans for improving the Camino de Jacobo area. She felt the units were in desperate need of exterior stucco and was glad it was included in the plan. She also suggested that we install new screens. She also felt that it was important to replace electrical plugs inside and out and all electrical sockets should be tested. She would also like to see sinks, tubs, and cabinets replaced in this housing neighborhood and to check all plumbing. She was very happy to see the updates and proposed improvements in writing.  
Section 8 comments: N/A

**Frances Ong** – Public Housing Comments: stated that if the changes were implemented, the plan would prove to be very

effective for the community. She did not disagree with any portion of the plan and welcomed the changes. Section 8 Comments:  
N/A

Raymond Martinez - the resident member on the governing board – also reviewed the plan and felt that the Capital Fund projections were well thought out. He was also happy with the direction the Housing Authority was going in regards to homeownership and self-sufficiency programming.

### **PHA Response**

The Housing Authority reviewed all of the comments submitted by the Resident Advisory Board. All of the comments supported the plan, but several board members had additional comment and/or suggestions. Following is the Housing Authority's response to these comments.

**Carmella Martinez** – The Housing Authority will look at rewiring and installing outlets for dryers in the Santa Cruz and Valle Vista housing neighborhoods. The Camino de Jacobo housing neighborhood currently has outlets for dryers. The Housing Authority feels that this is a reasonable request and if the decision is made to proceed with this request, a Capital Fund budget revision will be submitted to HUD for approval.

**Elizabeth Abeyta** – The Housing Authority installed new screens in the Camino de Jacobo housing neighborhood a few years ago and do not feel that they need replacing at this time. Electrical sockets/plugs are tested during annual inspections and any time there is a related work-order. Sinks, tubs, and cabinets are replaced on an as-needed basis and are addressed in the Capital Fund's five-year plan. Also planned is the replacement of outdated plugs and switches in all three housing neighborhoods.

**Larry Rivera/Mandy Hontz** – re-roofing will continue to be addressed as stated in the Capital Fund's five-year plan.

**Frances Ong** – the Housing Authority has every intent of implementing the changes in the Annual Plan and will continue to work

with the residents to provide quality housing services and programs.

**Raymond Martinez** – the Housing Authority is very proud of its homeownership and Family Self-Sufficiency Programs and plan on improving and expanding both programs.

**Attachment G: Voluntary Conversion Initial Assessments**

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

Three

**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)?**

None

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

Three

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

N/A

## **Santa Fe County Housing Services**

### **Voluntary Conversion of Developments from Public Housing To Tenant-Based Assistance**

#### **Required Initial Assessments**

#### **Certification**

**The Santa Fe County Housing Services Division has reviewed each of its development's operations as public housing and considered the implications of converting public housing to tenant-based assistance. The Santa Fe County Housing Services certifies that, based on its review, conversion from public housing to tenant-based assistance is appropriate because the conversion will not be more expensive than continuing to operate as public housing.**

## **Attachment H: Follow Up Plan**

### **Survey Section: Maintenance and Repair**

The Housing Authority is currently working on improving the work-order process. Currently, residents call in the work order and a work order is generated. The person generating the work order determines whether it is emergency or non-emergency. If it is an emergency work order, it is immediately called in to maintenance. If it is determined to be non-emergency, a work order is generated and given to the maintenance supervisor. He then distributes them by housing neighborhood.

Over the past several months, the Housing Authority has moved towards site-based management. Because the Housing Authority has three scattered sites, managing each site was proving to be more difficult with the implementation of new programs. The Housing Authority felt that placing a housing manager and maintenance staff at each site would be conducive in providing quality housing services and programs in each housing neighborhood. Having maintenance staff on site has proven to be very effective in addressing and monitoring work orders, vacancies, and site appearance. Having a housing manager on site has proven to be effective in that residents always have access to staff when there are questions or there is problem, to pay their rent or to complete the re-certification process. Residents also feel safe because they know their housing manager and the maintenance staff.

