

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

NM050
SANTAFECOUNTY
HOUSING AUTHORITY

FOURTH YEAR SUBMITTAL

**NOTE: THIS PHAP LANS TEMPLATE (HUD50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHAName: Santa Fe County Housing Authority

PHANumber: NM050

PHAFiscalYearBeginning: 07/2003

PHA Plan Contact Information:

Name: Robert A. Anaya

Phone: (505) 992 -3055

TDD:

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered :

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

Annual PHA Plan Fiscal Year 2003

[24CFR Part 903.7]

i. Table of Contents

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

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ii. Executive Summary

[24CFR Part 903.79(r)]

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

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

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

The Santa Fe County Housing Authority (Housing Authority) will be adopting and/or implementing the following policies and/or program changes in the next fiscal year:

- **Implement a preference for working families, families that are recurrently participating in an upward mobility program, and families whose head or spouse are elderly or disabled.**
- **Adopt a more comprehensive ACOP and Administrative Plan**
- **Adopt a Customer Service Policy**
- **Adopt a policy to utilize recaptured FSS escrow funds to provide training and services to FSS participants**
- **Adopt an Expanding Housing Opportunities Policy**
- **Implement a Section 8 Homeownership Program**

The Housing Authority will also establish and implement internal controls over the course of the next fiscal year in an effort to achieve a "High Performer" designation from HUD.

2. Capital Improvement Needs

[24CFR Part 903.79(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? \$481,805.00 (estimated)

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3.D Demolition and Disposition

[24CFR Part 903.79(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: (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. 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

[24CFR Part 903.79(k)]

The PHA is planning on implementing a Section 8 Homeownership Program in FY 2003. However, the policies and procedures are not yet in place. The PHA has demonstrated its

capacity to administer the program by having successfully implemented a public housing home ownership program.

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

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

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

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

The Santa Fe County Housing Authority currently has a successful 5(h) homeownership program that includes the sale of new construction units and renovated public housing units. To date the Housing Authority has sold 20 new construction units and 7 renovated units. In the next fiscal year the Housing Authority plans to sell an additional 20 new construction and 5 renovated units. It is also planned to start the renovation of an additional 15 public housing units that will be sold. The Housing Authority will contract with a provider who will assist with the pre-qualification of Section 8 families, provide home buyer training, and provide or assist with mortgage lending services. The Housing Authority will also apply for HOME funds to help families with down payment assistance.

A dialogue with the Santa Fe Public Schools and other interested agencies and/or organizations will also be initiated to discuss how to best fill the gap of affordable housing for teachers.

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

[24 CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specific 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 _____

NOTE: In an effort to address safety and crime prevention in the housing neighborhoods, the Housing Authority will continue to work closely with the Sheriff's Department who will provide above -baseline services and are implementing bike patrols. The Housing Authority is also working on a comprehensive security plan to be completed no later than August 31, 2003. Attachment J is a copy of the draft MOU with the Santa Fe County Sheriff's Department.

6. Other Information

[24CFR Part 903.79(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 F _____

3. In what manner did the PHA address those comments?

4.

The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included _____

Yes No: below

Yes No: at the end of the RAB Comments in Attachment F _____

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment F _____

Other: (list below) _____

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of New Mexico

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

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

- **Apply for additional Section 8 Vouchers**
- **Complete the renovation of 5 public housing units for homeownership**
- **Provide homeownership opportunities to at least 25 families in the next fiscal year (20 new construction and 5 renovated units)**
- **Utilize the Section 8 homeownership program to provide homeownership opportunities to current participants on the program**
- **Implement the renovation of approximately 15 public housing units for homeownership**

3. PHA Requests for support from the Consolidated Plan Agency

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

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

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

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

B. Significant Amendment or Modification to the Annual Plan: Any changes that make significant changes to information provided by the Housing Authority in its annual plan (i.e., changes to existing policies, implementation of new policies, changes to the Capital Fund Program) will be considered as a significant amendment from the 5 -year and/or Annual Plan. Attachment K is a copy of four adopted criteria for substantial deviation and significant amendment or modification to the Five -Year and Annual Plan.

