

**PHA Plans**  
**Streamlined 5-Year/Annual**  
**Version**

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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*Streamlined 5-Year Plan*  
*for Fiscal Years*  
*2005 - 2009*  
*PHA Name:*  
*Santa Clara Housing Authority*

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Santa Clara Housing Authority    **PHA Number:** NM029

**PHA Fiscal Year Beginning:** 07/2005

**PHA Programs Administered:**

- Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
 Number of public housing units:                      Number of S8 units:                      Number of public housing units:  
 Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

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

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

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

The PHA Plans and attachments (if any) 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)

## **Streamlined Five-Year PHA Plan**

### **PHA FISCAL YEARS 2005 - 2009**

[24 CFR Part 903.12]

#### **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: (state mission here)

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

#### **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:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - 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 deconcentrate 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)**

- 1. Acquire funds to increase the twenty hour maintenance position to a forty hour position.**
- 2. With the increased hours of the maintenance position we could improve our PHAS score by reducing the number of days it takes the maintenance man to turn over the units.**

# Streamlined Annual PHA Plan

## PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;***

***Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.***

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, *Certification for a Drug-Free Workplace;***

**Form HUD-50071, *Certification of Payments to Influence Federal Transactions;***

**Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities.***

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	8		
Extremely low income <=30% AMI	6	75%	
Very low income (>30% but <=50% AMI)	2	25%	
Low income (>50% but <80% AMI)	0	-0-	
Families with children	6	25%	
Elderly families	0	-0-	
Families with Disabilities	0	-0-	
Race/ethnicity Hispanic	7	87%	
Race/ethnicity White	1	12%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2	25%	
2 BR	4	50%	

Housing Needs of Families on the PHA's Waiting Lists			
3 BR	0	-0-	
4 BR	0	-0-	
5 BR	0	-0-	
0 BR	2	25%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**(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:**

Select all that apply

- 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**

Select all that apply

- 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**

Select all that apply

- 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:**

Select all that apply

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

**Nine (9) units of the thirty two available at our PHA are designated for elderly.**

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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Other: (list below)

**One (1) of the PHA's thirty two units is designated for families with Disabilities.**

**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:**

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

**Advertise in the local newspaper that we offer Equal Opportunity in Housing for all Americans.**

**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)

## **2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$92,746.00	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2003 CFP Funds	\$45,263.60	PHA operations, PHA capital improvements.
2004 CFP Funds	\$56,049.00	PHA operations, PHA capital improvements
<b>3. Public Housing Dwelling Rental Income</b>	\$42,130.00	PHA operations
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$241,596.60	

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

[24 CFR Part 903.12 (b), 903.7 (b)]

### **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: (describe) Because of the fact that we are a small housing authority in a small community all applications received are reviewed within five days from the date they are stamped received to make sure that the total annual income of the applicants does not exceed the income limits set by HUD. Within these five days a criminal background check is requested from local law enforcement agencies for all applicants. If the PHA receives a positive report from the local law enforcement agency a rental history check is obtained from a previous landlord or a person named on the application that has knowledge of the applicants ability to maintain a household of their own. If both of these screening procedures do not reflect any negative reports the applicant is notified that they will be placed on the waiting list. If a negative criminal history report is received the applicant is notified that they must come in and submit a fingerprint card to the FBI. If a favorable FBI criminal history is received the applicant is notified that they will be placed on the waiting list. If a negative FBI criminal report is received the applicant is notified that they will not be placed on the waiting list due to the negative report received from the FBI. The applicant is informed that they have seven days to request an informal meeting with the Executive Director to discuss the criminal history report received by the PHA. Based on the report received the applicant is told how long they will have to wait to be placed on the list. This is determined by the PHA's Admissions and Occupancy Policy.

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

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Other (describe) The waiting lists will be organized by bedroom size.

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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 (3) **Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
 If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists?

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? (list 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) The PHA will transfer a household if there are documented differences between two households that cannot be resolved by any other means. Other measures other than a transfer will be taken to resolve the matter if these differences are direct violations of their lease.

