

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

## 5-YearPlan

AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

### PHAPlan AgencyIdentification

**PHAName:** BernalilloDepartmentofHousingServices

**PHANumber:** NM035

**PHAFiscalYearBeginning:** 7/2003

#### PublicAccestoInformation

**Informationregardinganyactivitiesout linedinthisplancanbeobtainedby contacting:(selectallthatapply)**

- MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices

#### DisplayLocationsForPHAPlansand SupportingDocuments

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectall thatapply)

- MainadministrativeofficeofthePHA
- PHAdevelopmentmanagementoffices
- PHAlocaloffices
- Mainadministrativeofficeofthelocalgovernment
- MainadministrativeofficeoftheCountygovernment
- MainadministrativeofficeoftheStategovernment
- Publiclibrary
- PHAwebsite
- Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthatapply)

- MainbusinessofficeofthePHA
- PHAdevelopmentmanagementoffices
- Other(listbelow)

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

**i. Annual Plan Type:**

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**i. Executive Summary of the Annual PHA Plan**

[24CFR Part 903.79(r)]

The Town of Bernalillo Department of Housing Services will build its capacity in all performance areas under PHAS and SEMAP. Plans and goals outlined ensure that BDHS will be a standard performer next year in all areas of management and operations in both public housing and Section 8.

**ii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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RequiredAttachments:

- AttachmentA: DeconcentrationPolicy
- AttachmentB: MostRecentBoard -ApprovedOperatingBudget
- AttachmentC: ImplementationofPublicHousingResident  
CommunityServiceRequirement
- AttachmentD: PetPolicy
- AttachmentE: ProgressinMeetingcurrent5 -YearPlanandGoals
- AttachmentF: ResidentMembershipofthePHAGoverningBoard
- AttachmentG: MembershipoftheResidentAdvisoryBoard(RAB)
- AttachmentH: MostRecentPHASScore
- AttachmentI: DeconcentrationandIncomeMixing
- AttachmentJ: DefinitionofSubstantialDeviationandSignificant  
AmendmentofModification
- AttachmentK: FY2001CFP,FY2002CFP,FY2003CFPP&EReports
- AttachmentL: RASSFollow -upPlan
- AttachmentM: CFPFiveYearActionPlan
- AttachmentN: VoluntaryConversionRequiredInitialAssessment

OptionalAttachments:

- PHAManagementOrganizationalChart
- FY2003CapitalFundProgram5YearActionPlan
- CommentsofResidentAdvisoryBoardorBoards(mustbeattachedif  
notincludedinPHAPlantext)
- Other(Listbelow,providingeachattachmentname)
- FY2001,2002,2003CapitalFundP &EReports

**SupportingDocumentsAvailableforReview**

ListofSupportingDocumentsAvailableforReview		
Applicable & OnDisplay	SupportingDocument	ApplicablePlan Component
X	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
X	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction)	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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**1.StatementofHousingNeeds**

[24CFRPart903.79(a)]

**A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

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

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

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

**B. HousingNeedsofFamiliesonthePublicHousingandSection8  
Tenant-BasedAssistanceWaitingLists**

<b>HousingNeedsofFamiliesontheWaitingList</b>			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input checked="" type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifyw hichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	2326		30
Extremelylow income<=30%AMI	NA	NA	
Verylowincome (>30%but<=50%AMI)	NA	NA	
Lowincome (>50%but<80%AMI)	NA	NA	
Familieswith children	234	72%	
Elderlyfamilies	39	12%	
Familieswith Disabilities	87	27%	
White	296	91%	
Black	6	2%	
Indian	19	6%	
Asian	3	1%	
PacificIslander	2	1%	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	60	NA	NA
2BR	70	NA	NA
3BR	60	NA	NA
4BR	29	NA	NA

<b>HousingNeedsofFamiliesontheWaitingList</b>			
5BR	NA	NA	NA
5+BR	NA	NA	NA
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenenclosed(#ofmonths)N/A			
DoesthePHAexpecttoreopentheListinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**C.StrategyforAddressingNeeds**

**(1)Strategies**

**Need:Shortageofaffordablehousingforalleligiblepopulations**

**Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumber ofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasures toensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardless ofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordination withbroadercommunitystrategies
- Other(listbelow)  
Recruitadditional landlordsintotheSection8Programbyhostingprogram orientationsonaregularbasis.

