

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

Housing Authority of the City of Las Cruces Plan

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: Housing Authority of the City of Las Cruces

PHA Number: NM003

PHA Fiscal Year Beginning: July 2003

Public Access to Information

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

Main administrative office of the PHA

Display Locations For PHA Plans and Supporting Documents

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

Main administrative office of the PHA

PHA Development management offices

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

Main business office of the PHA

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 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)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

EXECUTIVE SUMMARY

The Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The Housing Authority of the City of Las Cruces shall herein after be referred to as the Housing Authority.

We have adopted the following mission statement to guide the activities of the Housing Authority.

Mission Statement

The mission of the Housing Authority of the City of Las Cruces is to lead the public housing effort I providing safe, affordable housing and support services that provide opportunities to eligible persons.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

GOALS FOR FISCAL YEAR 2003 - 2004

1. Review the increase in cost of employee benefits
2. Improve telephone voice mail system and customer service at front desk
3. Apply for grants
4. Review lack of funding for CAP Program
5. Continue NM Works training program
6. Continue HACLC affordable housing growth and development
7. Continue DACHA affordable housing growth and development
8. Continue HOME Choice Program
9. Implement project based Section 8 vouchers @ MSV II
10. Lease-up of Montana Senior Village II
11. Collaborate in the development of Tract B
12. Examine the Section 8 New Construction deficit
13. Discontinue discussions of CLC takeover of HACLC and HACLC / DACHA merger
14. Review employee performance evaluation process
15. Hire an Executive Director for HACLC
16. Implement Section 8 homeownership program

In summary, we are on course to improve the condition of affordable housing in Las Cruces, New Mexico.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for DeconcentrationNM003b01
- FY 2003Capital Fund Program Annual Statement..... NM003a01
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan.....NM0030a1
- Public Housing Drug Elimination Program (PHDEP)

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Progress in Meeting the 5-Year Plan Mission and Goals.....NM003c01
 - Section 8 Homeownership Program Capacity Statement.....NM003d01
 - Description of the PHA’s Implementation of Community Service Req.....NM003e01
 - Information on the PHA’s Policy on Pet Ownership.....NM003f01
 - Resident Membership of the PHA Governing Board.....NM003g01
 - Membership of the Resident Advisory Board or Boards.....NM003h01
 - Definition of Substantial Deviation and Significant Amendment or ModificationNM003i01
 - Voluntary Conversion of Developments from Public Housing Stock.....NM003j01

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
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.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing A & O Policy	
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	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	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Section 8	Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (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
N/A	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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

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	3,068	5	5	5	3	3	3
Income >30% but <=50% of AMI	1,750	5	5	4	3	3	3
Income >50% but <80% of AMI	2,230	4	4	4	3	3	3
Elderly	1,431	4	4	4	3	3	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Black	147	4	4	4	1	3	3
Race/Ethnicity Hispanic	3,205	4	4	4	1	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

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

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

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

Housing Needs of Families on the Waiting List <i>Public Housing</i>			
Waiting list type: (select one)			
<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)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	190		100
Extremely low income <=30% AMI	149	78%	
Very low income (>30% but <=50% AMI)	39	21%	
Low income (>50% but <80% AMI)	2	1%	
Families with children	167	88%	
Elderly families	12	6%	
Families with Disabilities	11	6%	
Race/ethnicity – White (Non-Hispanic)	47	25%	
Black (Non-Hispanic)	10	5%	
Am Indian/Native Alaskan	4	2%	
Asian or Pacific Islander	2	1%	
Hispanic	127	67%	

Housing Needs of Families on the Waiting List <i>Public Housing</i>			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	40	21%	64
1 Br	25	13%	13
2 BR	92	49%	49
3 BR	17	9%	17
4 BR	15	8%	8
5 BR	1	0	1
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 6			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List <i>Section 8</i>			
Waiting list type: (select one)			
<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)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	397		285
Extremely low income <=30% AMI	245	62%	
Very low income (>30% but <=50% AMI)	125	32%	
Low income (>50% but <80%	27	6%	