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 jurisdiction 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
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved 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
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing § 504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99 -52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
x	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/ s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report	Annual Plan: Safety and Crime Prevention
X	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
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

ATTACHMENT B

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: SANTA FE COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NM02P050500-00 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				
3	1408 Management Improvements	34,645.84		34,645.84	34,645.84
4	1410 Administration	51,077.00		51,077.00	51,077.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	285,997.87		285,997.87	101,484.05
11	1465.1 Dwelling Equipment — Nonexpendable	50,800.00		50,800.00	8,670.57
12	1470 Nondwelling Structures	50,350.00		50,350.00	0.00
13	1475 Nondwelling Equipment	37,903.29		37,903.29	37,903.29
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)	510,774.00		510,774.00	233,780.75

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: SANTAFECOUNTYHOUSINGAUTHORITY		Grant Type and Number Capital Fund Program Grant No: NM02P050500-00 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
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: SANTA FE COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: NM02P050500-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
50-1,2,3	Staff Training	1408		34,645.84		34,645.84	34,645.84	100%
50-1,2,3	CFP Coordinator Salary	1410	1	51,077.00		51,077.00	51,077.00	100%
50-1,2,3	Stucco/flooring/tub/plumbing/cabinets	1460		203,047.87		203,047.87	101,351.00	49%
50-1,2,3	Replace electrical panel boxes	1460		82,950.00		82,950.00	133.05	Under contract
50-1,2,3	Ranges and refrigerators	1465		50,800.00		50,800.00	8,670.57	Under Contract
50-3	Renovate PHAA dmin Bldg	1470		50,350.00		50,350.00	0.00	Under Contract
50-1,2,3	Purchase Vehicles	1475	2	35,857.29		35,857.29	35,857.29	100%
50-1,2,3	Office Equipment/furniture	1475		2,046.00		2,046.00	2,046.00	100%

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: SANTA FE COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NM02P050501-01 Replacement Housing Factor Grant No:			Federal FY of Grant:
<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				
3	1408 Management Improvements	35,000.00	25,000.00	20,641.61	20,088.61
4	1410 Administration	52,081.00	52,081.00	52,081.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	52,942.00	52,942.00	0.00	0.00
10	1460 Dwelling Structures	354,225.00	364,225.00	147,472.54	2,892.11
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	26,559.00	26,559.00	11,864.30	11,260.85
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)	520,807.00	520,807.00	232,059.45	34,241.57

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: SANTAFECOUNTYHOUSINGAUTHORITY		Grant Type and Number Capital Fund Program Grant No: NM02P050501-01 Replacement Housing Factor Grant No:		Federal FY of Grant:	
<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
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	10,000.00			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: SANTA FE COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: NM02P050501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
50-1,2,3	Staff Training	1408		35,000.00	25,000.00	20,641.61	20,088.61	On-going
50-1,2,3	CFP Coordinator Salary	1410	1	52,081.00	52,081.00	52,081.00	0.00	On-going
50-1,2,3	Landscaping	1450	3 sites	52,942.00	52,942.00	0.00	0.00	Write-up in progress
50-1,2,3	Install Kitchen/bathroom cabinets	1460		90,225.00	100,225.00	22,249.85	0.00	Under contract
50-1,2,3	Exterior stucco of units	1460		100,000.00	100,000.00	0.00	0.00	Under contract
50-1,2	Asbestos Abatement	1460		50,000.00	50,000.00	50,000.00	2,892.11	Conjunction with mod
50-1,2,3	Replace range hoods	1460		3,000.00	3,000.00	3,000.00	0.00	Under Contract
50-1,2	Replace exhaust fans in bathroom	1460		25,000.00	25,000.00	25,000.00	0.00	Under Contract
50-1,2	Replace flooring	1460		30,000.00	30,000.00	30,000.00	0.00	Under Contract
50-1,2	Replace Water Heaters	1460		56,000.00	56,000.00	17,222.69	0.00	Under Contract
50-1,2	Replace Clot heslines	1475		6,559.00	6,559.00	0.00	0.00	Writeup in progress
50-1,2,3	Purchase Vehicle	1475	1	20,000.00	20,000.00	11,864.30	11,260.85	1 vehicle

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: SANTA FE COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NM02P050501-02 Replacement Housing Factor Grant No :		Federal FY of Grant: 2002	
<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				
3	1408 Management Improvements	35,000.00		0.00	0.00
4	1410 Administration	48,181.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	135,000.00		0.00	0.00
10	1460 Dwelling Structures	197,468.00		0.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable	42,081.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	24,075.00		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	481,805.00		0.00	0.00

