

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

Santa Clara Housing Authority

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

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

PHA Plan Agency Identification

PHA Name: Santa Clara Housing Authority

PHA Number: NM029

PHA Fiscal Year Beginning: 07/01/02 – 07/01/03

PHA Plan Contact Information:

Name: Gloria G. Duran

Phone: (505) 537-3041

TDD:

Email (if available): kaissa@zianet.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

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

Annual PHA Plan Fiscal Year 2003

[24 CFR Part 903.7]

ii. Table of Contents

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

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

There has been no change from last years PHA Plan

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 71, 232.00

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment **B**

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

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

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

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

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

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

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

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

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

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

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment (File name)

3. In what manner did the PHA address those comments? (select all that apply)

- The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 Yes No: below or
 Yes No: at the end of the RAB Comments in Attachment _____.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment _____.
- Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

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

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

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

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

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

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

A. Substantial Deviation from the 5-year Plan: See Attachment I

B. Significant Amendment or Modification to the Annual Plan: See Attachment I

Attachment A
Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related 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 (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

ATTACHMENT: B

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SANTA CLARA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program: NM02P029501-00 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 9,053.00		\$ 9, 053.00	\$ 7, 943.50
3	1408 Management Improvements	\$ 3,000.00		\$ 3, 000.00	-0-
4	1410 Administration	\$ 6,984.00		\$ 6, 984.00	\$ 4, 817.47
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$ 4,000.00		\$ 4, 000.00	\$ 3, 195.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$42,800.00		\$ 42, 800.00	-0-
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 4,000.00		\$ 4, 000.00	\$ 3, 005.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$69,837.00		\$ 69, 837.00	\$ 18, 960.97
21	Amount of line 20 Related to LBP Activities	-0-			

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: SANTA CLARA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program: NM02P029501-00 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
22	Amount of line 20 Related to Section 504 Compliance	-0-				
23	Amount of line 20 Related to Security	-0-				
24	Amount of line 20 Related to Energy Conservation Measures	-0-				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program #: NM02P029501-00 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-001	An Administrative Assistant must be hired to help with the tremendous workload that exists in the PHA office. Annual Cost includes 1040 hours at \$7.00 per hour.	1406		\$ 9,053.00				In progress
NM029-001	The PHA Staff is in dire need of training. PHA'S staff must attend workshops and training sessions to keep abreast of the changing HUD rules and regulations.	1408		\$ 3,000.00				In progress
NM029-001	A qualified person must be hired to administer the 2000 CFP. E.D. will be hired to administer the program. E.D. has extensive experience with prior modernization programs.	1410		\$ 6,984.00				In progress
NM029-001	Architect/Engineering services will be needed.	1430		\$ 3,500.00				Writing RFB for services
NM029-001	Reproduction and advertisement costs must be covered.	1430		\$ 500.00				In progress
NM029-001	Landscaping of the grounds is necessary to control the erosion that is occurring along the buildings and is exposing the footings. This deficiency was partially corrected with 1999 CIAP funds. The grounds need landscaping of some kind to avoid further erosion.	1450		\$42,800.00				Requesting bids from A/E