Housing Needs of Families on the Waiting List			
<i>Section 8</i>			
AMI)			
Families with children	284	72%	
Elderly families	63	16%	
Families with Disabilities	50	12%	
Race/ethnicity – White (Non-Hispanic)	90	23%	
Black (Non-Hispanic)	13	3%	
Am Indian/Native Alaskan	5	1%	
Asian or Pacific Islander	3	1%	
Hispanic	286	72%	
Characteristics by Bedroom Size (Public Housing Only)	Section 8 N/A		
0 BR			
1 Br			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 6 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$359,333	
b) Public Housing Capital Fund	\$453,704	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,463,947	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self-Sufficiency Grants	\$0	
h) Community Development Block Grant	\$25,000	
i) HOME	\$0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2002 CFP	429,063	
FY 2001 CFP	27,213	
FY 2000 ROSS	10,000	
3. Public Housing Dwelling Rental Income	\$412,000	Admin, Utilities, Maint., Prot. Ser., Gen. Exp.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Interest Income	\$4,012	Same use as Section 3 above.
Admin Reserves Interest Income	\$470	Same use as Section 3 above
4. Non-federal sources (list below)	\$0	
Total resources	\$5,184,742	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: When a family appears to be within three (3) months of being offered a unit, the family will be invited to an interview and the verification process will begin.
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other – Credit history

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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**

1. How many site-based waiting lists will the PHA operate in the coming year?0

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 (select all that apply)?

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(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? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ 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:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
 Veterans and veterans’ families
 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) (list below)

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 (select all that apply)

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

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

- At an annual reexamination and lease renewal
 Any time family composition changes

- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
 - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: Tres Arboles and Walnut Grove.
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below: Tres Arboles and Walnut Grove.
 - Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below: The Tres Arboles and Walnut Grove.

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below: The Tres Arboles and Walnut Grove.

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

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

Criminal or drug-related activity

- Other (describe below) Provide the landlord with the prospective tenants current and/or previous landlord information.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below: HACLC usually grants extensions to participants under the 3 bedroom or larger size units since these units are difficult to lease under the Section 8 program. The 0, 1, and 2 bedrooms units may be granted extensions for extenuating circumstances and/or because of market conditions.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
1-Elderly and Disabled families

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: A hardship exists in the following circumstances:

- When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;

- When the family would be evicted as a result of the imposition of the minimum rent requirement;
- When the income of the family has decreased because of change of circumstances, including loss of employment;
- When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
- When a death has occurred in the family.

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
 Other (list below)

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

- Success rates of assisted families
 Rent burdens of assisted families
 Other (list below)

(2) Minimum Rent

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

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

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

A hardship exists in the following circumstances:

- When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;
- When the family would be evicted as a result of the imposition of the minimum rent requirement;
- When the income of the family has decreased because of change of circumstances, including loss of employment;
- When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;

When a death has occurred in the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: Board of Directors; Executive Director; Accountant; Accounting Assistant; Bookkeeper; Administrative Assistant; Educational Service Coordinator; Executive Secretary; Deputy Director/Housing Manager; Property Manager(s); Working Foreman; Maintenance Mechanic(s)Utility Laborer; Section 8 Coordinator; Rental Assistant Specialist(s); Community Activities Coordinator; Receptionist; Admissions Coordinator; Modernization/Maintenance Manager; Contract Administrator; Contract Administrative Assistant; Maintenance Administrative Coordinator; Construction Superintendent; Welfare-to-Work trainees.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	316	50
Section 8 Vouchers	794	144
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)ROSS	10	10

C. Management and Maintenance Policies

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

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

Maintenance Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 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? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Appendix I. Capital Fund Program Annual Statement. 2002 ANNUAL AND 5 YEAR PLAN.DOC

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) 2002 ANNUAL AND 5 YEAR PLAN.DOC

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization 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: **The Housing Authority will apply for HUD funding when available.**

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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: (DD/MM/YY)	
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)]

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

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

2. Activity Description

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	

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date

submitted or approved:

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any 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: Scattered-Site Housing	
1b. Development (project) number: NM3-11; NM3-10; NM3-9; & NM3-6	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (10/01/1998 & 10/01/2000)	
5. Number of units affected: 111	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development	

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- 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>ROSS</i>	<i>10</i>	<i>Recruit PHA residents interested in program and provide a waiting list</i>	<i>Program will be available at the main administration building.</i>	<i>PHA residents</i>

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the 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 (describe below)

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

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

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

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: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

Walnut Grove and Tres Arboles

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below) HACLC owns and administers 82 housing rentals that are not federally funded and another 101 under the Section 8 New Construction Multifamily Program. The HACLC anticipates that an additional 84 elderly units (Montana Senior Village II) will be constructed this fiscal year.