22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	10,000.00			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: SANTA FE COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: NM02P050501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Management Improvements/training	1408		25,000.00		0.00	0.00	
PHA-Wide	Above baseline security/Sheriff's Dept	1408	3 sites	10,000.00		0.00	0.00	
PHA-Wide	CFP Coordinator Salary	1410	1	48,181.00		0.00	0.00	
50-1,2,3	Park benches, tables, bar -b-que	1450	3 sites	35,000.00		0.00	0.00	
50-3	Resurface Drive and roadways	1450	1 site	100,000.00		0.00	0.00	
50-1,2	Exterior Stucco	1460	35	124,468.00		0.00	0.00	
50-1,2	Replace electric plugs & switches	1460	20	7,000.00		0.00	0.00	
50-1,2	Asbestos certification/abatement Force Account Labor	1460		50,000.00		0.00	0.00	
50-3	Install Front/back storage doors	1460	45	16,000.00		0.00	0.00	
50-1,2,3	Ranges, refrigerators	1465	70	42,081.00		0.00	0.00	
PHA-Wide	Purchase Vehicle	1475	1	24,075.00		0.00	0.00	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PH Name: SANTA FE COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NM02P050501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input 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				
3	1408 Management Improvements	82,000.00		0.00	0.00
4	1410 Administration	48,000.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	130,000.00		0.00	0.00
10	1460 Dwelling Structures	163,600.00		0.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable	32,250.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	24,150.00		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	480,000.00		0.00	0.00
22	Amount of line 21 Related to LBP Activities				

23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	45,000.00			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: SANTA FE COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: NM02P050501-03 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 of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Management Improvements/training	1408		37,000.00		0.00	0.00	
PHA-Wide	Above baseline security/Sheriff's Dept	1408	3 sites	45,000.00		0.00	0.00	
PHA-Wide	CFP Coordinator Salary	1410	1	48,000.00		0.00	0.00	
50-1	Pre and pour new side walks	1450	1 site	50,000.00		0.00	0.00	
50-1	Resurfaced drive and roadways	1450	1 site	80,000.00		0.00	0.00	
50-3	Exterior Stucco (phase 1)	1460	40	100,000.00		0.00	0.00	
50-1,2	Replace electric plugs & switches	1460	2 sites	14,600.00		0.00	0.00	
50-1,2	Asbestos certification/abatement Force Account Labor	1460		33,000.00		0.00	0.00	
50-3	Install front/back storage doors	1460	45	16,000.00		0.00	0.00	
50-1,2,3	Ranges, refrigerators	1465	50	32,250.00		0.00	0.00	
PHA-Wide	Purchase Vehicle	1475	1	24,150.00		0.00	0.00	

Capital Fund Program Five - Year Action Plan

Part I: Summary

PHAName		<input checked="" type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year1	Work Statement for Year 2 FFY Grant: 2004 PHAFY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHAFY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHAFY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHAFY: 2007
<i>NM05050 -1</i>	Annual Statement	\$122,350.00		\$138,691.00	\$374,150.00
NM05050 -1,2		\$92,750.00	\$295,000.00	\$188,691.00	
NM05050 -3		\$110,750.00	\$206,500.00	\$16,666.00	
<i>PHAWide</i>		\$154,150.00	\$154,150.00	\$154,150.00	\$154,150.00
CFPFunds Listed for 5-year planning		\$480,000.00	\$655,650.00	\$498,198.00	\$528,300.00
Replacement Housing Factor Funds					