Site-based management was not implemented until August of 2001 – after the REAC surveys were conducted. The Housing Authority feels that it has taken positive steps in addressing the **maintenance and repair** concerns conveyed by the residents.

In an attempt to ensure that residents are treated fairly and courteously, the Housing Authority is also in the process of creating a customer services policy that will be implemented in 2002.

### **Survey Section: Communication**

In an effort to provide residents with information about maintenance and repair, the Housing Authority will create a comprehensive maintenance manual as well as provide training workshops. The manuals will be provided to new residents when they attend orientation and existing residents during re-certification. A training workshop will be conducted once a year at each housing neighborhood. The lease will also be reviewed during these training workshops.

The Housing Authority will continue to inform residents with information about meeting and events through monthly newsletters. Special event information will be included in the monthly newsletters and will also be disseminated through door-to-door flyers.

Housing Authority staff is very supportive of the resident councils and attends the monthly resident council meetings. Staff from the on-site Boys & Girls club have recently started attending these meetings and the local Sheriff's Department will also start attending in the very near future. Not many residents attend the council meetings and the Housing Authority is always looking for ways to promote participation.

As previously stated, the Housing Authority is also working on a Customer Service Policy to ensure that residents are treated fairly and courteously. The policy would also address a procedure that ensures staff is responsive to questions and concerns that residents may have. This plan will be implemented in 2002.

## Survey Section: Safety

The Housing Authority is dedicated to providing decent, **safe**, and sanitary housing to the residents of Santa Fe County. In an effort to do this, the Housing Authority has taken the following steps.

- Implemented on-site Boys & Girls Clubs
- Implemented site-based management
- Collaborated with local law enforcement to monitor on-site calls and criminal activity

The Housing Authority is collaborating with the local Sheriff's Department to implement regular bike/vehicle patrols. The plan consists of nine (9) sheriffs that will patrol the three housing neighborhoods on a rotating basis. The Sheriffs will also gather statistical data as it pertains to illegal criminal activity in the neighborhoods, keep staff informed of any calls and/or arrests, and assist in eviction hearings as necessary. The Sheriffs will also provide educational programs to resident youth and adults.

In an effort to help residents feel safer in their neighborhoods, the installation of additional security lighting is planned (see attached Capital Fund five-year plan). The Housing Authority is also planning to implement more stringent screening procedures.

## **Survey Section: Services**

The Housing Authority is planning to replace old stoves and refrigerators over the next several years (refer to attached Capital Fund request). Many of the problems residents have with kitchen appliances is because they are old and need replacing. Maintenance staff has already gone unit-by-unit to assess the condition of the existing appliances and have created a replacement plan.

Work orders are now more closely monitored to ensure that deficiencies are addressed and corrected in a timely manner. Residents are also required to sign off on work orders stating that the work done is acceptable. The close monitoring of work orders was implemented after the REAC survey was conducted.

## **Survey Section: Neighborhood Appearance**

The Housing Authority is very aware of the importance of keeping the neighborhoods clean and is trying to implement policies that address specific issues. Recently, an abandoned vehicle/yard violation policy has been implemented. Every staff member is responsible to issue citations if they see yard violations, or if they see vehicles that are abandoned, un-registered, or inoperable. Resident have several days to remedy yard violations, after which they are fined. Residents have several days to remedy vehicle violations, after which vehicles are towed.

Capital funding will address resident's concerns that pertain to the following:

- Walkways/common areas – plan includes installing new sidewalks and landscaping common areas including park areas. Benches and barbeque grills will be installed throughout the neighborhoods
- Exterior of buildings – plan includes extensive re-stuccoing of units

Staff in now addressing site maintenance on a daily basis. This includes picking up trash along the streets and fence lines, and glass removal. Graffiti is also removed immediately.

In an effort to clean up the neighborhoods, the Resident Councils now host a Community Day at each of the housing neighborhoods. Residents come together to clean up their neighborhoods, and end with a community pot-

luck or barbeque. Community days are very successful in our neighborhoods and many residents – as well as staff – participate.