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P02950101-CFP Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 11,300.00			
3	1408 Management Improvements	\$ 3,000.00			
4	1410 Administration	\$ 7,100.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 7,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 13,000.00			
10	1460 Dwelling Structures	\$ 12,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 17,832.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 71,232.00			
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Santa Clara Housing Authority	Grant Type and Number Capital Fund Program Grant No: NM02P02950101-CFP Replacement Housing Factor Grant No:	Federal FY of Grant: 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
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P02950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1406 Operations	An Administrative Assistant is needed to help the Executive Director with the tremendous workload that exists in the PHA office. This total includes wages for an assistant at \$7.50/hr for 1040 hrs. The total also includes S.S. taxes, Medicare Taxes, workman Comp and NM Dept. of Labor Taxes that must be paid on wages.	NM029		\$11,300.00				
1408 Management Improvements	PHA staff must attend workshops and training to keep abreast of changing HUD rules and regulations that have been imposed in the PHA	NM029		\$3,000.00				
1410 Administration	The Executive Director will administer the 2001 Capital Fund for the PHA. E.D. has extensive experience with prior modernization program.	NM029		\$7,100.00				
1430 Fees and Costs	Architect/Engineering services will be necessary to perform the scope of work required for the 2002 CFP. The total includes reproduction and advertising.	NM029		\$7,000.00				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P02950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1450 Site Improvements	<u>A. Fencing at Site F</u> The wood fencing around the play equipment at Site F is a hazard and maintenance problem. When board or sections of fencing fall, often nails are exposed creating a hazard for children. The wood fence should be removed within the next year. Chain link fencing should be erected to replace the wood fence to contain children within the area. (Included in Comprehensive needs Assessment) CAN	NM029		\$6,500.00				
1450 Site Improvements	<u>B. Site Lighting Improvement</u> Tenants are complaining that the property is too dark and that they need better lighting. These comments are recorded in the Physical Needs Assessment conducted on the PHA. Additional security lighting is needed at both sites. (Included in CNA	NM029		\$4,500.00				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P02950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1450 Site Improvements	<u>C. Housing Authority Sign</u> The Housing Authority of the Village of Santa Clara is in need of signs to identify the Housing Authority, Office, and sites. The sign would help visitors, the community, and prospective residents locate the Housing Authority. The office and Community Building should be identified with signs on the building in the immediate term. (Included in CNA	NM029		\$1,000.00				
1450 Site Improvements	<u>D. Trash Bins</u> Trash bins located at both sites need operable gates and regular pickup of trash not in bags. Debris not contained in bags is blown about and adds to an unkempt appearance of the sites. (Included in CNA	NM029		\$1,000.00				
Total Site Improvements				\$13,000				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P02950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1460 Dwelling Structures	Visual Handicapped Unit The Housing Authority has one unit designated as an ADA handicap unit. Additional Section 504 Improvements to equip the designated unit for the visual handicapped. (Included in CNA)	NM029		\$1,000.00				
1460 Dwelling Equipment-Nonexpendable	A. <u>Water Heaters</u> Water Heaters have a life of approximately 10 Yrs. 18 Water Heaters were replaced 8 yrs ago. Many water heaters need replacements in the near term. (Included in CNA)	NM029	22	\$11,000.00				
1465.1 Dwelling Equipment-Nonexpendable	B. <u>Refrigerators</u> Refrigerators have a life of approx. 10 yrs. 15 refrigerators were replaced within the last 8yrs. The refrigerators have outlived their useful life and need replacement within the near term. (Included in CNA)	NM029	22	\$11,000.00				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P02950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1465.1 Dwelling Equip- nonexpendable	C. <u>Stoves</u> Stoves have a life of approx. 10 yrs. 13 stoves have been replaced within the last 8yrs. The remaining stoves have outlived their life and need replacement within the near term. (Included in CNA)	NM029	20	\$6,832.00				

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Attachment: D

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 28, 860.00			
3	1408 Management Improvements	\$ 2, 500.00			
4	1410 Administration	\$ 4, 370.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 3, 500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 25, 000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 5, 002.00			
13	1475 Nondwelling Equipment	\$ 2, 000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: Santa Clara Housing Authority	Grant Type and Number Capital Fund Program Grant No: NM02P029501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 71, 232.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-003	Executive Director (ED) is currently funded for 20 hrs. of work per week from the operating fund. These 20 hrs/wk are not enough to administer the Low Rent Housing Program effectively and efficiently. 20 hrs per week will be paid to the E.D. to increase the work hours to 40 this is necessary to keep up with the tremendous workload of the office.	1406 Operations		\$ 13,780.00				
NM029-003	An Administrative Assistant is needed to help the E.D. with the tremendous workload that exists in the PHA office. This total includes wages for an assistant at \$7.25/hr. for 2080 hrs.	1406 Operations		\$ 15,080.00				
NM029-003	PHA staff must attend workshops and training to keep abreast of the changing HUD rules and regulations that have been imposed on the PHA	1408 Management Improvements		\$ 2,500.00				
NM029-003	A qualified person will be hired to administer the 2002 CFP program	1410 Administration		\$ 4,370.00				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-003	Architect/Engineering services will be necessary to perform the scope of work required for the 2002 CFP. This total includes reproduction and advertising.	1430 Fees and Costs		\$ 3,500.00				
NM029-003	Tile has been replaced in 16 units. The remaining 16 units are in bad shape and must be replaced. Tile will be replaced in 16 units.	1460 Dwelling Structures		\$ 25,000.00				
NM029-003	Metal garbage bins will be purchased. Existing Garbage Bins will be modified to insert the new metal bins.	1470 Non-Dwelling Structures		\$ 5,002.00				
NM029-003	Currently the office us using old outdated office machines such as; Copier, fax machines, phones, adding machines, typewriter, new office equipment will be purchased	1475 Non-Dwelling Equipment		\$ 2,000.00				
	Total Site Improvements			\$ 71,232.00				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status Work
				Original	Revised	Funds Obligated	Funds Expended	

