

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

PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Santa Fe Civic Housing Authority

**PHA Plan
Agency Identification**

PHA Name: Santa Fe Civic Housing Authority

PHA Number: NM009

PHA Fiscal Year Beginning: (07/2005 – 06/2009)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- Main administrative office of the PHA
- PHA development management offices
- PHA local 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
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the 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)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:

B. Goals

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: Increase by 50 if funding is made available
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: Expand housing opportunities creating 20 low income rent units.
 - Acquire or build units or developments Expand number of units on current sites by 10.
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management
 - Improve voucher management
 - Increase customer satisfaction
 - Concentrate on efforts to improve specific management functions (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units
 - Demolish or dispose of obsolete public housing
 - Provide replacement public housing
 - Provide replacement vouchers
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program
 - Implement public housing or other homeownership programs
 - Implement public housing site-based waiting lists
 - Convert public housing to vouchers
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

See Executive Summary

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

The SFCHA will place a high level of attention to improving the services for which it exists, providing safe and affordable housing for low income and very low-income families. In doing so there are three major areas of concentration:

1. Budget and management issues are high priority aspects of a new administration. We expect to optimize total funding, while increasing current efficiency levels resulting from dollars spent. We expect to set a “TEAM” initiative as we reassess current organizational structure and implement necessary realignment to improve our service level. In conjunction, we will be revisiting current policy and procedure and ascertain avenues to increase our level of effectiveness. Management reports will be created (Hoping to optimize the PIC system) and reviewed on a team basis to optimize success levels. We will also reassess our Classification Plan and modify current positions to increase deliverables. We will reevaluate current workloads and strive for a more effective process of task and resource allocation.
2. The second major area of concern is the service requirement. We will be searching for ways to increase current unit availability while placing additional focus on the quality of service and reducing costs. We will set specific improvement levels for individual bureaus and for the maintenance group by individual site. These services are budget and finance, maintenance, and house management related with additional focus on social services, resident coordination and self-sufficiency efforts.
3. The third area, but certainly not the least, is unit availability. We will research and work on options to address highly depressed sites and we will also be optimizing total units per site. In addition, we hope to look for additional land for construction of new sites to address future growth.

We are fully aware of the challenges presented within these areas of concern. We also understand that without a plan to the future we will remain in the past!

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Required Attachments:

- Admissions Policy for De-concentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (ACO), which includes the Tenant Selection and	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Assignment Plan [TSAP]	Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" 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 checked="" 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 checked="" 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	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 checked="" 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 the active grant year	Annual Plan: Capital Needs
X	Most recent CIP Budget/Progress Report (HUD 52825) for any active CIP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
N/A	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 PHA's: MOA/Recovery Plan	Troubled PHA's
	Other supporting documents (optional) (List individually; use as many lines as necessary)	(Specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Pursuant to the 2003 to 2008 Consolidated Plan for Santa Fe, New Mexico almost 70% of the extremely low-income group pay over 30% of their income for housing. It is estimated that nearly every extremely low-income family in Santa Fe may need some form of housing assistance. The SFCHA will work to increase the number of units under current management and to ensure proper and fair application processing in conjunction with placement.

This will be additional challenging in that low-income households have incomes between 51 and 80 percent of the median income. In Santa Fe, 23%, according to the 2000 Census are moderate-income households.

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Locatio n
Income <= 30% of AMI	1932	5	5	4	3	3	3
Income >30% but <=50% of AMI	1791	5	5	4	3	3	3
Income >50% but <80% of AMI	3283	5	3	3	3	3	3
Elderly	1320	5	4	3	3	3	3
Families with Disabilities	244	5	5	3	4	3	4
Race/Ethnicity Hispanic	52%	5	5	3	3	3	3
Race/Ethnicity Nat/Amer./African	3%	5	5	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2003 - 2008
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Housing Needs of Families on the Public Housing and Section 8

The housing needs of applicants on the SFCHA waiting list for both PH and Section 8 are much higher than the availability of housing in the City of Santa Fe. The listing was closed over one year ago and was reopened three months ago, but only for the elderly (Over 62). Currently housing for the Elderly is about a one year waiting time and about two years for the other applicants. The SFCHA is in the process of purging the current list and has targeted June 30, 2005 for completion.

