

*PHA Plans for the
Clovis Housing and
Redevelopment Agency*

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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

**PHA Plan
Agency Identification**

PHA Name: *Clovis Housing and Development Agency*

PHA Number: *NM002*

PHA Fiscal Year Beginning: (mm/yyyy) *07/2003*

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- PHA website
- Other:

PHA Plan Supporting Documents are available for inspection at:

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

5 YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The Mission of the Clovis Housing and Redevelopment Agency (CHRA) is to serve the citizens of Clovis by:*
- *Providing affordable housing opportunities in a safe environment*
 - *Revitalizing and maintaining neighborhoods*
 - *Forming effective partnerships to maximize social and economic opportunities*

During FY 2002, the mission was accomplished by the agency continuing to be a fiscally responsible, creative organization committed to excellence in public service and equal housing opportunities.

B. Goals

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

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

Progress statement: During 2002, the public housing vacancy rate was reduced by 2%.

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other:

Progress Statement: During 2002, the SEMAP rating is Standard (agency will strive for high performer). Regarding improving specific management functions, the CHRA is in process of updating computer system;, the Family Self Sufficiency staff person is now a certified housing counselor; and the Agency is now a host site for HTVN. Regarding modernization and renovation, we currently has two 504 units completed and is in the process of completing another unit. In addition we have completed electrical upgrade, added new chain link fences, completed exterior painting of units, and removed several dead trees from grounds. In the area of training the CHRA staff, we now have 3 staff members that are Section 8 Certified Managers and 3 staff members who received their PHM certification, one staff member received her SPHM certification. The CHRA continually strives to provide adequate training for staff.

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

Progress Statement: During 2002, the agency provided mobility counseling to new participants at briefing and at annual re-certification. Agency staff has begun working with lenders to implement homeownership program. In addition the CHRA is conducting a survey of voucher landlords in order to bridge communication between CHRA and landlords. Our goal is to educate our landlords on the Section 8 program and maybe increase the rental housing market for voucher holders.

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other:

***Progress Statement:** During 2002, we continued our efforts to increase the number of services and programs available to public housing residents through outreach and referrals to local service providers. This will be an on-going activity. Regarding public housing security improvements, the agency has installed electronic gates, exterior lighting and is in the process of installing security cameras.*

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

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

***Progress Statement:** During 2002, we have continued our efforts to increase the number of services and programs available to public housing residents through outreach and referrals to local service providers. The Agency has 2 FSS coordinators. The Welfare to Work program has been offered through Workforce training program. The Community College offers courses through CompUSA program and assists with job placement. The Agency no longer offers childcare.*

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other:

***Progress Statement:** During 2002, the objectives in this section were achieved through the Tenant Selection process. This will be an on-going activity. The CHRA has completed 504 units in Public Housing and currently both units are occupied by residents that require wheel chair accessible housing. In the process of completing a 3rd 504 unit.*

Other PHA Goals and Objectives:

- *None*

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Streamlined Plan:

- High Performing PHA (changed)**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

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

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

The most important challenges to be met by the Clovis Housing and Redevelopment Agency during FY 2003 include:

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

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

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments:

Required Attachments:

- Admissions Policy for Deconcentration ***nm002a01***
- FY 2003 Capital Fund Program Annual Statement ***nm002b01***
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Other Additional Attachments:
 - Section 8 Homeownership Capacity Statement – nm002d01*
 - Substantial Deviation and Significant Amendment or Modification – nm002e01*
 - Summary of Policy or Program Changes – nm002f01*
 - Pet Ownership Policy - nm002g01*
 - Deconcentration and Income Mixing statement – nm002h01*
 - Voluntary Conversion Required Initial Assessment – nm002i01*
 - Resident Membership on PHA Board or Governing Body – nm002j01*
 - Membership of Resident Advisory Board or Boards – nm002k01*

Optional Attachments:

- PHA Management Organizational Chart – ***nm002l01***
- FY 2003 Capital Fund Program 5 Year Action Plan ***nm002c01***
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other Additional Attachments:
 - 2001 Performance and Evaluation Report – nm002m01*
 - 2002 Performance and Evaluation Report – nm002n01*
 - 2000 Final and Performance Evaluation Report – nm002o01*

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 | Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| NA | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| NA | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| NA | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| NA | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| NA | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| NA | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| N/A | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 1733 | 3 | 1 | 4 | 4 | 3 | 4 |
| Income >30% but <=50% of AMI | 1168 | 3 | 1 | 4 | 4 | 3 | 4 |
| Income >50% but <80% of AMI | 967 | 3 | 1 | 4 | 4 | 3 | 4 |
| Elderly | 1411 | 2 | 2 | 2 | 4 | 3 | 4 |
| Families with Disabilities | 566 | 2 | 3 | 3 | 4 | 3 | 3 |
| <i>Caucasian</i> | 3279 | 3 | 1 | 4 | 4 | 3 | 4 |
| <i>African-American</i> | 417 | 3 | 1 | 4 | 4 | 3 | 4 |
| <i>Hispanic</i> | 2076 | 3 | 1 | 4 | 4 | 3 | 4 |
| <i>Other</i> | N/A | 3 | 1 | 4 | 4 | 3 | 4 |