**Strategy2:Increasethenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI inpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI intenant -basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswithetheconomichardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavail ableassistancetotheelderly:**

Selectallthatapply

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

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**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 voucher 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 ethnicity's with disproportionate housing needs****Strategy 1: Increase awareness of PHA resources among families of races and ethnicity's with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicity's shown to have disproportionate housing needs (English/Spanish advertisements).
- 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
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Extent to which particular housing needs are met by other organizations in the community

- InfluenceofthehousingmarketonPHAprograms
- Communityprioritiesregardinghousingassistance
- Resultsofconsultationwithlocalorstategovernment
- Resultsofconsultationwith residentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

**2. StatementofFinancialResources**

[24CFRPart903.79(b)]

<b>FinancialResources: PlannedSourcesandUses</b>		
<b>Sources</b>	<b>Planned\$</b>	<b>PlannedUses</b>
<b>1. FederalGrants(FY2003grants)</b>		
a) PublicHousingOperatingFund	\$161,007	
b) PublicHousingCapitalFund	\$159,149	
c) HOPEVIRevitalization	\$0	
d) HOPEVIDemolition	\$0	
e) AnnualContributionsforSection 8Tenan t-BasedAssistance	\$467,506	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)	\$0	
g) ResidentOpportunityandSelf - SufficiencyGrants	\$0	
h) CommunityDevelopmentBlock Grant	\$0	
i) HOME	\$0	
OtherFederalGrants(listbelow)	\$0	
<b>2.PriorYearFederalGrants (unobligatedfundsonly)(list below)</b>		
2000PHDEP	\$11,219	
2001PHDEP	\$23,739	
2001CFP	\$117,504	
2002CFP	\$159,149	
<b>3.PublicHousingDwellingRental Income</b>		
	\$123,000	
<b>4.Otherincome (listbelow)</b>	\$0	
<b>4.Non -federalsources (listbelow)</b>	\$0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	\$	

**3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

**A. Public Housing**

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

**(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: At time of placement on the waiting list

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

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

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

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

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

**(2) Waiting List Organization**

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

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

b. 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 plan 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?

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? **2 -Section 8 & Public Housing 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 transfer 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:  
 Section 504  
 Victims of Domestic Violence  
 Witnesses to Hate Crimes

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy** )
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 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 seminar or written materials  
 Other source (list)

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

- At an annual reexamination and lease renewal  
 Anytime family composition changes  
 At family request for revision  
 Other (list)

### **(6) Deconcentration and Income Mixing**

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:
- Employing new admission preferences at targeted developments  
 If selected, list targeted developments below:
- Other (list policies and development targeted below)

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

e. If the answer to d was 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:

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

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

## B. Section 8

### (1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug -related activity – on request of Landlord  
 Other (describe below)

### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office  
 Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below:

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

### **(4) Admissions Preferences**

a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new 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,

skiptosubcomponent (5)Specialpurposesection8assistance programs)

2.WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences

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

Otherpreferences(selectallthatapply)

- 1 Workingfamiliesandthoseunabletoworkbecauseofageordisability
 Veteransandveterans'families
 1 Residentstholiveand/orworkinyourjurisdiction
 1 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
 Householdsthatcontributetomeetingincomerequirements(taraging)
 Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
 Victimsofreprisalsorhatecrimes
 Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga"1"inthepacethatrepresentsyourfirstpriority,a"2"intheboxrepresentingyour second priority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(either throughanabsolutehierarchy orthroughapointsystem),placethesamenumbernextto each.Thatmeansyoucanuse"1"morethanonce,"2"more thanonce,etc.

DateandTime

FormerFederalpreferences

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

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs (Not Applicable)**

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

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

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

- Through published notices
- Other (list below)

Orientations held for applicants/potential applicants.

#### **4. PHA Rent Determination Policies**

[24CFR Part 903.7 9(d)]

#### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

- The PHA will not employ a 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 :

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)
- 95<sup>th</sup> 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 - 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 - for decreases in income expected to last 30 days and for increases in allowances or deductions
- Anytime the family experiences an income increase - or has a change in family composition
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant -Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standard 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)MinimumRent**

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)

**5. Operations and Management**

[24CFR Part 903.79(e)]

**A. PHA Management Structure**

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

Public Housing Programs Coordinator  
 Section 8 Programs Coordinator  
 Maintenance Supervisor  
 Maintenance Aide

Administrative Assistant

**B. HUD Programs Under PHA Management**

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	75	25
Section 8 Vouchers	75	
Section 8 Certificates	0	
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	