Based on the information contained in the Consolidated plan those with the lowest incomes experience the greatest cost burden in regard to housing. In many cases the only alternative for low- and extremely low-income families is to move in with extended family members, thereby most likely experiencing overcrowded conditions or to seek public housing options. Almost 70% of the extremely low-income group earning 30% of the area median income and below (less than \$18,540 for a family of four) pays over 30% of their incomes for housing.

Elderly households comprise 28% of the extremely low-income renter households. Although many are housed in public housing and Ventana De Vida, a privately owned tax credit project for low-income elderly residents, there is a need for additional housing for this group.

Very low-income households who earn between 31% and 50% of the median income for a family of four comprise of approximately fourteen percent of total households. 75% of this total requires some kind of housing assistance according to the city's nonprofit housing organizations and U.S. Census data.

Low-income households have incomes between 51% and 80% of the median income and in Santa Fe this are about 23% per the 2000 Census. These households earn up to \$49,441 for a family of four and about half of these families may need housing assistance.

The Santa Fe Civic Housing Authority will continue to participate in the Affordable Housing Roundtable to continue to help addressing the housing needs of the city of Santa Fe. Additional emphasis will be place in high-level management of the waiting list, proper screening, and quality assurance programs especially in the area of rent calculations. These efforts will help optimize the resources of the Authority.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing (Expect to change to site based)			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	1490		75
Extremely low income <=30% AMI	1451	.97	
Very low income (>30% but <=50% AMI)	33	.02	
Low income (>50% but <80% AMI)	2	.001	
Families with children	141	.0946	
Elderly families	250	.17	
Families with Disabilities	343	.23	
Race//Hispanic	1061	.71	
Race//Non-Hispanic	427	.29	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	646	.43	18
2 BR	544	.37	22
3 BR	270	.18	6
4 BR	26	.017	4
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes but only for 62 and over and one Bedroom.			
If yes:			
How long has it been closed (# of months)? 14 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Elderly and one bed room)			

Tenant- Based Assistance Waiting Lists

C. Strategy for Addressing Needs

As noted above the waiting list for both Public Housing and Section 8 has been closed and the Authority has been working on purging the list. It was necessary to close the list because the waiting time was over 4 years. After purging the list the SFCHA will implement strategies to ensure the list is kept current. This is necessary if the SFCHA is going to provide a reasonable response time to applicants.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing: N/A

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

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

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	759,185	
b) Public Housing Capital Fund	760,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,846,425	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	38,500	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	853,970	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	6,258,080	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

The SFCHA will adopt in the next fiscal year preferences for working families, in addition to the current preference to the elderly.

A. Public Housing

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: When families are sent a letter stating their name has come up on the waiting list and they are required to bring in required documents.

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection
1. How many site-based waiting lists will the PHA operate in the coming year?
None
 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 7 (Currently jurisdiction wide)
 3. Yes No: May families be on more than one list simultaneously
 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (Select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (listed below)

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below) Victims of Reprisal or Hate Crimes

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)?

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

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

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

(6) Deconcentration and Income Mixing

The SFCHA does not have any significant issues with de-concentration due to location of its sites within the city limits and the current cross representation that occurs without restriction. The SFCHA has found that policies additional to the Admissions and Continued Occupancy Policy (ACOP) have not been required. Our De-concentration Policy is pursuant to Chapter 4 of the ACOP.

a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

e. If the answer to d was yes, how would you describe these changes? (Select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

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

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

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

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

B. Section 8

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (Select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug -related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)
- Criminal or drug-related activity
 Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting lists merged? (Select all that apply)
- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)
- PHA main administrative office
Other (list below)

(3) Search Time

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

If yes, state circumstances below:

The SFCHA will extend the term up to 120 days from the beginning of the initial term if the family needs and requests and extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. If the family needs an extension in excess of 120 days, the SFCHA will extend the voucher term for the amount of time reasonably required for a reasonable accommodation. This is up to a maximum of an additional 60 days with 30-day increments.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (Other than date and time of application) (If no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

The SFCHA rent policies are pursuant to the ACOP, Chapter 6. The minimum rents for public housing is \$50.00 and we use the 30% of the adjusted monthly income pursuant the HUD regulations. The SFCHA does have policy to address exemptions to the minimum rent due to hardship, including a repayment agreement in cases of temporary hardship.