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

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

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

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

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 41 | | 60% |
| Extremely low income <=30% AMI | 15 | 36% | |
| Very low income (>30% but <=50% AMI) | 0 | 0 | |
| Low income (>50% but <80% AMI) | 26 | 63% | |
| Families with children | 25 | 60 | |
| Elderly families | 4 | 9% | |
| Families with Disabilities | 4 | 9% | |
| <i>African-American</i> | 9 | 21% | |
| <i>Caucasian</i> | 31 | 75% | |
| <i>Hispanic</i> | 21 | 51% | |
| <i>American Indian</i> | 1 | 2% | |
| <i>Asian/Pacific Islander</i> | 0 | 0 | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 25 | 56% | |
| 2 BR | 13 | 31% | |
| 3 BR | 4 | 9% | |
| 4 BR | 1 | 2% | |
| 5 BR | N/A | | |
| 5+ BR | N/A | | |
| Is the waiting list closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed? N/A | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |

Housing Needs of Families on the Waiting List

| | | | |
|--|---|---------------------|-----------------|
| Waiting list type: | | | |
| <input checked="" type="checkbox"/> | Section 8 tenant-based assistance | | |
| <input type="checkbox"/> | Public Housing | | |
| <input type="checkbox"/> | Combined Section 8 and Public Housing | | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 56 | | |
| Extremely low income <=30% AMI | 24 | 42% | |
| Very low income (>30% but <=50% AMI) | 30 | 53% | |
| Low income (>50% but <80% AMI) | 2 | 3% | |
| Families with children | 38 | 67% | |
| Elderly families | 6 | 10% | |
| Families with Disabilities | 6 | 10% | |
| <i>African-American</i> | 10 | 17% | |
| <i>Caucasian</i> | 43 | 76% | |
| <i>Hispanic</i> | 34 | 60% | |
| <i>American Indian</i> | 3 | 5% | |
| <i>Asian/Pacific Islander</i> | 0 | 0 | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 25 | 56% | |
| 2 BR | 13 | 31% | |
| 3 BR | 4 | 9% | |
| 4 BR | 1 | 2% | |
| 5 BR | N/A | | |
| 5+ BR | N/A | | |
| Is the waiting list closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed? N/A | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A | | | |

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction (added)
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other:

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

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

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other:

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

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

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

Need: Specific Family Types: The Elderly

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

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other:

Other Housing Needs & Strategies:

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other:

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

| Financial Resources: Planned Sources and Uses | | |
|---|---------------------|---|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2003 grants) | | |
| a) Public Housing Operating Fund | 402,405.00 | |
| b) Public Housing Capital Fund | 303,077.00 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 1,921,667.00 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self- Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| j) Other Federal Grants | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| <i>2001 CFP</i> | 106,704.00 | <i>Public housing safety and security</i> |
| <i>PHDEP</i> | 15,455.00 | |
| <i>Sub-total</i> | 2,733,853.00 | |
| 3. Public Housing Dwelling Rental Income | 229,150.00 | <i>Public housing operations</i> |
| | | |
| 4. Other income | 9,000.00 | <i>Public housing operations</i> |
| <i>Interest income, late fees, misc tenant charges,</i> | | |
| <i>Vending machines</i> | | |
| <i>Excess Utilities</i> | | |
| 5. Non-federal sources | | |
| | | |
| <i>Sub-total</i> | 238,150.00 | |
| <i>Total resources</i> | 2,972,003.00 | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (state time)
 Other: *At the time the housing application is received*

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

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

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

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

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

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list?

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

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

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

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment
The PHA does not operate site-based waiting lists.

1. How many site-based waiting lists will the PHA operate in the coming year? None
2. Yes No Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list?
 - One
 - Two
 - Three or More
- b. Yes No Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: *NA*

(4) Admissions Preferences

- a. Income targeting:
 - Yes No Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice:
- Other:
 - **Section 504**
 - **Witnesses to Hate Crimes**
 - **Victims of Hate Crimes**

c. Preferences

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

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

Former Federal preferences: *NA*

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

Other preferences: *NA*

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences: *NA*

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

Other preferences *NA*

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?

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

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

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

(6) Deconcentration and Income Mixing (see attachment nm002h01)

B. Section 8

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity
- Other: *The Request for Tenancy Approval states that the Landlord is responsible for screening.*

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

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

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

e. Indicate what kinds of information you share with prospective landlords?

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

(2) Waiting List Organization

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

- None
- Federal public housing

- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program

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

- PHA main administrative office
- Other:

(3) Search Time

a. Yes No Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences *NA*

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

Other preferences *NA*

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences *NA*

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

Other preferences *NA*

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

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

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

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” *NA*

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

6. Relationship of preferences to income targeting requirements:

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

(5) Special Purpose Section 8 Assistance Programs

NA - CHRA Currently does not administer any special purpose Section 8 assistance programs.

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained?

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

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

- Through published notices
- Other:

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies:

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

---or---

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

b. Minimum Rent

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

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

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

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

Minimum Rent Hardship Exemption

- a) CHRA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
- (i) The family has lost eligibility for, or is awaiting for an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and naturalization act who would be entitled to public benefits under Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
 - (ii) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).