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)
 Attached at Attachment (File name)
 Provided below: The RC is satisfied with the HACLC goals, especially concerning the ROSS grant. Also expressed lighting concerns at Tres Arboles.

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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

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

- b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Las Cruces, New Mexico**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The City representative Mr. David Carpenter indicated the HACLC's Annual Plan is consistent with the City's Consolidated Plan thus supported the plan.

D. Other Information Required by HUD

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

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Las Cruces, NM	Grant Type and Number Capital Fund Program Grant No: NM02P003501-01 Replacement Housing Factor Grant No:	Federal FY of Grant FY 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Hard/Soft Costs	29065.00	0	20979.73	20979.73
4	1410 Administration	58129.00	0	58129.00	56712.90
5	1411 Audit	500.00	0	500.00	500.00
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	40000.00	0	26729.09	25526.82
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvements	92668.00	0	40101.00	40100.63
10	1460 Dwelling Structures	292527.00	0	398696.00	398695.55
11	1465.1 Dwelling Equipment-Nonexpendable	35000.00	0	18106.00	18106.00
12	1470 Nondwelling Structures	20000.00	0	0	0
13	1475 Nondwelling Equipment	15000.00	0	5867.00	5054.65
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	10000.00	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant (sum of lines 1-19)	592889.00	0	567664.34	565676.28
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Sec. 504 Compliance	0	0	0	0
	Amount of line XX Related to Security-Soft Costs	0	0	0	0
	Amount of line XX Related to Security-Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Housing Authority of the City of Las Cruces, NM		Grant Type and Number Capital Fund Program Grant No: NM02P003501-01 Replacement Housing Factor Grant No:				Federal FY of Grant FY 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	Obligated	Expended	
HA-WIDE	Training for Staff, Commissioners. Software Upgrade.	1408	As Needed	29065.00	0	20979.73	20979.73	In Work
HA-WIDE	Mod. Manager & Clerk Salaries	1410	Full Time/Annual	58129.00	0	58129.00	56712.90	In Work
HA-WIDE	Audit Costs	1411	1 Time/Annual	500.00	0	500.00	500.00	In Work
HA-WIDE	A&E Fees and Costs, Construction Inspector.	1430	As Needed	40000.00	0	26729.09	25526.82	In Work
HA-WIDE	Dwelling Equipment-Nonexpendable	1465.1	As Needed	35000.00	0	18106.00	18106.00	Complete
HA-WIDE	Improvements to Administration Building and Maintenance Shop	1470	2 Buildings, Grounds	20000.00	0	0	0	Not Started
HA-WIDE	Purchase Tools and Equipment, Appliances as Needed	1475	As Needed	15000.00	0	5867.00	5054.65	In Work
HA-WIDE	Temporary Relocation of Tenants due to Mod. Activities	1495.1	As Needed	10000.00	0	0	0	Not Started
NM 3-1A	Landscaping, retaining walls, fencing, tree pruning, sidewalk repair, parking areas.	1450	64 Units	17392.00	0	7504.21	7504.21	In Work
NM 3-1B	Same as Above	1450	38 Units	10327.00	0	4455.63	4455.63	In Work
NM 3-2	Same as Above	1450	100 Units	27175.00	0	11725.33	11725.33	In Work
NM 3-3	Same as Above	1450	47 Units	13044.00	0	5628.16	5628.16	In Work
NM 3-6	Same as Above	1450	38 Units	10327.00	0	4455.63	4455.63	In Work
NM 3-9	Same as Above	1450	34 Units	9240.00	0	4103.87	4103.87	In Work
NM 3-10	Same as Above	1450	19 Units	5163.00	0	2227.81	2227.81	In Work

