

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

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# Housing Authority of the City of Alamo

Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** Alamo Housing Authority

**PHA Number:** TX-064

**PHA Fiscal Year Beginning:** (10/2003)

**PHA Plan Contact Information:**

Name: Mary Vela

Phone: (956) 787-2352

TDD:

Email (if available): mvela@alamoha.com

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**PHA Programs Administered:**

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

**Annual PHA Plan  
Fiscal Year 2003**

[24 CFR Part 903.7]

**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 file name in parentheses in the space to the right of the title.

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DECONCENTRATION AND INCOME TARGETINGPOLICY	
PET OWNERSHIP POLICY	
COMMUNITY SERVICE POLICY	

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

*The Alamo Housing Authority of the City of Alamo has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and the ensuing HUD requirements.*

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

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

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

*The most important challenges to be met by the Alamo Housing Authority of the City of Alamo during FY2003 include:*

- Reduce drug and alcohol abuse through PHDEP program.*
- Preserve and improve the public housing stock through the Capital Funds activities.*
- Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*
- Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*

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

### **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 Alamo Housing Authority has re-introduced the Community Service Policy and has updated the Section 8 Administrative Plan. We are currently working on updating the Admissions and Occupancy for Public Housing and the Procurement Policy.

### **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 113,822.00

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

D. Capital Fund Program Grant Submissions

#### **(1) Capital Fund Program 5-Year Action Plan**

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

#### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment

### **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</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: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

A. [X] 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):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

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

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

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

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

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_  
*Is only report for open programs*

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

2. If yes, the comments are Attached at Attachment (File name) RAB Comments-2002

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

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

Yes  No: below or

Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.

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

Other: (list below)

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

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

1. Consolidated Plan jurisdiction:) **County of Hidalgo**

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

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

3. PHA Requests for support from the Consolidated Plan Agency

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

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

### 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 Mission Statement:

- 50% delete from or addition to the goals and objectives as a whole; and
- 50% or more decrease in quantifiable measurement of any individual goal and objective.

##### A. Significant Amendment or Modification to the Annual Plan:

- 🕒 Changes to rent or admissions policies or organization of the waiting list;
- 🕒 Additions of non-emergency work items (items not included in the current annual statement or 5-year Action Plan) or change in use of replacement reserve under Capital Fund;
- 🕒 Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## 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.

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	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
N/A	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 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 HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	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
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	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 (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· 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);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· 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.</li> </ul>	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
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> <b>Alamo Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program: TX59P064-50103 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2003</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>			
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds				
2	1406 Operations	20,000.00			
3	1408 Management Improvements	8,500.00			
4	1410 Administration	21,000.00			
5	1411 Audit	00			
6	1415 liquidated Damages	00			
7	1430 Fees and Costs	.00			
8	1440 Site Acquisition	00			
9	1450 Site Improvement	00			
10	1460 Dwelling Structures	45,811.00			
11	1465.1 Dwelling Equipment—Nonexpendable	00			
12	1470 Nondwelling Structures	40,000.00			
13	1475 Nondwelling Equipment	00			
14	1485 Demolition	00			
15	1490 Replacement Reserve	00			
16	1492 Moving to Work Demonstration	00			
17	1495.1 Relocation Costs	00			
18	1498 Mod Used for Development	00			
19	1502 Contingency	00			
20	Amount of Annual Grant: (sum of lines 2-19)	<b>135,311.00</b>			
21	Amount of line 20 Related to LBP Activities	00			
22	Amount of line 20 Related to Section 504 Compliance	.00			
23	Amount of line 20 Related to Security	00			
24	Amount of line 20 Related to Energy Conservation Measures	00			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number				Federal FY of Grant:		
<b>Alamo Housing Authority</b>		Capital Fund Program #: TX59P064-50103 Capital Fund Program Replacement Housing Factor #:				<b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency-Wide	<b>Operation</b>							
	May not exceed 20% of total grant	1406		20,000.00				
	<b>Subtotal</b>			<b>20,000.00</b>				
	<b>Management Improvement</b>							
	Provide Technical Assistance PHA Plan	1408		5,000.00				
	Provide Training to Staff member	1408		2,000.00				
	Upgrade computer system	1408		1,500.00				
	<b>Subtotal</b>			<b>8,500.00</b>				
	<b>Administration</b>							
	Coordination of CFP	1410		15,000.00				
	Prorated Salaries	1410		6,000.00				
	<b>Subtotal</b>			<b>21,000.00</b>				
	<b>Non-Dwelling Structure</b>							
	Addition space to maintenance shop and warehouse (25lf X 60lf)	1470	1500sf	40,000.00				
	<b>Subtotal</b>			<b>40,000.00</b>				