- (iii) The income of the family has decreased because of changed circumstance, including loss of employment.
- (iv) A death in the family has occurred which affects the family circumstances.
- (v) Other circumstances which may be decided by CHRA on a case-by-case basis.

All of the above must be proven by the resident providing verifiable information in writing to CHRA prior to the rent becoming delinquent and before the lease is terminated by CHRA.

- b) If a resident requests a hardship exemption (prior to the rent being delinquent) under this section, and the Housing Agency reasonably determines the hardship to be of a temporary nature (three months or less), exemption shall not be granted during a ninety-day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis (over three months), CHRA shall retroactively exempt the resident from the applicability of the minimum rent requirement for a ninety-day period. This paragraph does not prohibit CHRA from taking eviction action for other violations of the lease.

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

- 1. Yes No Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
- 2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: *NA*

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

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

e. Ceiling rents **N/A**

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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:

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other:

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. What is the PHA's payment standard?

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

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

NA

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

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

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

d. How often are payment standards reevaluated for adequacy?

- Annually
- Other:

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

- Success rates of assisted families

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

(2) Minimum Rent

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

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

b. Yes No Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) (changed)

Minimum Rent Hardship Exemption

- c) CHRA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
- (i) The family has lost eligibility for, or is awaiting for an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and naturalization act who would be entitled to public benefits under Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
 - (ii) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
 - (iii) The income of the family has decreased because of changed circumstance, including loss of employment.
 - (iv) A death in the family has occurred which affects the family circumstances.
 - (v) Other circumstances which may be decided by CHRA on a case-by-case basis.

All of the above must be proven by the resident providing verifiable information in writing to CHRA prior to the rent becoming delinquent and before the lease is terminated by CHRA.

- d) If a resident requests a hardship exemption (prior to the rent being delinquent) under this section, and the Housing Agency reasonably determines the hardship to be of a temporary nature (three months or less), exemption shall not be granted during a ninety-day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis (over three months), CHRA shall retroactively exempt the resident from the applicability of the minimum rent requirement for a ninety-day period. This paragraph does not prohibit CHRA from taking eviction action for other violations of the lease.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

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

B. HUD Programs Under PHA Management

| Program Name | Units or Families Served at Year Beginning 07/2003 | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 132 | |
| Section 8 Vouchers | 600 | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers | | |
| PHDEP | | |
| Other Federal Programs | | |
| | | |

C. Management and Maintenance Policies

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

- ③ *Work Order System*
- ③ *Pest Eradication Policy*
- ③ *Maintenance Plan*
- ③ *Uniform Inspection System*
- ③ *Admissions and Occupancy Policy*
- ③ *Fair Housing Policy*
- ③ *Grievance Procedures*
- ③ *Tenant Selection and Assignment Plan*
- ③ *Handicapped Policy*
- ③ *Termination and Eviction*
- ③ *Transfer and Transfer Waiting List*
- ③ *Resident Initiative*
- ③ *Section 3 Plan*
- ③ *Pet Policy for Families*
- ③ *Pet Policy for Elderly*
- ③ *Procurement Policy and Procedures*
- ③ *Personnel Policy*

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process?
- PHA main administrative office
 - PHA development management offices
 - Other:

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes?
- PHA main administrative office
 - Other:

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *nm002b01*

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *nm002c01*

-or-

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

2001 Performance and Evaluation Report – nm002m01

2002 Performance and Evaluation Report – nm002n01

2000 Final and Performance Evaluation Report – nm002o01

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

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

| 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

[24 CFR Part 903.7 9 (i)]

1. Yes No Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, 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

[24 CFR Part 903.7 9 (j)]

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

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

2. Activity Description

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

| 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 | |

Conversion of Public Housing Activity Description

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

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

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

Voluntary Conversion Required Initial Assessment – attachment nm002i01

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Homeownership Capacity Statement – attachment nm002d01

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

2. Other coordination efforts between the PHA and TANF agency

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other:
- Have verbal commitment with TANF Agency
- CHRA helps residents resolve issues resulting from TANF sanctions

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

| 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) |
| <i>Housing Television Network Currently a host site</i> | <i>Up to 132</i> | <i>Open to all residents</i> | <i>CHRA Main Administrative Office</i> | <i>Both</i> |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|---|--|
| Program | Required Number of Participants (start of FY 2003Estimate) | Actual Number of Participants (As of 1-20-03) |
| <i>Public Housing</i> | <i>20 or Less</i> | <i>16</i> |
| <i>Section 8</i> | <i>50-24=26</i> | <i>33</i> |

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other:

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

1. Describe the need for measures to ensure the safety of public housing residents
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other:

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents?
 - Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other:

3. Which developments are most affected?
 - ***Development 2-1 (Grand Avenue Homes)***

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other:
 - *Provide security cameras done*
 - *Additional outside lighting completed*
2. Which developments are most affected?
- *Development 2-1 (Grand Avenue Homes)*

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:
- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
 - Police provide crime data to housing authority staff for analysis and action
 - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - Police regularly testify in and otherwise support eviction cases
 - Police regularly meet with the PHA management and residents
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities:
2. Which developments are most affected?
- *Development 2-1 (Grand Avenue Homes)*