Public Housing Drug Elimination Program (PHDEP)	75	
Capital Fund Program (CFP)	76	
Other Federal Programs (list individually)	NA	

**C. Management and Maintenance Policies**

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

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

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

- (2)Section8M anagement:(listbelow)
- (2) AdministrativePlan

**6. PHAGrievanceProcedures**

[24CFRPart903.79(f)]

**A. PublicHousing**

- 1.  Yes  No:Has thePHAestablishedanywrittengrievanceproceduresinaddition tofederalrequire mentsfoundat24CFRPart966,SubpartB,for residentsofpublichousing?

Ifyes,listadditionstofederalrequirementsbelow:

- 2.WhichPHAofficeshouldresidentsorapplicantstopublichousingcontacttoinitiate thePHAgrievanceprocess?(select allthatapply)

- PHAmainadministrativeoffice
- PHAdevelopmentmanagementoffices
- Other(listbelow)

**B.Section8Tenant -BasedAssistance**

- 1.  Yes  No:Has thePHAest ablishedinformalreviewproceduresforapplicantsto theSection8tenant -basedassistanceprogramandinformalhearing proceduresforfamiliesassistedbytheSection8tenant -based assistanceprograminadditiontofederalrequirementsfoundat24 CFR982?

Ifyes,listadditionstofederalrequirementsbelow:

- 2.WhichPHAofficeshouldapplicantsorassistedfamiliescontacttoinitiatethe informalseeviewandinformalhearingprocesses?(selectallthatapply)

- PHAmainadministrativeoffice
- Other(listbelow)

## **7.CapitalImprovementNeeds**

[24CFRPart903.79(g)]

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### **A.CapitalFundActivities**

#### **(1)CapitalFundProgramAnnualStatement**

Selectone:

TheCapitalFundProgramAnnualStatementis providedasanattachmenttothe PHAPlanatAttachment(statename)

-or-

TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected, copytheCFPAnnualStatementfromtheTableLibraryandinsertthe re)

**AnnualStatement**  
**CapitalFundProgram(CFP)PartI:Summary**

CapitalFundGrantNumber2003FFYofGrantApproval: (07/2003)

OriginalAnnualStatement

LineNo.	SummarybyDevelopmentAccou nt	TotalEstimated Cost
1	TotalNon -CGPFunds	\$0
2	1406Operations	\$12,356
3	1408ManagementImprovements	\$5,000
4	1410Administration	\$5,000
5	1411Audit	\$2,000
6	1415 LiquidatedDamages	\$0
7	1430FeesandCosts	\$10,000
8	1440SiteAcquisition	\$0
9	1450SiteImprovement	\$10,000
10	1460DwellingStructures	\$50,000
11	1465.1DwellingEquipment -Non-expendable	\$10,000
12	1470NondwellingStructu res	\$17,371
13	1475NondwellingEquipment	\$1,833
14	1485Demolition	\$0
15	1490ReplacementReserve	\$0
16	1492MovingtoWorkDemonstration	\$0
17	1495.1RelocationCosts	\$0
18	1498ModUsedforDevelopment	\$0
19	1502Continge ncy	\$0
20	<b>AmountofAnnualGrant(Sumoflines2 -19)</b>	\$123,560
21	Amountofline20RelatedtoLBPActivities	\$0
22	Amountofline20RelatedtoSection504Compliance	\$0
23	Amountofline20RelatedtoSecurity	\$0
24	Amountofline20RelatedtoEner gyConservation Measures	\$0

**AnnualStatement  
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
HA-Wide	Supportforincreasedadministrative capacity	1408	\$10,000
HA-Wide	Operations	1406	\$15,900
HA-Wide	ProfessionalServices	1430	\$8,000
HA- Wide	Site Improvements	1450	\$15,000
HA-Wide	Dwelling Structures	1460	\$25,000
HA-Wide	Dwelling Equipment	1465	\$20,000
HA-Wide	Non-Dwelling Structures: Provide handicapped access per Section 504 to administration building and provide space for community based services and growth of such services	1470	\$60,249

**AnnualStatement**  
**CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
HA-Wide	September 30, 2005	September 30, 2006

**(2) Optional 5 -Year Action Plan**

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

b. If yes to question a, select one:

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

-or-

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

**B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant in the Plan year?  
If yes, list development name/s below:

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

**Table Library**

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (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**

[24CFR Part 903.79(i)]

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

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

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

<b>Conversion of Public Housing Activity Description</b>	
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: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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**  
 [24CFR Part 903.79(k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## 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 903.79(1)]

**A. PHA Coordination with the Welfare (TANF) Agency**

## 1. Cooperative agreements:

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

## 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

tosub -component2,FamilySelfSufficiencyPrograms.The positionofthetablemaybealtereditstose.)