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---Or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents N/A

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

- Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (Change in family composition/ Family income decreases)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (Select one)

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

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

Only applies to waiving the minimum TTP; Temporary Hardship, less than 90 days a minimum rent will be imposed but he family will not be evicted for nonpayment of rent.

5. Operations and Management

The SFCHA is comprised of three bureaus including the Maintenance Bureau. The SFCHA is in the process of re-visiting and updating the current standards and policies that govern maintenance and management of our public housing units. Currently the Maintenance Bureau is managed by the Maintenance Supervisor with support from the Deputy Director. The policies are administered as a “Team Initiative” addressing work orders, vacancies, and preventive maintenance on an on-going basis. The prevention and eradication of pest infestation is address by contracting for these services. The SFCHA also employs a Capitol Projects Coordinator that is responsible for construction project coordination. The Organization Chart in the following page reflects the management structure.

A. PHA Management Structure

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

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	461	105
Section 8 Vouchers	499	30
Section 8 Certificates	N/A N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

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

- a. ACOP
- b. Maintenance Safety Manual

(2) Section 8 Management: (list below)

- a. Administrative Manual

6. PHA Grievance Procedures

The SFCHA uses the ACOP, Chapter 14, Complaints, Grievances and Appeals, and the Administrative Plan, Chapter 19, Complaints and Appeals to address all formal grievances. The SFCHA will conduct informal conferences when it is apparent that such efforts will likely result in resolution of tenant concerns.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (Select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (nm009b01)

-Or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (nm009c01)

-Or-

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

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

Yes No: a) has the PHA received a HOPE VI revitalization grant? (If no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

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

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

8. Demolition and Disposition

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name: West Alameda & W San Francisco Site	
1b. Development (project) number: NM 9-1	
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: 104	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

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

2. Activity Description

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

Designation of Public Housing Activity Description

1a. Development name: Pasa Tiempo, Consuelo, Villa Hermosa, 1b. Development (project) number: NM 9-5, NM 9-6, NM 9-7
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (18/03/05)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 337 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

A. Public Housing

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHA's completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>(DD/MM/YYYY)</u>
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (Waiting list/random selection/specific criteria/other)	Access (Development office / PHA main office / other provider name)	Eligibility (Public housing or Section 8 participants or both)
<i>Family Self Sufficiency</i>	<i>50</i>	<i>Random</i>	<i>Main Office</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		24
Section 8	25	26

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

C. Welfare Benefit Reductions

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

Compliance with Community Service Requirements is the responsibility of the Housing Management Bureau and more specifically are the responsibility of the Housing Specialist pursuant to their assigned units. Each Housing Specialist ensure that each adult resident, other than an exempt individual, performs community service or participates in an economic-self-sufficiency program required by HUD.

13. PHA Safety and Crime Prevention Measures N/A

The SFCHA imposes a One-Strike Policy when it comes to criminal activity. All complaints are promptly acted on; Site Maintenance personnel are requested to be aware of their surroundings and to report any suspicious activity to the Housing Management Bureau. In addition, the SFCHA has a cooperative agreement with the City of Santa Fe Police Department. The police officers will target problem areas on an on-going basis.

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

The Family Sites are most effective with a greater concentration of issues at the NM 9-1 Project, both the Hopewell/Mann and Alameda/san Francisco Sites.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

San Francisco/Alameda & Hopewell/Mann

C. Coordination between PHA and the police

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

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

1. Which developments are most affected? (List below)

The entire NM 9-1 projects are high-risk areas and all family sites are heavily impacted.