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Ownership Policy (family) – nm002g01

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No Was the most recent fiscal audit submitted to HUD?
3. Yes No Were there any findings as the result of that audit?
4. Yes No If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No Have responses to any unresolved findings been submitted to HUD? *N/A*
If not, when are they due?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
N/A
 Attached at Attachment
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply) *N/A*
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other:

B. Description of Election process for Residents on the PHA Board

1. Yes No Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process *NA*
- a. Nomination of candidates for place on the ballot: *NA*
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other:
- b. Eligible candidates: *NA*
 Any recipient of PHA assistance

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

c. Eligible voters:

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

C. Statement of Consistency with the Consolidated Plan

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan:
- Other:

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

D. Other Information Required by HUD

- *None.*

Attachment: nm002a01

**DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
CLOVIS HOUSING AND REDEVELOPMENT AGENCY
CLOVIS, NEW MEXICO**

DE-CONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Clovis Housing and Redevelopment Agency (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic De-concentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

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

B. Income Targeting

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

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

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

CAPITAL FUND PROGRAM TABLES START HERE

Attachment nm002b01

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

| | | |
|---|--|-------------------------------------|
| PHA Name: Clovis Housing & Redevelopmental Agency | Grant Type and Number: Capital Fund Program No: NM02PO02501-03 Replacement Housing Factor Grant No: | Federal FY of Grant: 2003 |
|---|--|-------------------------------------|

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

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | | | | |
| 3 | 1408 Management Improvements | 20,000.00 | | | |
| 4 | 1410 Administration | 30,307.00 | | | |
| 5 | 1411 Audit | 1,200.00 | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 25,000.00 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 14,000.00 | | | |
| 10 | 1460 Dwelling Structures | 95,570.00 | | | |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 14,000.00 | | | |
| 12 | 1470 Nondwelling Structures | 78,000.00 | | | |
| 13 | 1475 Nondwelling Equipment | 25,000.00 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant (sums of lines 2-20) | \$303,077.00 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | 213,570.00 | | | |

Clovis Housing and Redevelopment Agency
Attachment NM002d01

Section 8 Homeownership Program Capacity Statement

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

1. A minimum down payment of 3% is required. At least 1% must come for the family's resources.
2. Financing for purchase of a home will be provided; insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Clovis Housing and Redevelopment Agency
Attachment: nm002e01

- A. Substantial Deviation from the 5-Year Plan:
- ③ Any change to the Mission Statement;
 - ③ 50% deletion from or addition to the goals and objectives as a whole; and
 - ③ 50% or more decrease in the quantifiable measurement of any individual goal or objective.
- B. Significant Amendment or Modification to the Annual Plan:
- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
 - Any change in a policy or procedure that requires a regulatory 30 day posting, ***such as changes in the Admission's policy, changes affecting rent or the organization of the Waiting List;***
 - Any ***change being submitted*** to HUD that requires a separate notification to residents, such as ***changes in the*** Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or ***Public Housing*** Homeownership programs; and
 - Any change ***in policy or operation that is*** inconsistent with the ***applicable*** Consolidated Plan.

Clovis Housing and Redevelopment Agency
Attachment nm00f01

Summary of Policy or Program Changes for the Upcoming Year

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

Goals and Objectives

*Added: Conduct outreach efforts to potential voucher landlords
Increase voucher payment standards*

Strategies for Addressing Housing Needs

Added: Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.

Component 4. PHA Rent Determination Policies

A. Public Housing

(1) b. Changed Minimum Rent for \$0 to \$1-\$25

(2) Changed from NO to YES

The PHA has adopted discretionary minimum hardship exemption policies.

B. Section 8 Tenant-Based Assistance

(2) a. Changed Minimum Rent from \$0 to \$1-\$25

b. Changed from NO to YES

The PHA has adopted discretionary minimum hardship exemption policies.

Component 6. Grievance Procedures

Completed component 6 as the Agency is now a Standard Performer.

Component 13. PHA Safety and Crime Prevention Measures

B. Changed other to read:

- Provide security cameras*
- Additional outside lighting completed*

C. Added: Police provide crime data to housing authority staff for analysis and action

Revised the following for clarity:

- ③ Substantial Deviation and Significant Amendment or Modification definition
- ③ Deconcentration and Income Targeting Policy

Attachment: nm002g01

CLOVIS (NM) HOUSING & REDEVELOPMENT AGENCY
2101 W. GRAND AVE.
P.O. Box 1240
Clovis, NM 88102-1240
nm002g01

PET POLICY



Adopted: _____

OVERVIEW

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

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

REQUIREMENTS

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

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

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

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

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

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

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

RULES

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

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

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

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

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

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

THE CLOVIS (NM) HOUSING AND REDEVELOPMENT AGENCY

PET PERMIT AND AGREEMENT

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

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

NAME

ADDRESS

PHONE NO.