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: <b>Alamo Housing Authority</b>		Grant Type and Number Capital Fund Program #: TX59P064-50103 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Agency-Wide	09/30/2005			9/30/2007			
TX064-01&02 Poinsettia I&II	09/30/2005			09/30/2007			
TX064-03 Bluebonnet	09/30/2005			09/30/2007			
TX064-04 Macario Villarreal	09/30/2005			09/30/2007			

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

**CFP 5-Year Action Plan**

Original statement     Revised statement

Development Number	Development Name (or indicate PHA wide)	
All Developments		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b><u>Operations</u></b>	20,000.00	2004
<b><u>Management Improvement</u></b>	8,500.00	2004
<b><u>Administration</u></b>	21,000.00	2004
<b><u>Site Improvement</u></b>		
Replace all clothes lines	4,500.00	2004
<b><u>Dwelling Structures</u></b>		
Replace painting exterior unit all developments	10,000.00	2004
Replace or Repair screen door all developments	71,311.00	2004
<b>TOTAL FISCAL YEAR 2004</b>	<b>135,311.00</b>	
<b><u>Operations</u></b>	20,000.00	2005
<b><u>Management Improvement</u></b>	8,500.00	2005
<b><u>Administration</u></b>	21,000.00	2005
<b><u>Site Improvement</u></b>		
Provide or Replace security site light	2,000.00	2005
<b><u>Dwelling Structures</u></b>		
Repair or Replace roofing shingle	85,811.00	2005
<b>TOTAL FISCAL YEAR 2005</b>	<b>135,311.00</b>	
<b>Total estimated cost over next 5 years</b>		

### Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
<b>All Developments</b>		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b><u>Operations</u></b>	20,000.00	2006
<b><u>Management Improvement</u></b>	8,500.00	2006
<b><u>Administration</u></b>	21,000.00	2006
<b><u>Site Improvement</u></b>		
Replace Water heater all units	13,320.00	2006
<b><u>Dwelling Structures</u></b>		
Replace Roofing shingle	72,491.00	2006
<b>TOTAL FISCAL YEAR 2006</b>	<b>135,311.00</b>	
<b><u>Operations</u></b>	20,000.00	2007
<b><u>Management Improvement</u></b>	8,500.00	2007
<b><u>Administration</u></b>	21,000.00	2007
<b><u>Site Improvement</u></b>		
Provide roaches treatment and trim trees	3,000.00	2007
<b><u>Dwelling Structures</u></b>		
Replace all kitchen range hood, vinyl flooring	82,811.00	2007
<b>TOTAL FISCAL YEAR 2007</b>	<b>135,311.00</b>	
<b>Total estimated cost over next 5 years</b>		

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

<b>PHA Name:</b> <b>Alamo Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program: TX59P064-50102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement       Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/2003       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	5,000.00			.00
3	1408 Management Improvements	8,500.00		5,000.00	2,995.00
4	1410 Administration	10,000.00		2,000.00	111.37
5	1411 Audit	00		00	00
6	1415 liquidated Damages	00		00	00
7	1430 Fees and Costs	9,500.00		2,000.00	600.00
8	1440 Site Acquisition	00		00	00
9	1450 Site Improvement	00		00	00
10	1460 Dwelling Structures	92,311.00		21,000.00	840.00
11	1465.1 Dwelling Equipment—Nonexpendable	10,000.00		10,000.00	5,000.00
12	1470 Nondwelling Structures	00		00	00
13	1475 Nondwelling Equipment	00		00	00
14	1485 Demolition	00		00	00
15	1490 Replacement Reserve	00		00	00
16	1492 Moving to Work Demonstration	00		00	00
17	1495.1 Relocation Costs	00		00	00
18	1498 Mod Used for Development	00		00	00
19	1502 Contingency	00		00	00
20	Amount of Annual Grant: (sum of lines 2-19)	<b>135,311.00</b>		<b>40000.00</b>	<b>9,546.37</b>
21	Amount of line 20 Related to LBP Activities	00		00	00
22	Amount of line 20 Related to Section 504 Compliance	1,800.00		00	00
23	Amount of line 20 Related to Security	00		00	00
24	Amount of line 20 Related to Energy Conservation Measures	00		00	00