D. Additional information as required by PHDEP/PHDEP Plan

The SFCHA receives a drug elimination funding, currently Grant NM02DEP0090101. A work plan has been timely submitted addressing the necessary expenditures for security, drug intervention and prevention, an assessment phase and service to be provided during the life of the grant.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

Chapter 10 and 11 of the ACOP stipulate the requirements of the SFCHA's Per Policy. In summary all pets must be approved by management and the pet owner must enter into a Pet Agreement. The only pets allowed are dogs, cats, birds, fish, rodents, and turtles. There is set criteria that govern the specification for each type of pet and there are limitations as to the number of pets.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (Select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

Comments of the Resident Advisory Board:

The Advisory Board consists of the following members:

Section 8:

Kimberly Rivera	2218 Miguel Chavez rd. #913	204-1011
Phil Crider	3005 Calle Caballero	471-6860 Home 983-5721 Work

Public Housing Program:

Sami Jaber	1774 Hopewell	204-4710 Home 820-6319 Cell
Anna Maria Jimenez	710 WSF	982-4882/988-4288
Irwin Rivera	1263 Gallegos Lane	204-4899 or 316-1433
Carmina Armijo	1286 Cerro Gordo	992-4969
Virginia Soto	C-10 Alta Vista	995-0718
Elaina Gonzales	1512 #7 Luisa	983-0718
Liz Williams	1516 #11 Luisa	204-4047
Angela Casados	1210 Senda Lane	316-2794

The Advisor Board held the initial meeting on February 02, 2005 during which time the goals and objectives for completing the Annual and 5-year plan were discussed. A Site tour was completed on February 6, 2005 and four additional sessions were held to review the initial draft created for discussion. Recommendations considered and adopted were as follows:

- Cleaning of courtyards – (Clutter, broken down chairs, grocery carts, this recommendation will be adopted and incorporated into standard maintenance requirements.
- Villa Alegre (W. alameda and W. San Francisco) have major plumbing problems, heating issues, and plagued with drug problems. Recommend sale of property. The research and analysis is currently underway.
- Villa Esperanza (Hopewell) had drug problems as well as traffic difficulties. The elm trees are causing invasive root problems, approximately \$200,000 worth of fencing needs to be rebuilt. The second story of the town house floors need to be replaced and a larger meeting center is needed. Funding is being requested for these projects.
- Villa Verde (Gallegos) has asphalt problems and inadequate fencing, the dumpsters are unsightly, roofs need work and so do sewers. Carports should be considered. Funding is being allocated to these types of issues on a PHA Wide basis.
- Cerro Encantado major problems are roofing, sewers and plumbing. Funds are being allocated to address these issues.
- Pasa Tempo (Alta vista) There are both roofing and plumbing problems at this site. Funds are being allocated to address these issues.

- Villa Hermosa (Luisa) needs to be repaved. Other issues are mail boxes, windows, front doors, plumbing, kitchen cabinets, counter tops, safety bars, new bathtubs or showers, mold in walls and ceilings, flooring. The mold issue will be addressed this FY, (ASAP) the other issues are factored in budget throughout the 5 year period.
- Jardines De Auga Fria – Regular maintenance is recommended. This will be Standard Operating Procedure.
- Warning signs should be factored at the different sites. This will be addressed this fiscal year.
- Carbon monoxide detectors – will address this issue this fiscal year.
- Parks with equipment, barbeque grill, benches, picnic tables, and better landscape. This will be factored throughout the 5-year period.
- All sites should factor water conversation, landscaping, and removal of Chinese elms, introduce neighborhood recycling and place neighborhood message boards at all sites. These will be factored throughout the 5-year period.
- Build community centers at all sites – This is being considered as we continue to improve individual sites. Factored in long range planning.
- Remove as much chain link fencing as possible. Factored throughout planning time frame.

Note: The Resident Advisory Board for 2005 did an excellent job in researching, discussion and making recommendation to address issues throughout all sites. In addition a number of recommendations were made to correct, add, and delete specific data throughout the Plan Document. The SFCHA very much appreciates the help provided by the members of the 2005 Resident Advisory Board.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Any adult recipient of PHA assistance could nominate candidates
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Santa Fe)

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

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

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

D. Other Information Required by HUD

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

Attachments

Attachment	nm009a01	Organization Chart
Attachment	nm009b01	Annual Plan
Attachment	nm009c01	5 Year Plan
Attachment	nm009d01	CIP Performance Evaluation Reports
Attachment	nm009e01	Progress Meeting - 5 Year Plan Goals
Attachment	nm009f01	Criteria for Substantial Deviations and Significant Amendments