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

(1)

(2)

DESCRIPTION

DESCRIPTION

NAME

NAME

DATE

DATE

CHRA REPRESENTATIVE

RESIDENT

RESIDENT

RESIDENT

Clovis Housing and Redevelopment Agency
Attachment: nm002h01

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

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

Introduction: HUD Requirement

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

- ⑨ That it has reviewed each of its covered development's operations as public housing;
- ⑨ Considered the implications of converting the public housing to tenant-based assistance; and
- ⑨ Concluded that conversion of the development may be:
 - ⌚ Appropriate because removal of the development would meet the necessary conditions for voluntary conversion; or
 - ⌚ Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

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

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

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

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

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

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

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

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

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

- ⑨ All public housing developments are subject to the required initial assessment.

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

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

- ⑨ No developments are exempt.

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

- ⑨ One assessment was conducted.

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

- ⑨ The PHA has determined that conversion is not appropriate for any developments at this time.

Conclusions

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

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

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

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

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

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

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

Clovis Housing and Redevelopment Agency

Required Attachment nm002j01: Resident Member on the PHA Governing Board

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

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

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

Elected

Appointed

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

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

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

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

Other (explain):

B. Date of next term expiration of a governing board member: **12/2003**

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

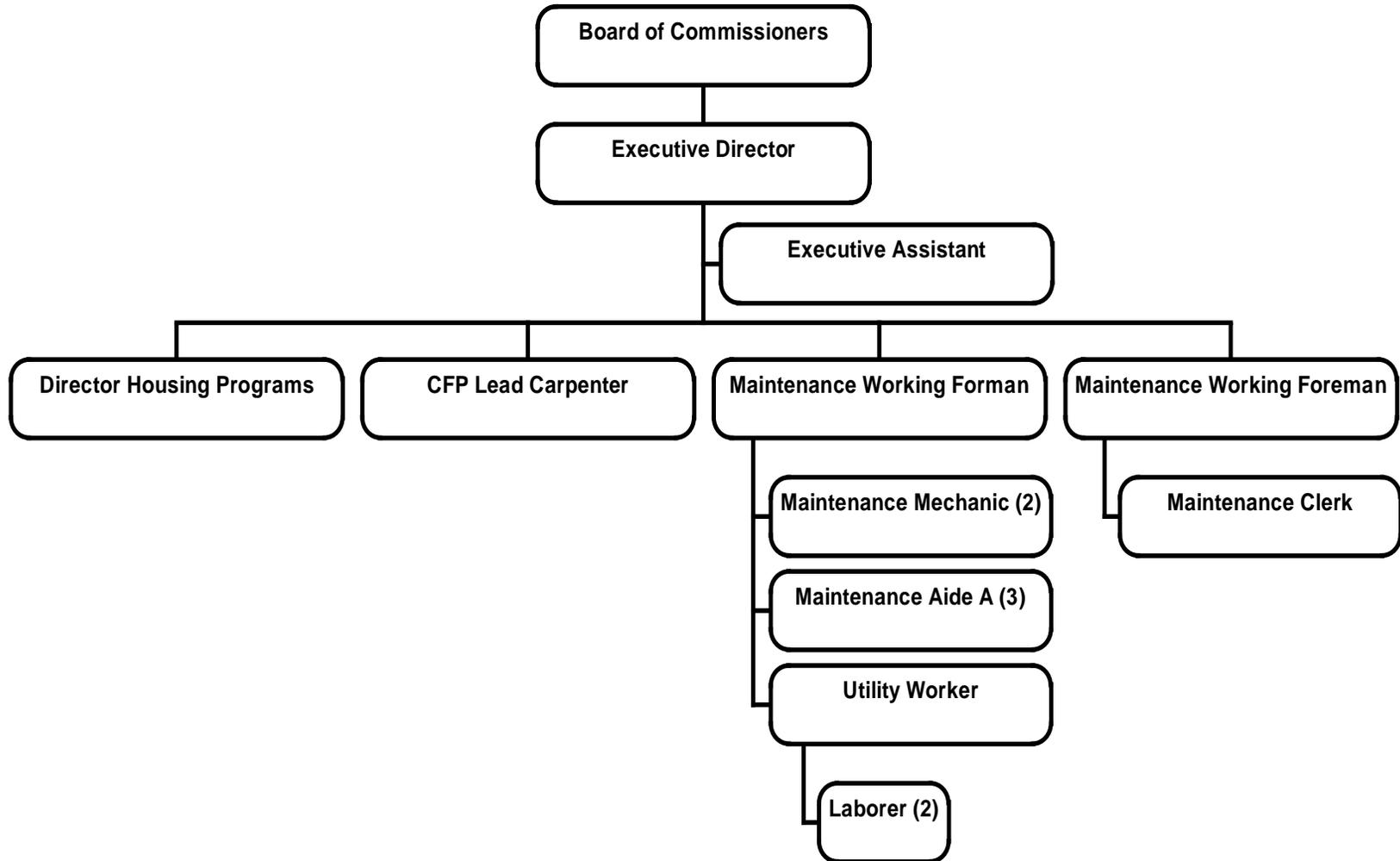
Clovis Housing and Redevelopment Agency

Required Attachment nm002k01: 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,)