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number				Federal FY of Grant:		
<b>Alamo Housing Authority</b>		Capital Fund Program #: TX59P064-50102 Capital Fund Program Replacement Housing Factor #:				<b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency-Wide	<b>Operation</b>							
	May not exceed 20% of total grant	1406		5,000.00			.00	Pending
	<b>Subtotal</b>			<b>5,000.00</b>		<b>5,000.00</b>	<b>.00</b>	
	<b>Management Improvement</b>							
	Provide Technical Assistance PHA Plan	1408		1,500.00		500.00	.00	Pending
	Provide Training to Staff member	1408		2,500.00		.00	.00	Pending
	Upgrade procurement policy	1408		2,500.00		2,500.00	1,995.00	Ongoing
	Upgrade computer system	1408		2,000.00		2,000.00	1,000.00	Ongoing
	<b>Subtotal</b>			<b>8,500.00</b>		<b>5,000.00</b>	<b>2,995.00</b>	
	<b>Administration</b>							
	Coordination of CFP	1410		10,000.00		2,000.00	111.37	Ongoing
	<b>Subtotal</b>			<b>10,000.00</b>		<b>2,000.00</b>	<b>111.37</b>	
	<b>Fees and Costs</b>							
	A/E Service Fees	1430		7,000.00		2,000.00	600.00	Ongoing
	Consultant Fees, PHA Plan/Annual Stmt	1430		2,500.00		00	.00	Pending
	<b>Subtotal</b>			<b>9,500.00</b>		<b>2,000.00</b>	<b>600.00</b>	

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number				Federal FY of Grant:		
<b>Alamo Housing Authority</b>		Capital Fund Program #: TX59P064-50102 Capital Fund Program Replacement Housing Factor #:				<b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
TX064-01&02	<b>Dwelling Structure</b>							
Poinsettia	Re-point brick	1460	40bldg.	40,000.00		00	00	Pending
	Replace interior closet doors w/hardware	1460	60ea	6,558.00		3,000.00	840.00	Ongoing
	Replace range-hood	1460	40ea	4,000.00		2,000.00	00	Pending
	Replace medicine cabinets	1460	40ea	4,000.00		2,000.00	00	Pending
	Replace shower faucets	1460	40ea	6,000.00		2,000.00	00	Pending
	Provide bathroom accessories	1460	40ea	3,000.00		1,000.00	00	Pending
	<b>Subtotal</b>			<b>63,558.00</b>		<b>10,000.00</b>	<b>840.00</b>	
	<b>Dwelling Equipment</b>							
	Replace stove	1465.1	40ea	10,000.00		10,000.00	5,000.00	Ongoing
	<b>Subtotal</b>			<b>10,000.00</b>		<b>10,000.00</b>	<b>5,000.00</b>	
TX064-03	<b>Dwelling Structure</b>							
Bluebonnet	Replace range-hood	1460	12ea	1,800.00		1,800.00	00	Pending
	Replace bathroom bar for HC	1460	12ea	1,800.00		1,800.00	00	Pending
	Provide bathroom accessories	1460	12ea	1,500.00		1,500.00	00	Pending
	<b>Subtotal</b>			<b>5,100.00</b>		<b>5,100.00</b>	<b>0.00</b>	
TX064-04	<b>Dwelling Structure</b>							
Macario	Painting interior units	1460	20ea	13,653.00		5,000.00	00	Pending
Villarreal	Replace exterior screen door (HD)	1460		10,000.00		00	00	Pending
	<b>Subtotal</b>			<b>23,653.00</b>		<b>5,000.00</b>	<b>0.00</b>	
	<b>Total CFP501-02</b>			<b>135,311.00</b>		<b>45,000.00</b>	<b>9,546.37</b>	