Capital Fund Program Five - Year Action Plan

Part II: Supporting Pages — Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHAFY: 2004			Activities for Year: <u>3</u> FFY Grant: 2005 PHAFY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<i>NM05050 -1</i>	<i>Re-roof Units</i>	\$50,000.00	<i>NM05050 -1,2</i>	<i>Re-stucco units</i>	\$125,000.00
Annual		<i>Bathroom remod</i>	\$40,000.00		<i>Block wall /fencing</i>	\$110,000.00
Statement		Ranges/refrigerators	\$10,750.00		<i>Asbestos Abatement</i>	\$60,000.00
		Security Lighting	\$14,600.00			
	Sub-total		\$122,350.00	Sub-total		\$295,000.00
	NM05050 -2	Electrical plugs/switches	\$7,000.00			
		Ranges/refrigerators	\$10,750.00			
		Bathroom remod	\$40,000.00			
		Prep/poursidewalks	\$35,000.00			
	Sub-total		\$92,750.00			
	NM05050 -3	Re-stucco units	\$100,000.00	NM05050 -3	Landscaping	\$25,000.00
		Ranges/refrigerators	\$10,750.00		Fencing	\$20,000.00
	Sub-total		\$110,750.00		Water Heaters	\$69,000.00
	PHA-Wide	CFPCoordsalary	\$50,000.00		Water Heater/admin	\$2,500.00
		Training/security	\$80,000.00		Cabinets	\$90,000.00
		Vehicle	\$24,150.00	Sub-total		\$206,500.00
	Sub-total		\$154,150.00			
				PHA-Wide	CFPCoordSalary	\$50,000.00
					Training/Security	\$80,000.00
					Vehicle	\$24,150.00
				Sub-total		\$154,150.00
Total CFPEstimated Cost			\$480,000.00			\$655,650.00

Capital Fund Program Five - Year Action Plan

Part II: Supporting Pages — Work Activities

Activities for Year : <u>4</u> FFY Grant: 2006 PHAFY: 2006			Activities for Year: <u>5</u> FFY Grant: 2007 PHAFY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>NM0550 -1</i>	<i>Asbestos Abatement</i>	\$26,000.00	<i>NM05050 -1</i>	<i>Range Hoods</i>	\$18,100.00
	<i>Replace Hydrants</i>	\$26,750.00		<i>Exhaust fans</i>	\$6,050.00
	Range Hoods	\$9,050.00		<i>Re-Roof units</i>	\$100,000.00
	Bathroom Remod	\$60,225.00		Sewer liner replacement	\$250,000.00
	Ranges/refrigerators	\$16,666.00			
<i>Sub-total</i>		<i>\$138,691.00</i>	<i>Sub-total</i>		<i>\$374,150.00</i>
NM05050 -2	Asbestos Abatement	\$26,000.00			
	Replace Hydrants	\$26,750.00			
	Range Hoods	\$9,050.00			
	Bathroom remod	\$60,225.00			
	Ranges/refrigerators	\$16,666.00			
	Community Ctr remod	\$50,000.00			
Sub-total		\$188,691.00			
NM05050 -3	Ranges/refrigerators	\$16,666.00			
PHAWide	CFPCoordsalary	\$50,000.00	PHA-Wide	CFPCoordSalary	\$50,000.00
	Training/security	\$82,000.00		Training/security	\$80,000.00
	Vehicle	\$24,150.00		Vehicle	\$24,150.00
Sub-Total		\$154,000.00	Sub-total		\$154,150.00
Total CFPEstimated Cost		\$498,198.00			\$528,300.00

Attachment D: Resident Membership on the PHA Governing Board

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

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

**Raymond Martinez
12 Sierra Place North
Santa Fe, NM 87508**

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

- Elected
- Appointed

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

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

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

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

Following is a list of the Housing Board members and their term expiration dates

- **Raymond Martinez** 12/31/2003
- **Paul Duran** 12/31/2004
- **Paul Campos** 12/31/2004
- **Jack Sullivan** 12/31/2004
- **Harry Montoya** 12/31/2006

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

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

Attachment E: Membership of the Resident Advisory Board or Boards

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

Raymond Martinez – Resident Board Member – Valle Vista Housing Resident

Thomas LeRose – Valle Vista Housing Resident

Lorraine Herrera – Section 8/FSS Participant

Ramon Dalton – Camino de Jacobo Housing Resident (youth)

Maggie Coffey – Homeowner (Valle Vista Housing Neighborhood)

David Roybal – Camino de Jacobo Housing Resident

Carmella Martinez – Santa Cruz Housing Resident

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

The Housing Authority received comments from five of these seven members that serve on the RAB. The comments were as follows:

David Roybal – Camino de Jacobo Resident would like to see areas designated for trash instead of having trash picked up at curbside on a weekly basis. He would also like to see the streets repaved, painting the parking spaces and posting signs in the no-parking zones. He would like to see more landscaping and a directory posted at the entrance. He would like to see more lighting and a Neighborhood Watch Program implemented.