ServicesandPrograms				
ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
NA	NA	NA	NA	NA

**(2)FamilySelfSufficiencyprogram/s**

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2000Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing	NA	NA
Section8	NA	NA

b.  Yes  No: IfthePHAisnotmaintainingtheminimumprogramsizerequired byHUD,doesthemostrecentFSSActionPlanaddressth esteps thePHAplanstotaketoachieveatleasttheminimumprogram size? Ifno,liststepsthePHAwilltakebelow:

**C.WelfareBenefitReductions**

1.ThePHAiscomplyingwiththestatutoryrequirementssection12(d)oftheU.S.

HousingActof 1937(relatingtothetreatmentofincomechangesresultingfrom welfareprogramrequirements)by:(selectallthatapply)

- AdoptingappropriatechangestothePHA’spublichousingrentdetermination policiesandtrainstafftocarryouth osepolicies
- Informingresidentsofnewpolicyonadmissionandreeexamination
- Activelynotifyingresidentsofnewpolicyattimesinadditiontoadmissionand reexamination.
- Establishingorpursuingac ooperativeagreementwithallappropriateTANF agenciesregardingtheexchangeofinformationandcoordinationofservices
- EstablishingaprotocolforexchangeofinformationwithallappropriateTANF agencies
- Other:(list below)

**D.ReservedforCommunityServiceRequirementpursuanttosection12(c)ofthe  
U.S.HousingActof1937**

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnot participatinginPHDEPand  
Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAs thatareparticipatingin  
PHDEPandaesubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub -componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(select  
allthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorall ofthePHA's  
developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor  
adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto  
perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other  
Currentlymonitoringlowleveldrug activitywithlawenforcement  
agencies

2.WhatinformationordatadidthePHAusetodeterminetheneedforPHAactionsto  
improvesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”  
publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug  
programs
- Other:

3.Whichdevelopmentsaremostaffected?

- ✓ Community-Wide

#### **B.Crime andDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

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

(select all that apply)

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

2. Which developments are most affected? (list below)  
Town of Bernalillo Housing Authority.

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services. Supplemental Security agreement adopted 7 -22-02.
- Other activities (list below)

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

**D. Additional information as required by PHDEP/PHDEP Plan**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?  
N/A
- Yes  No: This PHDEP Plan is an Attachment. (Attachment MN035a01)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

see attachments

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

**17. PHA Asset Management**

[24CFR Part 903.79(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
  - Privateman agement
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

**18. Other Information**

[24CFR Part 903.79(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 as Attachment (Filename)  
 Provided below:

3. In what manner did the PHA address these 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.)

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

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

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

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

- Candidates were nominated by resident and assisted family organizations  
 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 assistance) -based
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

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

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

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

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

**D. Definition of Substantial Deviation and Significant Amendment or Modification**

See Attachment “K”

**B. Other Information Required by HUD**

- ✓ None

**ATTACHMENTS**

- AttachmentA: DeconcentrationPolicy**
- AttachmentB: MostRecentBoard -ApprovedOperatingBudget**
- AttachmentC: ImplementationofPublicHousingResident  
CommunityServiceRequirement:**
- AttachmentD: PetPolicy**
- AttachmentE: ProgressinMeetingcurrent5 -YearPlanandGoals**
- AttachmentF: ResidentMembershipofthePHA GoverningBoard**
- AttachmentG: MembershipoftheResidentAdvisoryBoard(RAB)**
- AttachmentH: MostRecentPHASScore**
- AttachmentI: DeconcentrationandIncomeMixing**
- AttachmentJ: DefinitionofSubstantialDeviationandSignificant  
AmendmentorModification**
- AttachmentK: FY2001CFP,2002CFP,and2003CFPP&EReports**