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

<b>PHA Name:</b> <b>Alamo Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program: TX59P064-50101 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement       Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/2003       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	10,000.00		10,000.00	10,000.00
3	1408 Management Improvements	00		00	00
4	1410 Administration	14,000.00		14,000.00	14,000.00
5	1411 Audit	00		00	00
6	1415 liquidated Damages	00		00	00
7	1430 Fees and Costs	7,500.00		7,500.00	6,000.00
8	1440 Site Acquisition	00		00	00
9	1450 Site Improvement	18,000.00		18,000.00	6,569.89
10	1460 Dwelling Structures	95,853.00		95,853.00	63,554.06
11	1465.1 Dwelling Equipment—Nonexpendable	00		00	00
12	1470 Nondwelling Structures	00		00	00
13	1475 Nondwelling Equipment	00		00	00
14	1485 Demolition	00		00	00
15	1490 Replacement Reserve	00		00	00
16	1492 Moving to Work Demonstration	00		00	00
17	1495.1 Relocation Costs	00		00	00
18	1498 Mod Used for Development	00		00	00
19	1502 Contingency	00		00	00
20	Amount of Annual Grant: (sum of lines 2-19)	<b>145,353.00</b>		<b>145,353.00</b>	<b>100,123.95</b>
21	Amount of line 20 Related to LBP Activities	00		00	00
22	Amount of line 20 Related to Section 504 Compliance	00		00	00
23	Amount of line 20 Related to Security	00		00	00
24	Amount of line 20 Related to Energy Conservation Measures	00		00	00

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Alamo Housing Authority</b>		Capital Fund Program #: TX59P064-50101			2001			
		Capital Fund Program Replacement Housing Factor #:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	<b>Operation</b>							
	May not exceed of 20% of total grant	1406		10,000.00		10,000.00	10,000.00	Complete
	<b>Subtotal</b>			<b>10,000.00</b>		<b>10,000.00</b>	<b>10,000.00</b>	
	<b>Administration</b>							
	CFP Contract Administration	1410		14,000.00		14,000.00	14,000.00	Complete
	<b>Subtotal</b>			<b>14,000.00</b>		<b>14,000.00</b>	<b>14,000.00</b>	
	<b>Fees and Costs</b>							
	A/E Services	1430		7,500.00		7,500.00	6,000.00	Ongoing
	<b>Subtotal</b>			<b>7,500.00</b>		<b>7,500.00</b>	<b>6,000.00</b>	
TX064-1, 2, 3	<b>Site Improvement</b>							
	Re-paving parking area and provide additional parking	1450		18,000.00		18,000.00	6,569.89	Ongoing
	<b>Subtotal</b>			<b>18,000.00</b>		<b>18,000.00</b>	<b>6,569.89</b>	
TX064-1, 2, 3	<b>Dwelling Structures</b>							
	Painting All units inside, replace closet, Bathroom and bedroom doors	1460		95,853.00		95,853.00	63,554.06	On going
	<b>Subtotal</b>			<b>95,853.00</b>		<b>95,853.00</b>	<b>65,554.06</b>	
	<b>Subtotal</b>			<b>145,353.00</b>		<b>145,353.00</b>	<b>100,123.95</b>	



## PHA Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### Section 1: General Information/History

**A. Amount of PHDEP Grant \$** 25,000.00

**B. Eligibility type (Indicate with an "x")**      N1 X    N2 \_\_\_\_\_    R \_\_\_\_\_

**C. FFY in which funding is requested** 2001

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Poinsettia I & II	40	136
Macario Villarreal Estates	20	100

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**12 Months** \_\_\_\_\_    **18 Months** X    **24 Months** \_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY 1998	50,000.00	TX59DEP0640198	.00	N/A	04/01/1999	09/30/2000
FY 1999	25,000.00	TX59DEP0640199	2,179.69	N/A	07/01/2000	06/30/2001
FY 2000	25,000.00	TX59DEP0640200	24305.01	Will be requesting extension	09/28/2000	09/30/2001
FY 2001						

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FFY __01_ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	11,756.00
9130 - Employment of Investigators	11,526.00
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	998.00
9170 - Drug Intervention	720.00
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>25,000.00</b>

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>	<b>Total PHDEP Funding: \$</b>
--	--------------------------------

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9115 - Special Initiative</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9116 - Gun Buyback TA Match</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$ 11,756.00</b>		
Goal(s)							
To hire one security officer Monday-Friday and him to work several hours in each development							

Objectives	He will patrol both sites from 7-11 p.m., dividing the shift in half. He will fill out an incident report for each development so the director will always be aware is going on during the evenings. By doing this it will evaluate the effectiveness of the security services.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.			7/1/01	6/30/02	11,756.00	.00	The security will try to reduce the police reports to incidents by at least 50% and building from there.
2.							
3.							