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Las Cruces, NM	Grant Type and Number Capital Fund Program Grant No: NM02P003501-02 Replacement Housing Factor Grant No:	Federal FY of Grant FY 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 12/31/2002 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Hard/Soft Costs	29065.00	0	17242.37	17242.37
4	1410 Administration	55124.00	0	7491.60	7491.60
5	1411 Audit	500.00	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	40000.00	0	10998.23	10998.23
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvements	54208.00	0	2795.64	2795.64
10	1460 Dwelling Structures	292527.00	0	34531.36	34531.36
11	1465.1 Dwelling Equipment-Nonexpendable	35000.00	0	13288.70	13288.70
12	1470 Nondwelling Structures	20000.00	0	0	0
13	1475 Nondwelling Equipment	15000.00	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	10000.00	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant (sum of lines 1-19)	551424.00	0	86347.90	86347.90
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Sec. 504 Compliance	0	0	0	0
	Amount of line XX Related to Security-Soft Costs	0	0	0	0
	Amount of line XX Related to Security-Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Housing Authority of the City of Las Cruces, NM		Grant Type and Number Capital Fund Program Grant No: NM02P003501-02 Replacement Housing Factor Grant No:				Federal FY of Grant FY 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA-WIDE	Training for Staff, Commissioners. Software Upgrade.	1408	As Needed	29065.00	0	17242.37	17242.37	In Progress
HA-WIDE	Mod. Manager & Clerk Salaries	1410	Full Time/Annual	55124.00	0	7491.60	7491.60	In Progress
HA-WIDE	Audit Costs	1411	1 Time/Annual	500.00	0	0	0	Not Started
HA-WIDE	A&E Fees and Costs, Construction Inspector.	1430	As Needed	40000.00	0	10998.23	10998.23	In Progress
HA-WIDE	Replace Air Conditioners and Appliances as Needed	1465.1	As Needed	35000.00	0	13288.70	13288.70	In Progress
HA-WIDE	Improvements to Administration Building and Maintenance Shop	1470	2 Buildings, Grounds	20000.00	0	0	0	Not Started
HA-WIDE	Purchase Tools, Equipment and Vehicles as Needed	1475	As Needed	15000.00	0	0	0	Not Started
HA-WIDE	Temporary Relocation of Tenants due to Mod. Activities	1495.1	As Needed	10000.00	0	0	0	Not Started
NM 3-1A	Landscaping, retaining walls, fencing, tree pruning, sidewalk repair, parking areas.	1450	64 Units	9582.00	0	2795.64	2795.64	In Progress
NM 3-1B	Same as Above	1450	38 Units	5689.00	0	0	0	Not Started
NM 3-2	Same as Above	1450	100 Units	14972.00	0	0	0	Not Started
NM 3-3	Same as Above	1450	47 Units	7186.00	0	0	0	Not Started
NM 3-6	Same as Above	1450	38 Units	5689.00	0	0	0	Not Started
NM 3-9	Same as Above	1450	34 Units	5240.00	0	0	0	Not Started
NM 3-10	Same as Above	1450	19 Units	5850.00	0	0	0	Not Started