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:

- 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 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)

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- 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**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

HA Code: NM029

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):
- 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 list merged? (select all that apply)

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

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

- PHA main administrative office
- Other (list below)

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

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

If yes, state circumstances below:

### **(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?

HA Code: NM029

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:

- 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

HA Code: NM029

- 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 903.12(b), 903.7(d)]

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

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

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

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one of the following two)

- 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))
- 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:

- A. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship which shall include:**
- 1. The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but before Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.**
  - 2. The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).**
  - 3. The income of the family has decreased because of changed circumstances, including loss of employment.**
  - 4. A death in the family has occurred which affects the family circumstances.**
  - 5. Other circumstances which may be decided by the HA on a case by case basis.**

**All the above must be proven by the Resident providing verifiable information in writing to the HA prior to the rent becoming delinquent and before the lease is terminated by the HA.**

**If a resident requests a hardship exemption (prior to the rent being delinquent)**

**under this section and the HA reasonable determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for nonpayment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period This Paragraph does not prohibit the HA from taking eviction action for other violations of the lease.**

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

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)

HA Code: NM029

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent 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 (list below)
  - 1. Any time family experiences an income decrease
  - 2. Any change of family composition or circumstances

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**

a. 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**

HA Code: NM029

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

### **(2) 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)

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

### **A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

#### **(1) Capital Fund Program**

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

#### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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

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

**6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

HA Code: NM029

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

**(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

c. What actions will the PHA undertake to implement the program this year (list)?

**(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

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

- a.  Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

**8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous*

*5-Year Plan for the period FY 20\_\_ - 20\_\_.* **SEE ATTACHMENT B**

### **B. Criteria for Substantial Deviations and Significant Amendments**

#### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan: **SEE ATTACHMENT C**

b. Significant Amendment or Modification to the Annual Plan: **SEE ATTACHMENT C**

#### **C. Other Information**

[24 CFR Part 903.13, 903.15]

##### **(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below:

b. 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)

##### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly

assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

**The term of appointment is (include the date term expires): Victoria Rodriguez 2004 – 2009 and Dorothy Quezada 2004 – 2009**

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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

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

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)

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)

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

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

Date of next term expiration of a governing board member:

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

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: (provide name here)**

a. 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 on its waiting list 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)

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

#### **(4) (Reserved)**

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

## **10. Project-Based Voucher Program**

a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or

smaller areas within eligible census tracts):

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method 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 type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>Santa Clara Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: NM02P029501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 48,750.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 2,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 14,765.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$ 2,085.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 67,600.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Santa Clara Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
<b>NM029</b>	Annual Statement	\$ 67,600.00	\$ 67,600.00	\$ 67,600.00	\$ 67,600.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					





## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Santa Clara Housing Authority			Grant Type and Number Capital Fund Program Grant No: NM02P029501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 43, 044.00		-0-	-0-
3	1408 Management Improvements	\$ 2, 000.00		-0-	-0-
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1, 500.00		-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	7, 505.00		-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2, 000.00		-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 56,049.00.00		-0-	-0-
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-004	Executive Director (ED) is currently increased the work hours to 40 hr/wk this is necessary to keep up with the tremendous workload of the office. @ 13.93/hr for 1040 hrs.	1406 Operations		\$ 14, 487.00		-0-	-0-	In Progress
NM029-004	An Administrative Assistant is needed to help the E.D. with the tremendous workload that exists in the PHA office. This total includes wages for an assistant @ 7.96/hr for 2080 hrs.	1406 Operations		\$ 28, 557.00		-0-	-0-	In Progress
NM029-004	PHA staff must attend workshops and training to keep abreast of the changing HUD rules and regulations that have been imposed on the PHA	1408 Management Improvements		\$ 2, 000.00		-0-	-0-	In Progress