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$ 11,526.00</b>		
Goal(s)	The help curb crime and drug use by providing activities for our residents. There will be one investigator hired and that person will work from 8-5 p.m., Monday-Friday to set up the activities on a daily basis.						
Objectives	To try to eliminate the use of drugs and to do away with as much criminal activity as possible by involving some community organizations to contribute their services to the housing authority.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.			7/1/01	6/30/02	11,526.00	.00	Sign in sheets will be used to measure participation and hopefully we plan to increase participation by 50%
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 998.00</b>		
Goal(s)							
To have events, which involve guest speakers like our police department, women together and the PSJA school district that will provide our tenants and their children with information about living drug free and off the streets.							
Objectives							
By doing this we hope to assist and help deter our tenants from following the wrong paths during their lives.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Field trips to educational places like museums and the zoo	33	Youth	7/1/01	6/30/02	264.00	.00	Sign in sheets and hopefully get a response of at least a 50% increase.

2. Arts & Crafts/ sports tournaments	250	Youth	7/1/01	6/30/02	634.00	.00	Sign in sheets and hopefully get a 90% response rate throughout the reporting period.
3. Educational presentation with food	32	Adults & Youth	7/1/01	6/30/02	100.00	.00	Sign in sheets and an increase of about 10%.

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$ 720.00</b>		
Goal(s)	We plan to keep our tenants busy with activities and sports tournaments this way they will do positive things instead of drug and crime.						
Objectives	By intervening at an early stage this will keep a lot of our tenants off drugs and criminal activity. Especially since most of our kids are between the ages of 6 and 12 years. This is good age to intervene and keep them drug and crime free.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Activities/Travel/Food	30	Youth	7/1/01	6/30/2002	220.00	.00	Sign in sheets
2. Recreational equipment, by having equipment we to have our kids involved in sports or educational board games we keep them busy	400	Youth	7/1/01	6/30/2002	450.00	.00	Sign in sheets
3. Outreach services like educational speakers on drug and crime prevention	27	Youth	7/1/01	6/30/2002	50.00	.00	Sign in sheets

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

3.							
----	--	--	--	--	--	--	--

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

**Required Attachment \_\_B\_\_: Resident Member on the PHA Governing Board**

1. [X] yes  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: Rebecca Garcia

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 9/26/2001

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: 9/26/2003

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

Patty Villarreal	Chairperson
Fred Herrera Jr.	Vice-Chairman
Chester Adams	Commissioner
Gloria Espinosa	Commissioner
Rebecca Garcia	Commissioner

**Required Attachment \_\_\_C\_\_\_: 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.)

Sofia Flores  
Elva Peña  
Edna Mandujano  
Manuel Castillo  
Belinda Rodriguez

## **Required Attachment \_\_\_D\_\_\_ : Comments of the Resident Advisory Board or Boards**

All the RAB comments are included:

### Ms. Sofia Flores, Recommended:

Need new dryer connections, especially for the elderly units,  
Change bathroom faucet,  
Replace heater in bathroom.

### Ms. Edna Mandujano, Recommended:

Need security patrol and more security lighting around of development,  
Storage room for lawn mover machine

### Mr. Manuel Castillo, Recommended:

Need painting outside the units,

### Ms. Belinda Rodriguez, Recommended:

Need storage room for lawn mover machine or bikes,  
More security lights  
Bumper for slower traffic

**Required Attachment \_\_\_E\_\_\_: Reserved for Conversions to Section 22 of the U.S. Housing Act of 1037.**

This I to certify that the Housing Authority of the City of Alamo has reviewed the Poinsettia I & II, Bluebonnet and Macario Villarreal developments and determined that voluntary conversion to section 8 vouchers is unfeasible because of lack of other affordable and/or standard rental housing in community.