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

PHA Name: Housing Authority of the City of Las Cruces, NM	Grant Type and Number Capital Fund Program Grant No: NM02P003501-3 Replacement Housing Factor Grant No:	Federal FY of Grant FY 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	15000.00	0	0	0
4	1410 Administration	45370.00	0	0	0
5	1411 Audit	5000.00	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	57316.00	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvements	50000.00	0	0	0
10	1460 Dwelling Structures	201018.00	0	0	0
11	1465.1 Dwelling Equipment-Nonexpendable	25000.00	0	0	0
12	1470 Nondwelling Structures	20000.00	0	0	0
13	1475 Nondwelling Equipment	25000.00	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	10000.00	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant (sum of lines 1-19)	453704.00	0	0	0
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Sec. 504 Compliance	0	0	0	0
	Amount of line XX Related to Security-Soft Costs	0	0	0	0
	Amount of line XX Related to Security-Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name:		Grant Type and Number				Federal FY of Grant		
Housing Authority of the City of Las Cruces, NM		Capital Fund Program Grant No: NM02P003501-03 Replacement Housing Factor Grant No:				FY 2003		
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	Obligated	Expended	
HA-WIDE	Operations	1406	N/A	0	0	0	0	N/A
HA-WIDE	Training for Staff, Commissioners. Software Upgrade.	1408	As Needed	15000.00	0	0	0	Pending Approval
HA-WIDE	Mod. Manager & Clerk Salaries	1410	Full Time/Annual	45370.00	0	0	0	Pending Approval
HA-WIDE	Audit Costs	1411	1 Time/Annual	5000.00	0	0	0	Pending Approval
HA-WIDE	A&E Fees and Costs, Construction Inspector.	1430	As Needed	57316.00	0	0	0	Pending Approval
HA-WIDE	Replace Air Conditioners and Appliances as Needed	1465	As Needed	25000.00	0	0	0	Pending Approval
HA-WIDE	Improvements to Administration Building and Maintenance Shop	1470	2 Buildings, Grounds	20000.00	0	0	0	Pending Approval
HA-WIDE	Purchase Tools, Equipment, and Vehicles as Needed	1475	As Needed	25000.00	0	0	0	Pending Approval
HA-WIDE	Temporary Relocation of Tenants due to Mod. Activities	1495.1	As Needed	10000.00	0	0	0	Pending Approval
NM 3-1A	Landscaping, retaining walls, fencing, tree pruning, sidewalk repair, parking areas/playgrounds	1450	64 Units	9412.00	0	0	0	Pending Approval
NM 3-1B	Same as Above	1450	38 Units	5588.00	0	0	0	Pending Approval
NM 3-2	Same as Above	1450	100 Units	14706.00	0	0	0	Pending Approval
NM 3-3	Same as Above	1450	47 Units	6912.00	0	0	0	“
NM 3-6	Same as Above	1450	38 Units	5588.00	0	0	0	“
NM 3-9	Same as Above	1450	34 Units	5000.00	0	0	0	“
NM 3-10	Same as Above	1450	19 Units	2794.00	0	0	0	“