## ATTACHMENT A

### DECONCENTRATION POLICY

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

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

**ATTACHMENT "B"**

MOSTRECENTBOARD -APPROVEDOPERATINGBUDGET

**NOTE:**

THISWILLBEPROVIDEDTOTHOMEMPHISTARCOFFICEVIAMAIL

## Attachment C

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

### **Implementation of Public Housing Resident Community Service Requirement :**

Currently our ACOP reflects this former requirement. We are currently in the process of revising the ACOP and this community service requirement will be removed as it is no longer a federal mandate. sof

## Attachment D

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

### **Pet Policy:**

The Town of Bernalillo, Town Councilors adopted a replacement Pet Policy on 04/14/03. The Pet Policy was adopted so a resident would be aware of the size, and kind of domesticated animal they could house. No pet can be kept in an apartment without prior written permission from BDHS. The Pet Policy states only common household pets as long as the requirements of the lease is met which prohibits any conduct that disturbs other tenants or threatens the physical or social environment. All animals must be registered with the authority, licensed, and shot records. A deposit required for all animals is \$100 per bedroom of the unit. BDHS reserves the right to deny permission to house pets that do not meet the requirements. The original Pet Policy was adopted on 09/12/00. The revised policy will be submitted directly to TARC with all other attachments.

## Attachment E

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

### **Progress in meeting current 5 -Year Plan and Goals:**

The Bernalillo Department of Housing Services planned goals are ongoing. BDHS has 76 conventional units, three of which are offline undergoing Section 504 renovation. Formerly BDHS had 77 units of which one is now offline and remodeled as a Tenant Resource Center.

The Section 8 Program of the Town of Bernalillo Department of Housing Services progressed significantly toward 98% utilization of four 77 vouchers. We anticipate 100% utilization by August 1, 2003 and an improved SEMAP score. Additionally, the Section Programs Coordinator actively councils program participants on voucher mobility potential.

## **Attachment F**

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

### **Resident Membership of the PHA Governing Board:**

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

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

## **AttachmentG**

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

### **Membership of the Resident Advisory Board (RAB):**

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

Eloy Jaramillo  
Debbie Gonzales  
Rosella Acosta  
Arlene Tsethlikai  
Nancy Colbert

**ATTACHMENTH**  
**BERNALILLODEPARTMENTOFHOUSINGSERVICES**  
**MOSTRECENTPHASSCORE**



**integrated assessment subsystem (nass)**  
 REAL ESTATE ASSESSMENT CENTER  
 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

reac home    systems menu    logoff

March 28, 2003

**individual reports**

**PHAS Score Report for Fiscal Year 2002**

**PHA Information**

<b>PHA Code:</b>	NM035	<b>PHA Name:</b>	<a href="#">TOWN OF BERNALILLO DEPT. OF HOUSING SERVICES</a>	<b>Fiscal Year End:</b>	06/30
------------------	-------	------------------	--	-------------------------	-------

**PHAS Score:** **71**    **Designation Status:** **Standard Performer**    **PHAS Status:** **Released**

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

PHAS Indicator	Original Score	Adjustment	Net Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	19	-	19	30	<a href="#">Explanation</a>
<a href="#">Financial</a>	20	-	20	30	<a href="#">Explanation</a>
<a href="#">Management</a>	25	-	25	30	<a href="#">Explanation</a>
<a href="#">Resident</a>	8	-	8	10	<a href="#">Explanation</a>
Late Penalties	-	<a href="#">Details</a>	<a href="#">Details</a>	-	
<b>PHAS Total Score</b>	<b>72</b>		<b>71</b>	<b>100</b>	

**Last Updated: 01/21/2003**

[PHAS Score Report](#)

[PHAS Scoring Packet \(printable version\)](#)

**The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.**

 [Download Acrobat Reader](#)

Comments or Questions? Contact the [REAC Technical Assistance Center](#).

1-888-245-4860



## Attachment I

### 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:

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

## ATTACHMENT J

### Definition of Substantial Deviation and Significant Amendment or Modification

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

**ATTACHMENT "K"**

FY2001CFP,2002CFP,and2003CFPP&EReports

**NOTE:**

THISWILLBEPROVIDEDTOTHOMEMPHISTARCOFFICEVIAMAIL

## ATTACHMENT L

### **RASS Follow -Up Plan**

The Town of Bernalillo Department of Housing Services received RASS scores of less than 75% in the categories of Communication, Safety, Services and Housing Development Appearance. We believe this to be a direct result of incorrect and missing tenant mailing addresses in the PICS System. Only seven surveys reached tenants of the public housing development.