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

Four (4) developments

- 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)?

None

- c. How many Assessments were conducted for the PHA’s covered developments?

Four (4) developments

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

<b>Development Name:</b>	<b>Number of Units</b>
Poinsettia I	30
Poinsettia II	10
Bluebonnet	12
Macario Villarreal	20

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

Required Attachment \_\_\_F\_\_\_: Others

## **DECONCENTRATION AND INCOME TARGETING POLICY** *(of the public Housing Admissions and Continued Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Continued Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Alamo (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

### A. Economic Deconcentration:

Admission and Continued Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require the PHA to: (1) determine and compare the relative tenant incomes of each development and the incomes of families in the census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be informed that should they choose not to accept the first unit offered under this system, their refusal will not be cause to drop their name to the bottom of the list.

Implementation may include one or more of the following options:

1. Skipping families on the waiting list based on income;
2. Establishing preferences for working families;
3. Establish preferences for families in job training programs;
4. Establish preferences for families in education or training programs;
5. Marketing campaign geared toward targeting income groups for specific developments;
6. Additional supportive services;
7. Additional amenities for all units;
8. Ceiling rents;
9. Flat rents for developments and unit sizes;
10. Different tenant rent percentages per development;
11. Different tenant rent percentages per bedroom size;
12. Saturday and evening office hours;
13. Security Deposit waivers;
14. Revised transfer policies;
15. Site-based waiting lists;
16. Mass Media advertising/Public service announcements; and
17. Giveaways.

**B. Income Targeting**

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

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

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

18. The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
19. After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
20. To the maximum extent possible, the offers will also be made of effect the PHA's policy of economic deconcentration.
21. For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
22. The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions.

## **PET OWNERSHIP POLICY**

### **OVERVIEW**

Section 526 of the Quality Housing and Work Responsibility Act of 1998 (Housing Reform Act of 1998) added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the City of Alamo (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA’s rules and will provide them copies of the PHA’s Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA’s developments, the PHA will develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:

1. All residents are permitted to own common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. A non-refundable nominal pet fee is intended to cover the reasonable operating costs to the PHA directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit is intended to cover additional costs not otherwise covered which are directly attributable to the pet’s presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);
- C. Animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;
- C. Residents needing a service animal must provide verification for this need and verification that the animal is considered to be a service animal; and,

- E. Section 31 of the Housing Reform Act of 1998 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
  
- F. Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. The exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments.

## **COMMUNITY SERVICE POLICY**

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, established a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. (24 CFR Subpart F §960.600-609) Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act reinstated this provision.

The Housing Authority of the City of Alamo (hereinafter referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience.

In order to effectively implement this new requirement, the PHA establishes the following policy. This policy affects eligible residents who were under lease prior to October 1, 2002, or under lease on or after October 1, 2003.

### **1. Community Service**

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The PHA does not claim these activities to be appropriate for all participating tenants. Each tenant is responsible to determine the appropriateness of the voluntary service within guidelines in this policy. The activities may include, but are not limited to:

- a. Unpaid services at the PHA to help improve physicals condition, including building clean-ups, neighborhood clean-ups, gardening and landscape work;
- b. Unpaid office related services in the development or Administrative Office;

- c. Assisting other residents through the resident organization;
- d. Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- e. Active participation in neighborhood group special projects;
- f. Assisting in after-school youth programs or literacy programs;
- g. Unpaid tutoring of elementary or high schools age residents;
- h. Assisting in on-site computer training centers;
- i. Any other community service which includes the “performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community”.

**Note: Voluntary political activities are prohibited from being considered to meet the Community Service requirement.**

2. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident’s participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities.

3. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month. Such activities can include, but are not limited to:

4. Apprenticeships and job readiness training;
5. Voluntary substance abuse and mental health counseling and treatment;
6. English proficiency classes, GED classes, adult education, college, technical schools or other formal education
7. Household management, budget and credit counseling, or employment counseling
8. Work placement program required by the TANF program
9. Training to assist in operating a small business

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

10. Geographic Location

The intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

## 11. Exemptions

The following adult individuals, age 18 or older, of a household may claim an exemption from this requirement if the individual:

12. Is age 62 years or older;
13. Is blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416 (i)(1); 1382c and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals;
14. Is engaged in work activities (at least 30 hours per week) as defined in section 407 (d) of the Social Security Act (42U.S.C.607(d), specified below:
  - i. Subsidized employment;
  - ii. Subsidized private-sector employment;
  - iii. Subsidized public-sector employment;
  - iv. Work experience (including work associated with the refurbishing of publicly assisted housing) only if sufficient private sector employment is not available;
  - v. On-the-job-training;
  - vi. Job-search and job-readiness assistance;
  - vii. Community service programs;
  - viii. Vocational educational training (not to exceed 12 months with respect to any individual);
  - ix. Job-skills training directly related to employment;
  - x. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  - xi. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  - xii. The provision of childcare services to an individual who is participating in a community service program.

1. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
2. Is a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

15. Family Obligations

At the time of annual recertification, all public housing household members age eighteen (18) or older must:

16. Receive a written description of the community service requirement, information on the process for verifying exemption status and the affect of noncompliance on their tenancy.
17. Complete certification forms regarding their exempt or non-exempt status from the community service requirement and submit the executed forms within ten (10) days of their recertification appointment. If a household member claims an exemption from the requirement, he/she must submit written verification of the exemption or provide information for obtaining third-party verification along with their completed exemption form.

At the time of the annual recertification appointment, each non-exempt adult household member must present their completed monthly record and certification form (blank form to be provided by the PHA at time of certification or recertification) of activities performed over the past twelve (12) months.

If a family member is found to be noncompliant, either for failure to failure to provide documentation of community service or for

failure to perform community service, he/she and the head of household will sign an agreement with the PHA to make up the deficient hours over the next twelve (12)-month period. The entire household will be allowed to enter into such an agreement only once during the household's entire tenancy with the PHA.

If, during the twelve (12)-month period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and to provide documentation with ten (10) calendar days of the occurrence. The community service requirement will remain in effect until such time as the exempt status is reported to the PHA and verified.

If, during the twelve (12)-month period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA within ten (10) calendar days of the change in status. He/she will be provided with appropriate forms and information for fulfilling the community service requirement. A household member who fails to report a change from exempt to non-exempt status will be required to enter into an agreement to complete an equivalent of eight (8) hours per month of community service for each month of unreported non-exempt status within ninety (90) days of discovery or the household's lease will be subject to termination.

Each household member must supply the PHA with accurate written information regarding exemption status. Failure to supply such information and/or misrepresentation of information is a serious violation of the terms of the lease and may result in termination of the lease.

## 18. PHA Obligations

To the greatest extent possible and practicable, the PHA will provide names and contacts at agencies that can provide opportunities for residents to fulfill their community service obligation.

The PHA will provide the household a written description of the community service requirement, the process for claiming status as an exempt person for PHA verification of such status in the notice

of annual recertification. The PHA will provide the household with appropriate forms on which to claim exempt or non-exempt status and for tracking the community service hours.

The PHA will make the final determination as to whether or not a household member is exempt and/or is compliance with the community service requirement.

As failure to complete the community service requirement constitutes noncompliance with the terms of the Lease, the family may use the PHA's Grievance Procedures if they disagree with the determination of exemption status or noncompliance.

The PHA will assure that procedures are in place and residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

19. Going from unemployment to employment;
20. Entering a self-sufficiency program;
21. Entering a classroom educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

22. Third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
23. Birth certificates to verify age 62 or older; or
24. Third-party verification of disabilities preventing performance of community service.

**Families who pay flat rents and live in public housing units or families who income was over income limits when they initially occupied such a public housing unit will not receive an automatic exception.**

25. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

26. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination and for all new residents effective upon occupancy. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

27. Noncompliance

A resident who was delinquent in community service hours under the lease in effect at the time of the suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time.

A copy of that notice of noncompliance should be included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. The community service requirement is applicable for FY 2003 to all leases entered into on and after October 1, 2002. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

If the PHA determines that a resident who is not an “exempt individual” has not complied with the community service requirement, the PHA will notify the resident:

1. of the noncompliance;
2. that the determination is subject to the PHA’s administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the noncompliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult and the head of household (as applicable) to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.