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
See Annual Statement	Development/ Work Activity	Quantity	Estimated Cost	Development/ Work Activity	Quantity	Estimated Cost
	HA-Wide: Operations	20% of Total	1000.00	HA-Wide: Operations	20% of Total	1000.00
	HA-Wide: Training for Staff, Commissioners and Residents. Upgrade Housing Management Software.	As Needed	15000.00	HA-Wide: Training for Staff, Commissioners and Residents. Upgrade Housing Management Software.	As Needed	15000.00
	HA-Wide: Mod. Manager and Clerk of Works Salaries	Full-Time Annual	45370.00	HA-Wide: Mod. Manager and Clerk of Works Salaries	Full-Time Annual	45370.00
	HA-Wide: Audit Costs	1 Annually	5000.00	HA-Wide: Audit Costs	1 Annually	5000.00
	HA-Wide: A&E fees and costs associated with mod. Construction Inspector Salary (Part Time)	As Needed	57316.00	HA-Wide: A&E fees and costs associated with mod. Construction Inspector Salary (Part Time)	As Needed	57316.00
	HA-Wide: Improvements to Administration Buildings, Portable Offices, Community Buildings, Maintenance Buildings	12 Buildings and Grounds	20000.00	HA-Wide: Improvements to Administration Buildings, Portable Offices, Community Buildings, Maintenance Buildings	12 Buildings and Grounds	20000.00
	HA-Wide: Purchase Tools & Equipment in support of Mod. Work. Purchase Vehicles for Mod. Use.	As Needed	25000.00	HA-Wide: Purchase Tools & Equipment in support of Mod. Work. Purchase Vehicles for Mod. Use.	As Needed	25000.00
	HA Wide: Temporary relocation of tenants during Mod. Work.	As Needed	9000.00	HA Wide: Temporary relocation of tenants during Mod. Work.	As Needed	9000.00
	HA Wide: Replace A/C's and Appliances as needed.	As Needed	25000.00	HA Wide: Replace A/C's and Appliances as needed.	As Needed	25000.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
See Annual Statement	Development/ Work Activity	Quantity	Estimated Cost	Development/ Work Activity	Quantity	Estimated Cost
	NM 3-1A: Landscaping, retaining walls, fencing, pruning trees, sidewalk repair, parking area resurfacing, curbing and striping.	64	9412.00	NM 3-1A: Landscaping, retaining walls, fencing, pruning trees, sidewalk repair, parking area resurfacing, curbing and striping.	64	9412.00
	NM 3-1B: Same as Above	38	5588.00	NM 3-1B: Same as Above	38	5588.00
	NM 3-2: Same as Above	100	14706.00	NM 3-2: Same as Above	100	14706.00
	NM 3-3: Same as Above	47	6912.00	NM 3-3: Same as Above	47	6912.00
	NM 3-6: Same as Above	38	5588.00	NM 3-6: Same as Above	38	5588.00
	NM 3-9: Same as Above	34	5000.00	NM 3-9: Same as Above	34	5000.00
	NM 3-10: Same as Above	19	2794.00	NM 3-10: Same as Above	19	2794.00
	NM 3-1A: Unit Rehab. to include kitchen remodel, bathroom remodel, roofing, flooring, exterior/interior wall repair, electrical, plumbing, window and door repair/replacement.	64	37839.00	NM 3-1A: Unit Rehab. to include kitchen remodel, bathroom remodel, roofing, flooring, exterior/interior wall repair, electrical, plumbing, window and door repair/replacement.	64	37839.00
	NM 3-1B: Same as Above	38	22467.00	NM 3-1B: Same as Above	38	22467.00
	NM 3-2: Same as Above	100	59123.00	NM 3-2: Same as Above	100	59123.00
	NM 3-3: Same as Above	47	27788.00	NM 3-3: Same as Above	47	27788.00
	NM 3-6: Same as Above	38	22467.00	NM 3-6: Same as Above	38	22467.00
	NM 3-9: Same as Above	34	20102.00	NM 3-9: Same as Above	34	20102.00
	NM 3-10: Same as Above	19	11233.00	NM 3-10: Same as Above	19	11233.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
See Annual Statement	Development/ Work Activity	Quantity	Estimated Cost	Development/ Work Activity	Quantity	Estimated Cost
	HA-Wide: Operations	20% of Total	1000.00	HA-Wide: Operations	20% of Total	1000.00
	HA-Wide: Training for Staff, Commissioners and Residents. Upgrade Housing Management Software.	As Needed	15000.00	HA-Wide: Training for Staff, Commissioners and Residents. Upgrade Housing Management Software.	As Needed	15000.00
	HA-Wide: Mod. Manager and Clerk of Works Salaries	Full-Time Annual	45370.00	HA-Wide: Mod. Manager and Clerk of Works Salaries	Full-Time Annual	45370.00
	HA-Wide: Audit Costs	1 Annually	5000.00	HA-Wide: Audit Costs	1 Annually	5000.00
	HA-Wide: A&E fees and costs associated with mod. Construction Inspector Salary (Part Time)	As Needed	57316.00	HA-Wide: A&E fees and costs associated with mod. Construction Inspector Salary (Part Time)	As Needed	57316.00
	HA-Wide: Improvements to Administration Buildings, Portable Offices, Community Buildings, Maintenance Buildings	12 Buildings and Grounds	20000.00	HA-Wide: Improvements to Administration Buildings, Portable Offices, Community Buildings, Maintenance Buildings	12 Buildings and Grounds	20000.00
	HA-Wide: Purchase Tools & Equipment in support of Mod. Work. Purchase Vehicles for Mod. Use.	As Needed	25000.00	HA-Wide: Purchase Tools & Equipment in support of Mod. Work. Purchase Vehicles for Mod. Use.	As Needed	25000.00
	HA Wide: Temporary relocation of tenants during Mod. Work.	As Needed	9000.00	HA Wide: Temporary relocation of tenants during Mod. Work.	As Needed	9000.00
	HA Wide: Replace A/C's and Appliances as needed.	As Needed	25000.00	HA Wide: Replace A/C's and Appliances as needed.	As Needed	25000.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages-Work Activities