Santa Fe Civic Housing Authority

Attachment A

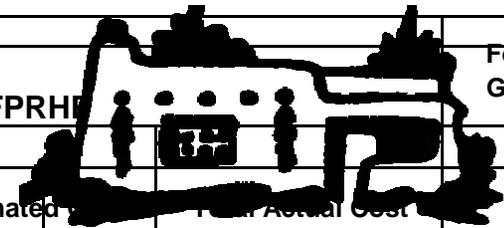
Part II: Supporting Pages

Annual Statement / Performance and Evaluation Report

Santa Fe Civic Housing Authority

Capital Fund Program and Capital Fund Program Replacement Housing Factor CFP/CFPRH

Feder FY o Grant:



Part III: Implementation Schedule

PHA Name:	Grant Type and Number	Total Estimated		Total Actual Cost		Feder FY o Grant:		
Santa Fe Civic Housing Authority	Capital Fund Program Grant No.	NMP						
	Replacement Housing Factor Grant No:							
Development Number	All Fund Oligated	All Funds Expended			Quarter Ending Date			
Name/HA ide	Activities	Quarter Ending Date						
PHA Ide	Mgmt.	Original	Revised	Actual	Original	Revised	Actual	Reasons or Revised Target Dates
	Improvements							
	PHA -- Wide Administration	9/30/2006						
	NM 9-1	9/30/2006						
	NM 9-4	9/30/2006						
	NM 9-6	9/30/2006						
	NM 9-7	9/30/2006						
	Deputy Director							
	House Management							
	Vacant							
NM/	Site: Landscaping asphalt and concrete Seer			1450			\$250,000.00	\$0.00 \$0.00 \$0.00
NM/	and ater mainlines							
NM/	Mechanical and Electrical:			None				
	Building Eterior:							
	Roofing			1460			\$170,000.00	\$0.00 \$0.00 \$0.00
	Delling Units: ADA/			1460			\$30,000.00	\$0.00 \$0.00 \$0.00
	Delling Equipment:			1465.1			\$0.00	\$0.00 \$0.00 \$0.00
	Interior Common Areas:			1470			\$0.00	\$0.00 \$0.00 \$0.00
	Siteide Facilities:			1470			\$0.00	\$0.00 \$0.00 \$0.00
	Nondelling Equipment:			1475			\$0.00	\$0.00 \$0.00 \$0.00
	Total:							

Annual Statement /Performance and Evaluation Report

Attachment B

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

PHA Name:	Santa Fe Civic Housing Authority	Grant Type and Number			
		Capital Fund Program Grant No.		NM02P00950105	Federal FY of Grant: 2005
		Replacement Housing Factor Grant No:			

X Original Annual Statement Performance and Evaluation Report for Period Ending: Reserve for Disasters/Emergencies Revised Annual Statement (revision no:) 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	95000	0	0	0
3	1408	Management Improvements	40000	0	0	0
4	1410	Administration	70000	0	0	0
5	1411	Audit	5000	0	0	0
6	1415	Liquidated Damages	0	0	0	0
7	1430	Fees and Costs	20000	0	0	0
8	1440	Site Acquisition	0	0	0	0
9	1450	Site Improvement	250000	0	0	0
10	1460	Dwelling Structures	260000	0	0	0
11	1465.1	Dwelling Equipment-Nonexpendable	0	0	0	0
12	1470	Nondwelling Structures	0	0	0	0
13	1475	Nondwelling Equipment	20000	0	0	0
14	1485	Demolition	0	0	0	0
15	1490	Replacement Reserve	0	0	0	0
16	1492	Moving to Work Demonstration	0	0	0	0
17	1495.1	Relocation Cost	0	0	0	0
18	1499	Development Activities	0	0	0	0
19	1501	Collateralization or Debt Service	0	0	0	0
20	1502	Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2-20)		760000	0	0	0
22	Amount of line 21 Related to LBP Activities		0	0	0	0
23	Amount of line 21 Related to Section 504 Compliance		30000	0	0	0
24	Amount of line 21 Related to Security -- Soft Costs		0	0	0	0
25	Amount of line 21 Related to Security -- Hard Costs		0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures		200000	0	0	0