Raymond Martinez – Valle Vista Resident – Resident Board Member would like to see more lighting and some street repair. He feels that posting entrance signs to introduce the neighborhood to visitors would result in more respect for the community. He would also like to see more speed bumps to slow down traffic. He would also like to see a Neighborhood Watch Program implemented. He is very excited about the MOU with the Sheriff's Department to provide above baseline services in the three housing neighborhoods. In an effort to improve communication, he would like to see the Housing Authority designating a contact person for each of its programs. After reviewing the recent residents survey results, he stated that he didn't feel the results were accurate because of the lack of response. He would also like to see the youth and the elderly and handicapped involved in the preparation of the next Annual Plan.

Carmella Martinez – Santa Cruz Resident would like to see stricter policies as they pertain to residents keeping up their yards and the common areas surrounding their units. She would like to see someone who works for the Housing Authority live on site. She is very excited about the Sheriff's Department providing more patrols because she is concerned with illegal drug activity in the neighborhood. She feels that communication could improve if the residents would attend the Resident Council meetings.

Lorraine Herrera – Section 8/FSS participant would like the residents to take more responsibility to clean up their units and yards; if the residents are not

willing to take responsibility then there should be serious consequences. She would like to see more lighting in the housing neighborhoods and a high wall built at Valle Vista for safety reasons and to improve the appearance of the neighborhood. She would like to see the common areas landscaped. She would also like to see speed limit signs and a sign posted at the entrance at each housing neighborhood. She would also like to see a Neighborhood Watch Program implemented. She very strongly supports the Section 8 Homeownership Program. In an effort to improve communication she feels that residents need to constantly be reminded of the rules and regulations, and then be held accountable if they are not followed.

Thomas LeRose – Public Housing participant is concerned about implementing a preference for working families. He feels that this policy would indefinitely push back people on the waiting list. He would like to see a curfew plan adopted and enforced. He would like to see more Capital Funding go towards grounds maintenance and landscaping. He suggested that the Housing Authority hire someone part-time to address these issues. He would also like to see the removal of old clotheslines and the installation of new ones as well as having new weatherstripping installed in units that need it. He also felt a need for more security lighting in the housing neighborhoods. He would like to see a Neighborhood Watch Program implemented in his neighborhood. He was also very supportive of the on-site Boys and Girls Club. Mr. LeRose felt that communication has greatly improved since we now have an on-site office in his neighborhood. He does not feel that the residents are happy with the quality of maintenance repair work and suggested that we address this in the Customer Services Policy we spoke about implementing. He also believes that heating issues need to be addressed. He thinks that the installation of park benches, picnic tables and BBQ grills is an excellent idea and is a good weapon in crime prevention. In addition, he would like to see the planting of drought resistant, indigenous or perennial trees. He strongly recommended that we work with County, State and Federal officials to provide public transportation in his neighborhood. Mr. LeRose felt that the Annual Plan was very thorough and addressed key issues. Staff also reviewed the Annual Plan and made the following suggestions and comments:

- Implement a curfew and truancy policy;
- Re-pave the streets in the 3 housing neighborhoods;
- Install speed bumps, post speed limit and community signs;

- **Install additional lighting;**
- **Continue to repair -stucco and re-roof units, widen sidewalks;**
- **Continue to conduct monthly meetings with residents to disseminate information and improve communication;**
- **Improve orientation process for Section 8 and Public Housing;**
- **Implement a Neighborhood Watch Program at all 3 Housing Neighborhoods;**
- **Improve FSS Program outreach and increase enrollment by 20 percent;**
- **provide additional youth programming during the evenings and the weekends;**
- **provide educational classes and/or resources to the residents that address domestic violence, drug and alcohol awareness, and youth issues;**
- **Improve neighborhood playgrounds and basketball courts ;**
- **Provide a Comment/Suggestion Box in the office lobby.**

Explanation of PHA Response to Resident Advisory Board Comments

As a result of Resident Advisory Board comments received during the Annual Plan process in fiscal year 2002 and 2003, and the eREAC resident survey results, the Housing Authority plans to accomplish the following activities in next fiscal year. Capital improvements may not be addressed during this fiscal year but are reflected in the CFP 5-year Action Plan.