| <i>Resident Name Address Telephone</i> | <i>Public Housing or S8 Resident</i> | <i>Selection Letter Date</i> | <i>Response Date</i> |
|--|---|---|---------------------------------|
| <i>Camina Coats 317 Missouri Clovis, NM 88101 505-742-2756</i> | <i>S8</i> | <i>1-15-2003</i> | <i>1-15-2003</i> |
| <i>Taimiki Walker 3108 Duckworth Clovis, NM 88101 505-742-3150</i> | <i>S8</i> | <i>1-15-2003</i> | <i>1-15-2003</i> |
| <i>June Pine 1117 West Street Clovis, NM 88101 505-762-8128</i> | <i>S8</i> | <i>1-15-2003</i> | <i>1-15-2003</i> |
| <i>C. Dianne Clements 412 Lea Clovis, NM 88101 505-742-1913</i> | <i>S8</i> | <i>1-15-2003</i> | <i>1-15-2003</i> |
| <i>Doris Pleasant 312 Pinon Clovis, NM 88101 505-763-5765</i> | <i>Public Housing</i> | <i>1-15-2003</i> | <i>1-15-2003</i> |
| <i>Mae Brinkley 101 Aspen Clovis, NM 88101 505-742-1732</i> | <i>Public Housing</i> | <i>1-15-2003</i> | <i>1-15-2003</i> |

Clovis Housing and Redevelopment Agency
Organizational Chart
Attachment: nm002101



CAPITAL FUND PROGRAM TABLES START HERE

Attachment nm002m01

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

| | | |
|---|--|--|
| PHA Name: Clovis Housing & Redevelopmental Agency | Grant Type and Number: Capital Fund Program No: NM2PO02501-01 Replacement Housing Factor Grant No: | Federal FY of Grant: 2001 |
|---|--|--|

Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number 2
 Performance and Evaluation Report for Program Year Ending 12/31/02
 Final Performance and Evaluation Report for Program Year Ending _____

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------------------|---------------------|---------------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 25,000.00 | 25,000.00 | 9,780.00 | 8,032.86 |
| 4 | 1410 Administration | 40,500.00 | 40,500.00 | 22,371.00 | 0.00 |
| 5 | 1411 Audit | 1,197.00 | 1,197.00 | 1,197.00 | 0.00 |
| 6 | 1415 Liquidated Damages | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 1430 Fees and Costs | 25,000.00 | 17,000.00 | 15,000.00 | 14,512.47 |
| 8 | 1440 Site Acquisition | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 1450 Site Improvement | 97,500.00 | 108,781.00 | 108,781.00 | 90,193.75 |
| 10 | 1460 Dwelling Structures | 107,304.00 | 87,196.00 | 87,196.00 | 76,286.62 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 11,000.00 | 0.00 | 0.00 | 0.00 |
| 12 | 1470 Nondwelling Structures | 10,000.00 | 26,900.00 | 0.00 | 0.00 |
| 13 | 1475 Nondwelling Equipment | 3,500.00 | 14,427.00 | 13,424.00 | 13,423.77 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant (sums of lines 2-20) | \$321,001.00 | \$321,001.00 | \$257,749.00 | \$202,449.47 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Clovis Housing & Redevelopmental Agency | | Grant Type and Number: Capital Fund Program No: NM2PO02501-01 Replacement Housing Factor Grant No: | | | | | | Federal FY of Grant: 2001 |
|---|---|---|----------|----------------------|-------------------|-------------------|------------------|-------------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA Wide | Management Improvements | 1408 | | 25,000.00 | 25,000.00 | 9,780.00 | 8,032.96 | 32% Complete |
| HA Wide | Administration | 1410 | | 40,500.00 | 40,500.00 | 22,371.00 | 0.00 | 0% Complete |
| HA Wide | Audit | 1411 | | 1,197.00 | 1,197.00 | 1,197.00 | 0.00 | 0% Complete |
| HA Wide | Fees and Costs | 1430 | | 25,000.00 | 17,000.00 | 15,000.00 | 14,512.47 | 85% Complete |
| Dev. 2-2 | Tree and Fence Removal | 1450 | | 25,000.00 | 28,322.00 | 28,322.00 | 28,322.00 | |
| Dev. 2-2 | Replace Fence | 1450 | | 67,500.00 | 67,459.00 | 67,459.00 | 60,881.75 | |
| Dev. 2-1 | 6' Chain Link Security Fence | 1450 | | 5,000.00 | 5,000.00 | 5,000.00 | 990.00 | |
| Dev. 2-1 | Chip Seal Back Parking Lot | 1450 | | 0.00 | 8,000.00 | 8,000.00 | 0.00 | |
| | Total | 1450 | | 97,500.00 | 108,781.00 | 108,781.00 | 90,193.75 | 83% Complete |
| HA Wide | Stucco Repair | 1460 | | 5,000.00 | 1,801.00 | 1,801.00 | 1,801.00 | |
| Dev. 2-1 | Heater Replacement | 1460 | | 20,000.00 | 0.00 | 0.00 | 0.00 | |
| Dev. 2-1 | Electrical Service Panel | 1460 | | 39,304.00 | 51,628.00 | 51,628.00 | 51,005.62 | |
| Dev. 2-1 | 504 Compliance | 1460 | | 31,000.00 | 23,892.00 | 23,892.00 | 13,605.00 | |
| Dev. 2-2 | Paint Exterior Trim | 1460 | | 10,000.00 | 9,875.00 | 9,875.00 | 9,875.00 | |
| HA Wide | New Water Heaters | 1460 | | 2,000.00 | 0.00 | 0.00 | 0.00 | Wrong Account |
| | Total | 1460 | | 107,304.00 | 87,196.00 | 87,196.00 | 76,286.62 | 87% Complete |
| HA Wide | New Refrigerators | 1465 | | 8,000.00 | 0.00 | 0.00 | 0.00 | Wrong Account |
| HA Wide | New Ranges | 1465 | | 3,000.00 | 0.00 | 0.00 | 0.00 | Wrong Account |
| | Total | 1465 | | 11,000.00 | 0.00 | 0.00 | 0.00 | Moved to 1475 |
| HA Wide | Admin. Office Modernization | 1470 | | 10,000.00 | 26,900.00 | 0.00 | 0.00 | 0% Complete |
| HA Wide | Lift Gate for Truck | 1475 | | 2,000.00 | 0.00 | 0.00 | 0.00 | |
| HA Wide | Tools and Equipment | 1475 | | 1,500.00 | 2,767.00 | 1,764.00 | 1,763.77 | |
| HA Wide | New Water Heaters | 1475 | | 0.00 | 1,960.00 | 1,960.00 | 1,960.00 | |
| HA Wide | New Refrigerators | 1475 | | 0.00 | 7,040.00 | 7,040.00 | 7,040.00 | |
| HA Wide | New Ranges | 1475 | | 0.00 | 2,660.00 | 2,660.00 | 2,660.00 | |
| | Total | 1475 | | 3,500.00 | 14,427.00 | 13,424.00 | 13,423.77 | 93% Complete |