Activities for Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	Development/ Work Activity	Quantity	Estimated Cost	Development/ Work Activity	Quantity	Estimated Cost
See Annual Statement	NM 3-1A: Landscaping, retaining walls, fencing, pruning trees, sidewalk repair, parking area resurfacing, curbing and striping.	64	9412.00	NM 3-1A: Landscaping, retaining walls, fencing, pruning trees, sidewalk repair, parking area resurfacing, curbing and striping.	64	9412.00
	NM 3-1B: Same as Above	38	5588.00	NM 3-1B: Same as Above	38	5588.00
	NM 3-2: Same as Above	100	14706.00	NM 3-2: Same as Above	100	14706.00
	NM 3-3: Same as Above	47	6912.00	NM 3-3: Same as Above	47	6912.00
	NM 3-6: Same as Above	38	5588.00	NM 3-6: Same as Above	38	5588.00
	NM 3-9: Same as Above	34	5000.00	NM 3-9: Same as Above	34	5000.00
	NM 3-10: Same as Above	19	2794.00	NM 3-10: Same as Above	19	2794.00
	NM 3-1A: Unit Rehab. to include kitchen remodel, bathroom remodel, roofing, flooring, exterior/interior wall repair, electrical, plumbing, window and door repair/replacement.	64	37839.00	NM 3-1A: Unit Rehab. to include kitchen remodel, bathroom remodel, roofing, flooring, exterior/interior wall repair, electrical, plumbing, window and door repair/replacement.	64	37839.00
	NM 3-1B: Same as Above	38	22467.00	NM 3-1B: Same as Above	38	22467.00
	NM 3-2: Same as Above	100	59123.00	NM 3-2: Same as Above	100	59123.00
	NM 3-3: Same as Above	47	27788.00	NM 3-3: Same as Above	47	27788.00
	NM 3-6: Same as Above	38	22467.00	NM 3-6: Same as Above	38	22467.00
	NM 3-9: Same as Above	34	20102.00	NM 3-9: Same as Above	34	20102.00
	NM 3-10: Same as Above	19	11233.00	NM 3-10: Same as Above	19	11233.00

ATTACHMENT – NM003b01

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)]

HACLC'S DECONCENTRATION POLICY

It is Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

Attachment - NM003c01

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

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The annual goals for FY beginning 2002 is indicated below:

- Continue with HOME Choice Program (Homeownership)
- Pursue the acquisition of Cuestas Apts. (HUD foreclosure)
- Support Montana Senior Village II(gap financing); 84 units
- ROSS Grant (collaboration with Walgreen)
- Sale of Villa Sereno (25 units of DACHA Property)
- HUD foreclosures of single family dwellings
- Sale of RTC property (34 units)
- Merger of HACLC and DACHA
- HUD's phase-out of drug elimination funds by 01/03 – pursue other grants
- Request for proposals for a new personnel policy
- Continue with Job Training Programs
- Las Cruces Affordable Housing Inc. (Support CHODO)
- Feasibility study of flexible work hours
- Feasibility study of paid time off

Some annual goals above have been completed or in the process on being completed. The 5-Year plan is also on course. There were two unsuccessful goals that did not meet HACLC's expectation; 1) HACLC was unable to acquire the Cuestas Apartments due to nationwide competition on the bidding of the development and 2) the merger of Housing Authorities was unsuccessful due to legality reasons.

ATTACHMENT – NM003d01

Section 8 Homeownership Program Capacity Statement

It is the HACLC's intent to proceed with the development of a Section 8 Homeownership program for this fiscal 2003 year.

The Housing Authority of the City of Las Cruces (HACLC) is successful on administrating the (5)h Homeownership program and has the capacity to develop and administer a Section 8 Homeownership Program. The HACLC has the expertise and the commitment to make this program a success, refer below:

Presently the HACLC has the staff and the experience to proceed with the Section 8 Homeownership Plan. The HACLC managers that will be working directly with this program have an average of 16 years of HUD related experience. The HACLC is presently administering a successful HOME Choice Program, a 5(h) Homeownership Program. Two years ago proceeds from the Homeownership Program were used as seed money to rehab a 24-unit complex and build 24 elderly apartments. Again, at the present proceeds have been used to gap finance an additional 84-unit apartment complex, which expected to be completed by September 2003.

The HOME Partnership Investments Program Funds will be used by New Mexico Mortgage Finance Authority (MFA) of Albuquerque, New Mexico to provide low-interest loans and down payment assistance to our HOME Choice homebuyers. The MFA's mission is to help on providing affordable homeownership. Other agencies working with the HACLC to make the plan possible is the local banks, Las Cruces Affordable Housing, Inc., which provide home buyers education; local title companies, and the Las Cruces City government, which provide down payment assistance funds.