- **Implement a truancy and curfew policy**
- **Implement a customer service policy**
- **Contract for weekly trash pick-up**
- **Re-pave streets, install speed bumps, improve sidewalks**
- **Install additional lighting in the 3 housing neighborhoods**
- **Implement a Neighborhood Watch Program in the 3 housing neighborhoods**
- **Landscapethe common areas in the 3 housing neighborhoods**
- **Implement Section 8 Homeownership Program**
- **Install speed limit and entrance signs**
- **Install new clotheslines**
- **Install park benches, picnic tables, and BBQ grills**
- **Provide a Comment/Suggestion box in the office lobby**
- **Implement an automated and comprehensive maintenance system**
- **Utilize available space in the 3 housing neighborhoods to provide on-site services and resources**

Attachment G: Voluntary Conversion Initial Assessments and Certification

The Housing Authority provided this information in FY2002 and is therefore exempt to provide it in FY2003.

**ATTACHMENTH:ResidentSurveyFollowUpPlan
SurveySection:MaintenanceandRepair**

The maintenance system will be updated and revised by June 30, 2004. The system revision will include educating the residents on maintenance policies and procedures (i.e., emergency vs. non-emergency work orders, policy for entering units, normal wear and tear vs. tenant damage, etc.) The Housing Authority will also review the work order system and the processes for unit turnaround and develop internal controls. All relevant staff will receive Uniform Physical Inspections training in order to address unit and maintenance deficiencies.

**Follow Up Plan
Survey Section: Communication**

Increased communication to the tenants will occur through the monthly resident council meetings. Updates to the residents will be conducted during these meetings in an effort to educate tenants on lease requirements, regulatory changes, new policies, and to answer questions and address concerns. The Housing Authority will also implement a comprehensive Customer Service Policy in an effort to improve communication, programs, and services. The monthly newsletter will continue to be a mechanism to keep our tenants informed.

**Follow Up Plan
Survey Section: Safety**

Continued coordination with the Sheriff's Department will occur monthly and the bike patrol program will be fully implemented by June 30, 2003. A comprehensive security plan will also be completed by December 31, 2003. The Housing Authority will also assess and increase lighting in each of the three housing neighborhoods. The Sheriff's Department will attend the Resident Council meetings on a bi-annual basis to assist and help implement our security plan.

FollowUpPlan
SurveySection:Services

Services are crucial to the success of our agency and we will continue to improve and expand them. The Housing Authority will install an informational center in its lobby and focus on an individual resource/agency each month in the newsletter. We will also utilize available space in the housing neighborhoods for agencies to provide resources and programs for our residents.

Follow Up Plan
Survey Section: Appearance

Site appearance will be approved on an on-going basis. We have already increased our efforts in this area. When combined with increased community service participants and a comprehensive maintenance plan, we will realize improvements. Housing staff will also closely monitor and strictly enforce existing policies that address pets, yards, graffiti, and abandoned vehicles. Occupancy of vacant units will be a priority in an effort to improve site appearance and help our resident feel safe in their neighborhoods.

Attachment I: Preference Policy

Admissions and Continued Occupancy Policy (ACOP) Amendment #2

PREFERENCE POLICY

The Quality Housing and Work Responsibility Act of 1998 allows for the establishment of preferences for selection of families admitted to the PHA's housing programs. The PHA's system of selection preferences must be based on local housing needs and priorities as determined by the PHA. In determining these needs and priorities, the PHA shall use generally accepted data sources including public comment on the PHA Plan (or amendments to), and the consolidated plan for the jurisdiction.

The Santa Fe County Housing Authority (SFCHA) will adopt and implement a preference for the admission of working families who are on the waiting list. The working family preference will be given to families whose head, spouse, or other adult member has been employed for six months or longer working a minimum of 24 hours per week. This preference will also be granted to families on the waiting list who are participating in an upward mobility program. This will include families whose head, spouse, or other adult member is participating in full-time job training, is a full-time student, or is otherwise in compliance with the economic self-sufficiency requirements imposed by the welfare agency.

The SFCHA will also adopt and implement a preference for elderly and disabled persons. The elderly/disabled preference will be given to families whose head or spouse or whose sole member is at least 62 years of age or a person with disabilities, or may include two or more elderly persons or persons with disabilities living together or one or more such persons living with another person who is determined to be essential to his or her care and well-being.

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 42 U.S.C. 6001(7) (1937 Housing Act) will be considered a disabled person.