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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Santa Clara Housing Authority	Grant Type and Number Capital Fund Program No:NM02P029501-03 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Required Attachment F: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: Carol Gallosa – Commissioner; Claudia Hernandez – Commissioner

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): Carol Gallosa- Commissioner – August 31, 2005

Claudia Hernandez – Commissioner – September 11, 2007

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

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

B. Date of next term expiration of a governing board member: 08/31/2005

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Ms. Joan Atencio – Mayor Village of Santa Clara

Required Attachment G : Membership of the Resident Advisory Board or Boards

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

Theresa Alvarado
Richard Baca
Victoria Rodriguez
Pamela Gomez
Angel Chacon & Connie Jimenez
Michael Gomez
Irven De La Torre
Andrea Dominguez
Michael and Michelle Ortiz
Betty Green
Arnold Lopez
Margaret Galaviz
Dolores Garcia
Kim Hunter
Carol Gallosa
Susan Huerta
Raul Holguin
Jonathan Sanchez
Benjamin Rodriguez
Reymundo and Mary Parra
Priscilla Marquez
Rudy Marquez
Cynthia Ortiz
Sandy Arzola
Joe Paz
David Romero
Maria Arredondo
Letizia Zazueta
Lori Altamirano
Demetrio & Amanda Sanchez
Florinda Sublasky
Robert Woodward

Attachment H:

Certification of Conversion of Public Housing to Tenant-Based Assistance, Development – NM029

This is to certify that an assessment has been conducted on the development's operations as public housing; and

Consideration has been given to the implications of converting the public housing to tenant – based assistance, and

Has determined that the cost, ability, to occupy the development and work ability of vouchers in the community makes the voluntary conversion inappropriate because removal of the developments would not meet the necessary conditions for voluntary conversions the following is documented on development NM029. The conversion would be more expensive than continuing to operate the development as public housing. The main reason for this conclusion is that a part of this development is elderly and part of this development is Family Housing.

The conclusion is that voluntary conversion of development NM029 is inappropriate.

This document is available for public review and the effort will be reported in the PHA Plan for Fiscal Year July 1, 2003 through July 1, 2004.

Gloria G. Duran, Executive Director

Date

ATTACHMENT I:

A. Substantial Deviation from the 5-year Plan:

GOALS

B. Additions or deletions of Strategic Goals

PROGRAMS

C. Any change with regard to demolition of disposition, designated of housing, homeownership programs or conversion activities

CAPITAL BUDGET

D. Additions of non-emergency work items (items not included in the current Annual Statement of Five Year Action Plan) or change in use if replacement

POLICIES

E. Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

F. Significant Amendment or Modification to the Annual Plan:

-Changes to rent admissions policies or organizations of the waiting list;

-additions of non-emergency work items (items not included in the current Annual Plan Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Funds;

-any change with regard to demolition, disposition, designation, home ownership programs or conversion activities.]

Attachment J:

**CERTIFICATION THAT THE DWELLING UNIT REMOVED FROM THE
RENT ROLL CONTINUES TO BE USED FOR THE PURPOSE IT WAS
APPROVED FOR**

This will serve as a certification that the unit located at 202 Morrow which was removed from the rent roll continues to be used for the purpose which it was approved for. The purpose of this dwelling unit is outlined as follows:

1. An Officer of the Grant County Sheriff's Department occupies the dwelling unit
2. The officer will be required to be on call sixteen hours per day.
3. The officer will respond to any disturbances occurring at the Housing Authority and report the incident verbally and in writing to the Executive Director.
4. The officer is required to perform daily foot patrols.
5. The officer will promote an anti-gang and anti-drug environment for the residents of the Housing Authority to enjoy.

Police unit plan and PFS waiver was approved by HUD for the period of July 1, 1999 through June 30, 2002, and will be included in the FY 2003 Annual Plan.

Certified this 3rd day of April 2002 that is dwelling unit is being used in the promotion of an anti-gang and anti-drug environment.

Gloria Duran
Executive Director
SANTA CLARA HOUSING AUTHORITY

April 3, 2003
Date