We have taken the proper corrective measure of updating unit mailing addresses in the PICS System by the deadline of April 16, 2003. Tenant mailing addresses were solicited. Sixty-eight addresses that were either incorrect or missing were corrected in our records and submitted via PIC.

With the management improvements implemented over the past fourteen months, and the significant expenditure of Capital Fund Program, it appears that the resulting scores are indicative of such few surveys reaching tenants of the public housing development.

**ATTACHMENTM**

CFPFIVEYEARPLAN

<b>5 - Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1408-Management Improvements</b>			<b>\$3,000</b>	<b>2008 5 year plan</b>
<b>1406-Operations</b>			<b>\$12,356</b>	
<b>1410-Administration</b>			<b>\$3,000</b>	
<b>1430-Fees &amp; Costs</b>			<b>\$5,000</b>	
<b>1450-Site Improvements</b>			<b>\$5,000</b>	
<b>1460-Dwelling Structures</b>			<b>\$92,204</b>	
<b>1465-Dwelling Equipment</b>			<b>\$3,000</b>	
<b>Total estimated cost over next 5 years</b>			<b>\$123,560</b>	

<b>5 - Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1408-Management Improvements</b>			<b>\$5,000</b>	<b>2004 5 year plan</b>
<b>1406-Operations</b>			<b>\$12,356</b>	
<b>1410-Administration</b>			<b>\$5,000</b>	
<b>1411-Audit Cost (CGP)</b>			<b>\$2,000</b>	
<b>1430-Fees &amp; Costs</b>			<b>\$10,000</b>	
<b>1450-Site Improvements</b>			<b>\$10,000</b>	
<b>1460-Dwelling Structures</b>			<b>\$50,000</b>	
<b>1465-Dwelling Equipment</b>			<b>\$10,000</b>	
<b>1470-Non-Dwelling Structures</b>			<b>\$17,371</b>	
<b>1475-Non-Dwelling Equipment</b>			<b>\$1,833</b>	
<b>Total estimated cost over next 5 years</b>			<b>\$123,560</b>	

<b>5 - Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date (HA Fiscal Year)</b>
<b>1408-Management Improvements</b>			<b>\$5,000</b>
<b>1406-Operations</b>			<b>\$12,356</b>
<b>1410-Administration</b>			<b>\$10,000</b>
<b>1430-Fees &amp; Costs</b>			<b>\$10,000</b>
<b>1450-Site Improvements</b>			<b>\$20,000</b>
<b>1460-Dwelling Structures</b>			<b>\$40,000</b>
<b>1465-Dwelling Equipment</b>			<b>\$15,000</b>
<b>1470-Non-Dwelling Structures</b>			<b>\$11,204</b>
<b>Total estimated cost over next 5 years</b>			<b>\$123,560</b>

<b>5 - Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1406-Operations</b>			<b>\$12,356</b>	<b>2007 5 year plan</b>
<b>1408-Management Improvements</b>			<b>\$7,000</b>	
<b>1410-Administration</b>			<b>\$7,000</b>	
<b>1411-Audit Costs</b>			<b>\$1,000</b>	
<b>1430-Fees &amp; Costs</b>			<b>\$10,000</b>	
<b>1450-Site Improvements</b>			<b>\$5,000</b>	
<b>1460-Dwelling Structures</b>			<b>\$50,000</b>	
<b>1465-Dwelling Equipment</b>			<b>\$25,000</b>	
<b>1470-Non-Dwelling Structures</b>			<b>\$6,204</b>	
<b>Total estimated cost over next 5 years</b>			<b>\$123,560</b>	

<b>5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
	PHA-WIDE			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1406-Operations</b>			<b>\$12,356</b>	<b>2006 5 year plan</b>
<b>1408-Management Improvements</b>			<b>\$5,000</b>	
<b>1410-Administration</b>			<b>\$15,000</b>	
<b>1430-Fees &amp; Costs</b>			<b>\$15,000</b>	
<b>1450-Site Improvements</b>			<b>\$15,000</b>	
<b>1465-Dwelling Equipment</b>			<b>\$10,000</b>	
<b>1470-Non-Dwelling Structures</b>			<b>\$36,204</b>	
<b>1475-Non-Dwelling Equipment</b>			<b>\$15,000</b>	
<b>Total estimated cost over next 5 years</b>			<b>\$123,560</b>	

## Attachment N

### Component 10(B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?
- 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)?
- c. How many Assessments were conducted for the PHA's covered developments?
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units

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