Preference Procedures

In initially implementing preferences, the SFCHA will inform applicants on the waiting list about the available preferences. The applicants will be given 30 days in which to claim and verify a preference. After 30 days, the SFCHA will reconstruct the waiting list. Applicants will be placed on the list in the following hierarchical order:

- a. unit size/type needed by applicants
- b. preference
- c. date and time of application

NOTE: Preferences are subject to HUD requirements concerning income targeting, de-concentration, and income mixing.

In order to qualify for the working family preference, written verification of income must be submitted. At a minimum, the information must include the start date of employment, number of hours worked per week, hourly wage, and supervisor's signature. If source of income is self-employment (i.e., housekeeping, childcare, health care provider, etc.), the applicant must provide copies of the most recent income tax forms filed.

If participating in an upward mobility program the SFCHA will accept any of the following as documentation:

- Participating in a full-time job training program –written verification of participation. At a minimum, the information must include the start date of the program, training hours per week, hourly wage (if applicable), and signature of authorized individual.
- Full-time student –copies of transcripts, graded documentation, letter from educational institution, registration/acceptance forms
- Participation in other economic self-sufficiency program –letter from local welfare agency, PHA, or agency overseeing program. At a minimum, documentation must include a description of the program and how long the applicant has participated in the program

In order to qualify for the elderly/disabled preference the following documentation must be submitted:

- A birth certificate
- Verification of Social Security (SS) and/or Supplemental Security Income (SSI) and/or Social Security Disability Income (SSDI)
- General Assistance (for individual awaiting approval of SS, SSI, or SSDI)

Verification of preference(s) will be accepted at time of application and will be verified during the screening process. An applicant who qualified for a preference at time of application but who no longer qualifies for a preference when their name comes upon the waiting list will be placed on the waiting list based on time and date of the original application (without a preference).

Attachment J: Draft MOU with the Santa Fe County Sheriff's Department

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SANTA FE COUNTY SHERIFF'S DEPARTMENT
AND THE SANTA FE COUNTY HOUSING AUTHORITY**

This document shall serve as the Memorandum of Understanding (MOU) between the Santa Fe County Sheriff's Department (Sheriff's Department) and the Santa Fe County Housing Authority (Housing Authority) to coordinate their efforts to reduce drug and illegal criminal activity in the County's three public housing neighborhoods.

A. GOALS AND OBJECTIVES

To participate in a coordinated effort to reduce and eliminate drugs and illegal criminal activity in 3 targeted public housing developments as identified in Exhibit A of this MOU by increasing the presence of Sheriff's officers through the provision of "above baseline services" that would not normally be undertaken by the Sheriff's Department on a routine basis. "Above baseline services" may include, but are not limited to implementing bike patrols and increasing patrolling within the 3 targeted public housing developments, providing background checks on applicants during the screening process, issuing tenant/eviction notices, attending non-compliance with lease hearings and attending monthly Resident Council meetings as needed.

B. SCOPE OF WORK

The Sheriff's Department shall implement a Bike Patrol Program and perform services to improve the quality of life for residents at the 3 targeted public housing developments in a satisfactory and proper manner as determined by the Housing Authority as follows:

1. assign Sheriff's Officers to provide the specified "above baseline services" at the 3 targeted public housing developments;
2. be responsible to create a mechanism that shall provide the assigned officers an effective communication and response process;
3. provide a written report including the items listed under Paragraph E. of this MOU to the Housing Authority for each response made to a request for service or incident occurring in the developments;
4. the Housing Authority shall assign a staff person to receive the reports from the Sheriff's Officers who will review them and disseminate the information as appropriate.
5. attend monthly Resident Council Meetings (as needed) in the developments that they are assigned to;
6. attend monthly meetings with the Housing Authority staff to discuss progress and to communicate concerns;
7. provide Housing Authority staff with background police reports on applicants on the waiting list who are being screened for housing assistance;
8. provide informative training (at least quarterly) in the areas of substance abuse, security, domestic violence, gang prevention, etc.;
9. attend Housing Board meetings (at least quarterly)

C. MAXIMUM COMPENSATION AND METHOD OF PAYMENT

Compensation for the scope of work contained in MOU shall be in accordance with the attached budget identified as Exhibit B and shall not exceed **\$XXXXXXXX(not yet budgeted)**

D. TIME OF PERFORMANCE

The services called for in this MOU shall be performed during the period commencing on the date of the last signatory on this MOU and ending June 30, **XXXX**

E. PERFORMANCE, MONITORING, REPORTS AND INFORMATION

The assigned Sheriff's Officers shall contact the Housing Authority to provide a report each time they have provided an above baseline service to one of the three housing developments. They shall identify the development, the date and time the incident occurred, a description of the incident, the action that was taken, whether other agencies were contacted, and any other pertinent information requested by the Housing Authority.