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

PHA Name:		Grant Type and Number						Feder FY of Grant:
Santa Fe Civic Housing Authority		Capital Fund Program Grant No. NM02P00950105						2005
		Replacement Housing Factor Grant No:						
Development Number Name/HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	1) Office remodel	1408		\$40,000.00	\$0.00	\$0.00	\$0.00	
Mgmt.	2) Item 2	"		\$0.00	\$0.00	\$0.00	\$0.00	
Improvmts	3) Item 3	"		\$0.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan.	1410		\$70,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	A & E services @ 7% of the annual grant amount, based on actual scope of design work.	1430		\$20,000.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine vacancy prep.	1460		\$30,000.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$30,000.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$20,000.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	
NM9/1 NM9/4 NM9/6	Site: Landscaping, asphalt and concrete Sewer and water mainlines	1450		\$250,000.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical:	None						
	Building Exterior:							
	Roofing	1460		\$170,000.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: (ADA/504)	1460		\$30,000.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment:	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas:	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities:	1470		\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment:	1475		\$0.00	\$0.00	\$0.00	\$0.00	
	Total:			\$450,000.00				

Capital Fund Program Five-Year Action Plan

Attachment C

Part I: Summary

PHA Name:

Original 5-Year Plan

SANTA FE CIVIC HOUSING AUTHORITY

Revision No: _____

Development Number/Name/HA-Wide	Year 1 2005	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: 2006	FFY Grant: 2007	FFY Grant: 2008	FFY Grant: 2009
NM9/1, NM9/4, NM9/6, NM9/7, NM9/9	Annual Statement	\$0	\$0	\$0	\$0
Landscaping/Sidewalks/water/sewer mains		\$300,000	\$200,000	\$100,000	\$50,000
Window replacement/window replacement		\$0	\$50,000	\$0	\$100,000
Floring/Cabinets/Roofing		\$170,000	\$100,000	\$100,000	\$0
Stoves/heaters/refrigerators		\$0	\$20,000	\$0	\$0
Kitchen/Bath Remodel		\$30,000	\$0	\$200,000	\$300,000
Admin office remodel/storage		\$0	\$20,000	\$0	\$0
Fees and Costs		\$30,000	\$30,000	\$30,000	\$30,000
Site Acquisition				\$100,000	
Development Activities					\$100,000
Collateralization		\$50,000	\$50,000	\$50,000	\$50,000
Operations/mgt improvements/Administration		\$150,000	\$150,000	\$150,000	\$150,000
Community centers		\$0	\$100,000	\$50,000	\$50,000
HA-Wide Physical Activities		\$530,000	\$420,000	\$430,000	\$480,000
HA-Wide Non-Physical Activities		\$200,000	\$300,000	\$350,000	\$350,000
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0
CFP Funds Listed for					
5-year planning		\$730,000	\$720,000	\$780,000	\$830,000
Replacement Housing Factor Funds		\$0	\$0	\$0	\$0

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

Attachment C

Activities for Year 1	Activities for Year 2			Activities for Year 3				
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost		
2005 See Annual Statement	FFY Grant: 2006 PHA FY:							
		HA-Wide Physical Improvements	HA-WIDE Site:		HA-WIDE Site:			
				Landscaping/sidewalks	\$200,000		Landscaping	\$200,000
				Total Site:	\$200,000		Total Site:	\$200,000
			ON-DEMAND Mech. and Electrical:		ON-DEMAND Mech. and Electrical:			
				None	\$0		None	\$0
				Total M&E:	\$0		Total M&E:	\$0
			ON-DEMAND Building Exterior:		ON-DEMAND Building Exterior:			
				Window Replacement/roo	\$100,000		Plaster/Window replacem	\$200,000
				Total B.E.:	\$100,000		Total B.E.:	\$200,000
			ON-DEMAND Dwelling Units:		ON-DEMAND Dwelling Units:			
				Flooring/Cabinets	\$70,000		Flooring/Cabinets	\$50,000
				Total DUs:	\$70,000		Total DUs:	\$50,000
			HA-WIDE Dwelling Equipment:		HA-WIDE Dwelling Equipment:			
				None	\$0		Stoves/Refrigerators	\$20,000
				Total D.E.:	\$0		Total D.E.:	\$20,000
			HA-WIDE Interior Common Areas:		HA-WIDE Interior Common Areas:			
	None		\$0		None	\$0		
	Total ICAs:	\$0		Total ICAs:	\$0			
HA-WIDE Site-Wide Facilities:		HA-WIDE Site-Wide Facilities:						
	Community Center NM9/	\$200,000		Storage	\$20,000			
	Total SWFs:	\$200,000		Total SWFs:	\$20,000			
HA-WIDE Nondwelling Equipment:		HA-WIDE Nondwelling Equipment:						
	None	\$0		None	\$0			
	Total NDE:	\$0		Total NDE:	\$0			
	Total CFP Estimated Cost	\$570,000		Total CFP Estimated Cost	\$490,000			