CAPITAL FUND PROGRAM TABLES START HERE

Attachment nm002n01

Annual Statement /Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

| | | |
|---|--|-------------------------------------|
| PHA Name: Clovis Housing & Redevelopmental Agency | Grant Type and Number: Capital Fund Program No: NM02PO02501-02 Replacement Housing Factor Grant No: | Federal FY of Grant: 2002 |
|---|--|-------------------------------------|

| | | |
|--|--|---|
| <input type="checkbox"/> Original Annual Statement | <input type="checkbox"/> Reserved for Disasters/Emergencies | <input type="checkbox"/> Revised Annual Statement/Revision Number _____ |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending as of 12/31/02 | <input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending _____ | |

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|---------------------|---------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 0.00 | | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 20,000.00 | | 20,000.00 | 0.00 |
| 4 | 1410 Administration | 30,307.00 | | 30,307.00 | 0.00 |
| 5 | 1411 Audit | 1,201.00 | | 1,201.00 | 0.00 |
| 6 | 1415 Liquidated Damages | 0.00 | | 0.00 | 0.00 |
| 7 | 1430 Fees and Costs | 17,269.00 | | 0.00 | 0.00 |
| 8 | 1440 Site Acquisition | 0.00 | | 0.00 | 0.00 |
| 9 | 1450 Site Improvement | 20,000.00 | | 6,000.00 | 0.00 |
| 10 | 1460 Dwelling Structures | 195,300.00 | | 56,000.00 | 0.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 11,000.00 | | 11,000.00 | 0.00 |
| 12 | 1470 Nondwelling Structures | 0.00 | | 0.00 | 0.00 |
| 13 | 1475 Nondwelling Equipment | 8,000.00 | | 0.00 | 0.00 |
| 14 | 1485 Demolition | 0.00 | | 0.00 | 0.00 |
| 15 | 1490 Replacement Reserve | 0.00 | | 0.00 | 0.00 |
| 16 | 1492 Moving to Work Demonstration | 0.00 | | 0.00 | 0.00 |
| 17 | 1495.1 Relocation Costs | 0.00 | | 0.00 | 0.00 |
| 18 | 1499 Development Activities | 0.00 | | 0.00 | 0.00 |
| 19 | 1501 Collateralization or Debt Service | 0.00 | | 0.00 | 0.00 |
| 20 | 1502 Contingency | 0.00 | | 0.00 | 0.00 |
| 21 | Amount of Annual Grant (sums of lines 2-20) | \$303,077.00 | | \$124,508.00 | \$0.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | 144,000.00 | | 0.00 | 0.00 |

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: nm002o01

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

| | | |
|---|--|-------------------------------------|
| PHA Name: Clovis Housing & Redevelopmental Agency | Grant Type and Number: Capital Fund Program No: NM02PO02501-00 Replacement Housing Factor Grant No: | Federal FY of Grant: 2000 |
|---|--|-------------------------------------|

Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 12/31/02
 Final Performance and Evaluation Report for Program Year Ending _____ 9/30/2002