F. AMENDMENTS

This MOU shall not be altered, changed or amended except by an instrument in writing executed by the parties hereto.

Attachment K: Criteria for Substantial Deviation and Significant Amendment to the Five -Year and Annual Plan

Criteria for Substantial Deviation and Significant Amendment or Modification to the Santa Fe County Housing Authority's Five -year and Annual Plan

As described in 24 CFR 903.21, the Housing Authority may amend or modify its Annual Plan or Five-Year Plan after submitting the plan to the Department of Housing and Urban Development (HUD). The Housing Authority may 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" as defined by the Housing Authority, then the Housing Authority must comply with the requirements similar to those required at initial development and submission of the Five -Year and Annual Plan.

HUD affords Housing Authorities the discretion in defining the terms "substantial deviation" and "significant amendment". The Housing Authority has defined the terms as follows:

Substantial Deviation from the Five -Year Plan

Any change to the Housing Authority's mission or the goals and objectives that enable the Housing Authority to meet the needs of the families that it serves.

Significant Amendment or Modification to the Annual Plan

Any change that makes significant changes to information provided by the Housing Authority in its Annual Plan including:

- Change to rent or admissions policies or organization of the waiting list;
- Addition of non -emergency work items (items not included in the current Annual Statement or Five -Year Action Plan) or change in the use of replacement reserves under the Capital Fund Program;
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.

Requirements for Substantial Deviation and Significant Amendment or Modification to the Five -Year and Annual Plan

Any substantial deviation or significant amendment or modification to the Five -Year and Annual Plan is subject to the same requirements as the original PHA Plan (including time frames).

Following are the requirements:

- The Housing Authority must consult with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13);
- The Housing Authority must ensure consistency with the Consolidated Plan of the jurisdiction (as defined in 24 CFR 903.15);
- The Housing Authority must provide for a review of the amendments/modifications by the public during a 45 -day public review period (as defined in 24 CFR 903 -17).
- The Housing Authority may not adopt the amendment or modification until the Housing Authority has duly called a meeting of the Board of Housing Commissioners. This meeting must be open to the public.
- The Housing Authority may not implement the amendment or modification until notification of the amendment or modification is provided to and approved by HUD in accordance with HUD's plan review procedures (as defined at 24 CFR 903.23).

Attachment L: De - Concentration and Income Mixing

- **Does the PHA have any general occupancy (family) public housing developments covered by the de - concentration rule?** *Yes*
- **Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments?**
No

Attachment M: Statement of Progress in Meeting the 5 - Year Plan Mission and Goals

The Santa Fe County Housing Authority has made significant progress in meeting the mission and goals stated in its 5 - year Plan. There is a clear correlation between the mission statement and the strategic goals stated in the Plan.

Our mission and goals state that the Housing Authority will provide homeownership opportunities and promote self -sufficiency. This has been accomplished by providing homeownership opportunities to approximately 27 low -income families. Seven of the units sold were renovated public housing units and twenty units sold were new construction. The Housing Authority will sell an additional twenty new construction units in the next year as well as renovate an additional twenty public housing units which will also be sold.

Additionally, the Housing Authority has implemented a Public Housing FSS Program and been successful in signing up 15 families as stated in the Five -year Plan. The FSS Advisory Committee continues to provide training and resources to all families on the Public Housing and Section 8 FSS Programs.

The Housing Authority also continues to renovate and make improvements to existing public housing stock through CFP funding.

The Housing Authority is also working with the Santa Fe County Sheriff's Department to implement on -site bike patrols in an effort to increase security and decrease crime and illegal criminal activity in the three housing neighborhoods.

The Housing Authority currently has a Customer Service Policy and a Expanding Housing Opportunities policy in draft form and plan to have them approved and implemented prior to the beginning of July 1, 2003.

A local preference policy has also recently been adopted and will be implemented July 1, 2003.