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

Activities for Year 1 2005	Activities for Year 4			Activities for Year 5			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	HA-Wide Physical Improvements	HA-WIDE Site: Landscaping	\$100,000	HA-Wide Physical Improvements	HA-WIDE Site: Landscaping	\$50,000	
		Total Site:	\$100,000		Total Site:	\$50,000	
		ON-DEMAND Mech. and Electrical: None	\$0		ON-DEMAND Mech. and Electrical: None	\$0	
		Total M&E:	\$0		Total M&E:	\$0	
		ON-DEMAND Building Exterior: Roofing/windows	\$100,000		ON-DEMAND Building Exterior: Roofing/windows	\$100,000	
		Total B.E.:	\$100,000		Total B.E.:	\$100,000	
		ON-DEMAND Dwelling Units: Flooring/Bathroom/Kitchen	\$300,000		ON-DEMAND Dwelling Units: Bathroom/Kitchen remodel	\$500,000	
		Total DUs:	\$300,000		Total DUs:	\$500,000	
		HA-WIDE Dwelling Equipment: None	\$0		HA-WIDE Dwelling Equipment: None	\$0	
		Total D.E.:	\$0		Total D.E.:	\$0	
		HA-WIDE Interior Common Areas: None	\$0		HA-WIDE Interior Common Areas: None	\$0	
		Total ICAs:	\$0		Total ICAs:	\$0	
		HA-WIDE Site-Wide Facilities: None	\$0		HA-WIDE Site-Wide Facilities: None	\$0	
		Total SWFs:	\$0		Total SWFs:	\$0	
HA-WIDE Nondwelling Equipment: None	\$0	HA-WIDE Nondwelling Equipment: None	\$0				
Total NDE:	\$0	Total NDE:	\$0				
Total CFP Estimated Cost			\$500,000	Total CFP Estimated Cost			\$650,000

Annual Statement /Performance and Evaluation Report

Attachment D

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part I: Summary

PHA Name: SANTA FE CIVIC HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No. NM02P00950102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:

 Performance and Evaluation Report for Period Ending:03/31/2005 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	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
4	1410 Administration	\$56,000.00	\$56,000.00	\$56,000.00	\$54,646.66
5	1411 Audit	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00
10	1460 Dwelling Structures	\$400,144.00	\$400,144.00	\$400,144.00	\$400,144.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$23,000.00	\$23,000.00	\$23,000.00	\$14,579.30
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-	\$566,144.00	\$566,144.00	\$566,144.00	\$551,369.96
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Co	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conserv	\$0.00	\$0.00	\$0.00	\$0.00

Annual Statement /Performance and Evaluation Report

Attachment D

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part I: Summary

PHA Name: SANTA FE CIVIC HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No. NM02P00950103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: _____)
 Performance and Evaluation Report for Period Ending:03/31/2005 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	\$58,947.00	\$58,947.00	\$58,947.00	\$58,947.00
3	1408 Management Improvements	\$29,473.00	\$29,473.00	\$20,967.41	\$20,967.41
4	1410 Administration	\$58,947.00	\$58,947.00		
5	1411 Audit	\$3,000.00	\$3,000.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$58,947.00	\$58,947.00	\$57,745.37	\$57,745.37
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$180,000.00	\$180,000.00	\$133,317.51	\$133,317.51
10	1460 Dwelling Structures	\$160,157.00	\$160,157.00	\$66,313.55	\$66,313.55
11	1465.1 Dwelling Equipment-Nonexpendable	\$40,000.00	\$40,000.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-	\$589,471.00	\$589,471.00	\$337,290.84	\$337,290.84
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Co	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conserv	\$0.00	\$0.00	\$0.00	\$0.00