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|---------------------|---------------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 31,000.00 | | 31,000.00 | 31,000.00 |
| 3 | 1408 Management Improvements | 25,000.00 | | 25,000.00 | 25,000.00 |
| 4 | 1410 Administration | 40,500.00 | | 40,500.00 | 40,500.00 |
| 5 | 1411 Audit | 1,197.00 | | 1,197.00 | 1,197.00 |
| 6 | 1415 Liquidated Damages | 0.00 | | 0.00 | 0.00 |
| 7 | 1430 Fees and Costs | 13,314.00 | | 13,314.00 | 13,314.00 |
| 8 | 1440 Site Acquisition | 0.00 | | 0.00 | 0.00 |
| 9 | 1450 Site Improvement | 61,949.00 | | 61,949.00 | 61,949.00 |
| 10 | 1460 Dwelling Structures | 121,236.00 | | 121,236.00 | 121,236.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 0.00 | | 0.00 | 0.00 |
| 12 | 1470 Nondwelling Structures | 0.00 | | 0.00 | 0.00 |
| 13 | 1475 Nondwelling Equipment | 20,501.00 | | 20,501.00 | 20,501.00 |
| 14 | 1485 Demolition | 0.00 | | 0.00 | 0.00 |
| 15 | 1490 Replacement Reserve | 0.00 | | 0.00 | 0.00 |
| 16 | 1492 Moving to Work Demonstration | 0.00 | | 0.00 | 0.00 |
| 17 | 1495.1 Relocation Costs | 0.00 | | 0.00 | 0.00 |
| 18 | 1499 Development Activities | 0.00 | | 0.00 | 0.00 |
| 19 | 1501 Collateralization or Debt Service | 0.00 | | 0.00 | 0.00 |
| 20 | 1502 Contingency | 0.00 | | 0.00 | 0.00 |
| 21 | Amount of Annual Grant (sums of lines 2-20) | \$314,697.00 | | \$314,697.00 | \$314,697.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | 65,000.00 | | 65,000.00 | 65,000.00 |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | 31,603.00 | | 31,603.00 | 31,603.00 |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | 11,000.00 | | 11,000.00 | 11,000.00 |

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

| PHA Name: Clovis Housing & Redevelopmental Agency | | Grant Type and Number: Capital Fund Program No: NM02PO02501-00 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2000 | |
|---|---|--|----------|----------------------|---------|----------------------|-------------------------------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA-Wide | Operations | 1406 | | 31,000.00 | | 31,000.00 | 31,000.00 | 100% Complete |
| HA-Wide | Management, Staff, Residential Development | 1408 | | 10,000.00 | | 10,000.00 | 10,000.00 | 100% Complete |
| HA Wide | Up-grade Computers | 1408 | | 15,000.00 | | 15,000.00 | 15,000.00 | 100% Complete |
| HA Wide | Partial Salaries and Employee Benefits | 1410 | | 40,500.00 | | 40,500.00 | 40,500.00 | 100% Complete |
| HA Wide | Audit | 1411 | | 1,197.00 | | 1,197.00 | 1,197.00 | 100% Complete |
| HA Wide | A&E Professional Services | 1430 | | 13,314.00 | | 13,314.00 | 13,314.00 | 100% Complete |
| HA Wide | Landscaping/ Tree Removal | 1450 | | 10,026.00 | | 10,026.00 | 10,026.00 | 100% Complete |
| Dev. 2-2 | Replace Sidewalks | 1450 | | 16,234.00 | | 16,234.00 | 16,234.00 | 100% Complete |
| Dev. 2-1 | New Fence and Gates | 1450 | | 31,889.00 | | 31,889.00 | 31,889.00 | 100% Complete |
| HA Wide | Paving and Drainage Parking Lot | 1450 | | 3,800.00 | | 3,800.00 | 3,800.00 | 100% Complete |
| Dev. 2-1 | Paint Exterior Trim | 1460 | | 4,000.00 | | 4,000.00 | 4,000.00 | 100% Complete |
| Dev. 2-2 | Paint Exterior Trim | 1460 | | 5,853.00 | | 5,853.00 | 5,853.00 | 100% Complete |
| Dev. 2-2 | Replace 2 Story Locks | 1460 | | 3,603.00 | | 3,603.00 | 3,603.00 | 100% Complete |
| Dev. 2-1 | Electrical Panel and Service | 1460 | | 32,333.00 | | 32,333.00 | 32,333.00 | 100% Complete |
| Dev. 2-2 | Replace Vents on Gas Heaters | 1460 | | 9,817.00 | | 9,817.00 | 9,817.00 | 100% Complete |
| HA Wide | 504 Compliance | 1460 | | 30,630.00 | | 30,630.00 | 30,630.00 | 100% Complete |
| HA Wide | 504 Compliance | 1460 | | 35,000.00 | | 35,000.00 | 35,000.00 | 100% Complete |
| HA Wide | New Ranges | 1475 | | 2,660.00 | | 2,660.00 | 2,660.00 | 100% Complete |
| HA Wide | New Refridgerators | 1475 | | 7,040.00 | | 7,040.00 | 7,040.00 | 100% Complete |
| HA Wide | New Water Heaters | 1475 | | 1,205.00 | | 1,205.00 | 1,205.00 | 100% Complete |
| HA Wide | New Sewer Machine | 1475 | | 2,800.00 | | 2,800.00 | 2,800.00 | 100% Complete |
| HA Wide | New Office Furniture | 1475 | | 3,291.00 | | 3,291.00 | 3,291.00 | 100% Complete |
| HA Wide | Up-grade Maintenance Radios | 1475 | | 3,505.00 | | 3,505.00 | 3,505.00 | 100% Complete |
| | | | | | | | | |
| | Total | | | \$ 314,697.00 | | \$ 314,697.00 | \$ 314,697.00 | |