Based upon the HACLC's experience on administrating the 5(h) Homeownership Program and attending Section 8 Homeownership seminars the HACLC is very confident on developing and administrating a successful Section 8 Homeownership Program.

ATTACHMENT – NM003e01

Description of the PHA's Implementation of Community Service Requirements

The HACLC will not enforce the community service requirements as per FY 2002 regulatory change.

ATTACHMENT – NM003f01

Information on the PHA's Policy on Pet Ownership in Public Housing General Occupancy (Family) Developments

The HACLC's Pet Policy consists of the following:

1. Exclusions. The policy does not apply to animals that are used to assist persons with disabilities.
2. Pets in Public Housing: The Housing Authority allows for pet ownership in its developments with the pre-written approval of the Housing Authority.
3. Approval. Residents must have the prior written approval of the Housing Authority before moving into their unit.
4. Types and Number of Pets. The Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent, fish in aquariums or a turtle will be allowed in the units. Only one pet per unit will be allowed. Any animal deemed to be potentially harmful to the health and safety of others including attack or fight trained dogs, will not be allowed.
5. Inoculations. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances.
6. Pet Deposit. A pet deposit of \$200 is required at the time of registering a pet.
7. Financial Obligation of Residents. Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet.
8. Nuisance or Threat to Health or Safety. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. Repeated substantiated complaints by neighbors or Housing Authority personnel regarding pets disturbing the peace of the neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.
9. Designation of Pet Areas. Pets must be kept in the owner's apartment or on a leash at all times when outside the unit.
10. Miscellaneous Rules. Dogs may not be left unattended in a dwelling unit for over 10 hours and all other pets for 24 hours. Residents must take appropriate actions to protect pets from fleas and ticks. Etc.

11. Visiting Pets. Visiting pets are not allowed on the Housing Authority properties.

12. Removal of Pets. The Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

The above is just a short version of the HACLC's pet policy.

ATTACHMENT – NM003g01

Resident Membership of the PHA Governing Board

Sylvia Chacon, HACLC Board Member; appointed to the board by the Mayor of the City of Las Cruces her term of appointment is from March 2000 to March 2005. At the present her board title is Vice-Chairman.

ATTACHMENT – NM003h01

Membership of the Resident Advisory Board or Boards

The only resident advisory board at the present is the United Residents of Taylor Center (URTC). The members include:

Maria Bueno, President
Rosie Prater, Vice-President
Becky Woolsey, Secretary
Eva Gomez, Treasurer
Alma Saucedo, Member

ATTACHMENT - NM003i01

DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION

1. Substantial Deviation from the 5-Year Plan:

Any collective change in the planned or actual use of federal funds for activities that would prohibit or redirect the HACLC's strategic goals of increasing the availability of decent, safe and affordable housing while promoting self-sufficiency and asset development of families and individuals from being implemented as identified in the Five-Year Plan.

Any single or collective change in the planned or actual use of federal funds as identified in the Five-year plan that exceeds 20% of the HACLC's annual program budget for Section 8 or Public Housing activities.

2. Significant Amendment or Modification

Changes of a sufficient nature to the rent of admissions policies, or the organization of the waiting list not required by federal regulatory requirements as to effect a change in the Section 8 Administrative Plan or the Public Housing Admissions and Continued Occupancy Policy.

Any change in the planned or use of replacement reserve funds under the Capital Fund that exceeds 20% of the HACLC's annual budget.

Changes to the HACLC's plans effecting the demolition or disposition of public housing, designation of senior or disabled housing, the homeownership program, and a plan to convert public housing units to other than assisted housing.

ATTACHMENT – NM003j01

Voluntary Conversion of Developments from Public Housing Stock

Component 10 (B) Voluntary Conversion Initial Assessments

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

Two Developments: NM3-1A; NM3-2

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

Six Developments: NM3-1B; NM3-3 (elderly development).

NM3-6; NM3-9; NM3-10; NM3-11 (Section 5(h) Homeownership).

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

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

Development Name	Number of Units
Tres Arboles	63
Walnut Grove	97

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

HACLC has determined the conversion of public housing units to project based assistance is not feasible based upon the following:

- By converting the property it would not be less costly to operate.
- There is not a benefit to the residents or community to convert.
- The proposed conversion would not affect the availability of affordable housing in the community in one way or another.