Annual Statement /Performance and Evaluation Report

Attachment D

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part I: Summary

PHA Name: SANTA FE CIVIC HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No. NM02P00950203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: _____)

Performance and Evaluation Report for Period Ending:03/31/2005 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	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
3	1408 Management Improvements	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$89,479.00	\$89,479.00	\$89,479.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-	\$117,479.00	\$117,479.00	\$117,479.00	\$22,000.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Co	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conserv	\$0.00	\$0.00	\$0.00	\$0.00

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

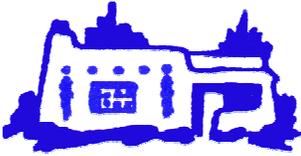
Attachment D

Part I: Summary

PHA Name: SANTA FE CIVIC HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No. NM02P00950102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:03/31/2005
 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	\$89,170.00	\$89,170.00	\$89,170.00	\$89,170.00
3	1408 Management Improvements	\$21,000.00	\$21,000.00	\$0.00	\$0.00
4	1410 Administration	\$70,000.00	\$70,000.00	\$0.00	\$0.00
5	1411 Audit	\$5,000.00	\$5,000.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$30,000.00	\$30,000.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$85,500.00	\$85,500.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$382,000.00	\$382,000.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$682,670.00	\$682,670.00	\$89,170.00	\$89,170.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Cor	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conserv	\$0.00	\$0.00	\$0.00	\$0.00



Santa Fe Civic Housing Authority

Serving the community since 1961

2005-2009 5-Year Plan

Progress Meeting 5-Year Plan Goals

The Santa Fe Civic Housing Authority (SFCHA) has been working toward continued improvement of the programs administered by the Authority.

The Authority continues to make improvement in all areas and in some case has made some significant strides. The following tables are a summarization of the Authorities goals:

Facet of Operation	Goal/ Objective	Status
Maintenance:	Goal: To provide a safe decent and sanitary housing to low and very low income families in an environment that fosters self-sufficiency and community pride.	
Grounds	Objective: To improve the grounds at all sites.	Completed an assessment to reflect current status, have contracted for design and budget projections, have completed about 15% of all sites.
Roofs	Objective: Up-grade all roofs to reduce both maintenance and additional damage	A contract has been issues for both replace and repair depending on the site. This is based on a 5-Year Plan and is approximately 20% complete
Windows	Objective: Improve the windows at all sites increasing both efficiency and comfort.	Only windows replaced are those that have been damaged. Funds have been allocated. This project is about 2% complete.
Safety	Objective Assess each site to determine use of fencing and how it factors on safety precautions.	Examination has been initiated but the pros and cons have yet to be established. This project has not been formally initiated.
Housing Needs:		
Admissions and Continued Occupancy	Objective Review and update current policy	The templates from Nan Mckay have been purchased and are currently being examined. This requires an annual review
Section 8 Administrative Plan	Objective: Review and update current policy	The templates from Nan Mckay have been purchased and are currently being examined. This requires an annual review



Santa Fe Civic Housing Authority

Serving the community since 1961

2005-2009 5-Years Plan

Criteria for Substantial Deviation and Significant Amendment

The Santa Fe Civic Housing Authority has determined that a substantial deviation from the 5-Year Plan would be as follows:

1. A significant change of mission.
2. Major changes in funding impacting the 5-Year Action Plan.
3. Significant changes in:
 - a. Operations and Management Policy
 - b. Grievance Procedures
 - c. Community Service Program
 - d. Crime and Safety policy
 - e. Pet Policy
4. Significant changes of the FY 2005 Capital Fund Program Statement
5. Significant changes of the 2005 Capital Fund Program 5-Year Action Plan

In addition to the above, discontinued funding or major budget cuts by HUD for either the Public Housing Program or the Section 8 Voucher Program would be a major deviation.