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-004	A/E Services will be necessary to perform the scope of work required for the 2004 CFP. This total includes reproduction and advertising.	1430 Fees and Costs		\$ 1,500.00		-0-	-0-	In Progress
NM029-004	Air conditioners are old, rusty, and leak. New Air conditioners, indoor metal vent, and A/C covers must be purchased and installed.	1460 Dwelling Structures	9 @ 765.00 ea.	\$7,505.00		-0-	-0-	In Progress
NM029-004	Maintenance Tools and equipment must be purchased for the maintenance man to do his job.	1475 Non-Dwelling Equipment		\$ 1,000.00		-0-	-0-	In Progress
NM029-004	Office equipment, computer equipment and office furniture must be purchased for the office.	1475 Non-Dwelling Equipment		\$ 1,000.00		-0-	-0-	In Progress



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

<b>PHA Name:</b> Santa Clara Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NM02P029501-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 28, 860.00		-0-	-0-
3	1408 Management Improvements	\$ 2, 500.00		-0-	-0-
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 3, 000.00		-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 11, 657.00	\$ 2, 874.00	\$ 2, 532.34	\$ 2, 532.34
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 5, 002.00		-0-	-0-
13	1475 Nondwelling Equipment	\$ 2, 000.00	\$ 4, 000.00	\$ 3, 184.78	\$ 3, 184.78
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 52,519.00	\$ 6, 874.00	\$ 5, 717.12	\$ 5, 717.12
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM02P029501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-003	Executive Director (ED) is currently funded for 20 hrs. of work per week from the operating fund. These 20 hrs/wk are not enough to administer the Low Rent Housing Program effectively and efficiently. 20 hrs per week will be paid to the E.D. to increase the work hours to 40 this is necessary to keep up with the tremendous workload of the office.	1406 Operations		\$ 13,780.00		-0-	-0-	
NM029-003	An Administrative Assistant is needed to help the E.D. with the tremendous workload that exists in the PHA office. This total includes wages for an assistant at \$7.25/hr. for 2080 hrs.	1406 Operations		\$ 15,080.00		-0-	-0-	
NM029-003	PHA staff must attend workshops and training to keep abreast of the changing HUD rules and regulations that have been imposed on the PHA	1408 Management Improvements		\$ 2,000.00		-0-	-0-	
NM029-003	Architect/Engineering services will be necessary to perform the scope of work required for the 2002 CFP. This total includes reproduction and advertising.	1430 Fees and Costs		\$ 3,000.00		\$2,120.00	-0-	
NM029-003	Tile has been replaced in 16 units. The remaining 16 units are in bad shape and must be replaced. Tile will be replaced in 16 units.	1460 Dwelling Structures		\$ 11,657.00		-0-	-0-	
NM029-003	Metal garbage bins will be purchased. Existing Garbage Bins will be modified to insert the new metal bins.	1470 Non-Dwelling Structures		\$ 5,002.00		-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: Santa Clara Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NM02P029501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-003	Currently the office us using old outdated office machines such as; Copier, fax machines, phones, adding machines, typewriter, new office equipment will be purchased	1475 Non-Dwelling Equipment		\$ 2, 000.00	\$ 4, 000.00	3, 184.78	3, 184.78	
	Total Site Improvements			\$ 52, 519.00				

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



<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 11,093.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 11,093.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program Grant No: NM0P029502-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-003	Bathroom Fixtures, Vanities, and lavatories are old. The vanities are falling apart. Bathroom fans are inoperable or very noisy, mold and mildew accumulates. New vanities lavatories and fans will be replaced	1460		\$ 11,093.00				
	Total Site Improvements			\$ 11,093.00				



## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program: NM029P029501-02 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 28, 860.00	\$ 40, 907.00	\$ 40, 907.00	\$ 40, 907.00
3	1408 Management Improvements	3, 000.00	3, 000.00	1, 598.75	\$ 1, 598.75
4	1410 Administration	4, 370.00	-0-		
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	3, 500.00	3, 500.00	3, 172.50	3, 172.50
8	1440 Site Acquisition				
9	1450 Site Improvement	25, 870.00	7, 500.00	6, 552.00	6, 552.00
10	1460 Dwelling Structures		10, 740.00	10, 740.00	10, 740.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2, 000.00	2, 000.00	1, 990.03	1, 990.03
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 67, 600.00	\$ 67, 647.00	\$ 64, 960.28	\$ 64, 960.28
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Santa Clara Housing Authority			Grant Type and Number Capital Fund Program #: NM029P029501-02 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-002	Executive Director (ED) is currently funded for 20 hrs of work per wk from operating fund. These 20 hrs/wk are not enough to administer the Low Rent Housing Program effectively and efficiently. 20 hrs/wk will be paid to the E.D. to increase the work hrs to 40 this is necessary to keep up with the tremendous workload of the office.	1406 Operations		\$ 13, 780.00	\$ 13, 780.00	13, 780.00	13, 780.00	In Progress
NM029-002	An Administrative Assistant is needed to help the E.D. with the tremendous workload that exists in the PHA office. This total includes wages for an assistant at 7.50/hr for 2080 hrs. plus employee benefits that must be paid for a full time employee.	1406 Operations		15, 080.00	27, 080.00	27, 080.00	27, 080.00	In Progress
NM029-002	PHA staff must attend workshops and training to keep abreast of the changing HUD rules and regulations that have been imposed on the PHA	1408 Management Improvements		3, 000.00	3, 000.00	1,598.75	1,598.75	In Progress
	A/E Services will be necessary to perform the scope of work required for 2002 CFP. This total includes reproduction and advertising	1430 Fees and Costs		3, 500.00	3, 500.00	3,172.50	3, 172.50	In Progress
NM029-002	Must install rails on stairs at Site F. As per last REAC inspection this finding must be corrected	1450 Site Improvements		-0-	1, 000.00	1, 000.00	1, 000.00	In Progress

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Santa Clara Housing Authority			Grant Type and Number Capital Fund Program #: NM029P029501-02 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-002	5 large metal trash bins w/lids will be purchased for Site A and Site F. We are currently having a lot of problems w/ animals getting into old trash bins and spreading garbage around the complex	1450 Site Improvements		-0-	5,000.00	3,500.00	3,500.00	In Progress
NM029-002	Site F has many dark places that include stairs, tenants complain that the lack of lighting is dangerous. Lighting must be installed throughout Site F.	1450 Site Improvements		-0-	9,240.00			In Progress
NM029-002	Must conduct mold and mildew assessment on bathrooms. Will remove and install as much sheetrock and wood necessary. This was a finding the last REAC inspection	1460 Site Improvements		3,000.00	3,000.00	3,000.00	3,000.00	In Progress
NM029-002	Bathrooms fans/vents must be removed and replaced vents have no ducting must be installed through the roof.	1460 Dwelling		-0-	7,740.00	7,740.00	7,740.00	
NM029-002	Currently the office is using old outdated office equipment such as; copier, fax machine, phones, adding machines, typewriter. New office equipment will be purchased.	1475 Non- Dwelling Equipment		2,000.00	2,000.00	1990.03	1990.03	In Progress
Grand Total CFP:				\$ 67,600.00	\$ 67,600.00	\$ 64,960.28	\$ 64,960.28	

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Santa Clara Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NM029P029501-02 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NM029-002	6-30-2004			6-30-2005			

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Santa Clara Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NM02P02950101-CFP Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 11,300.00		\$ 11,300.00	\$ 11,300.00
3	1408 Management Improvements	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
4	1410 Administration	\$ 7,100.00		\$ 7,100.00	\$ 7,100.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 7,000.00		\$ 7,000.00	\$ 7,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 13,000.00		\$ 13,000.00	13,000.00
10	1460 Dwelling Structures	\$ 12,000.00		\$ 12,000.00	12,000.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 17,832.00		\$ 17,832.00	\$ 17,832.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 71,232.00		\$ 71,232.00	\$ 71,232.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: Santa Clara Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NM02P02950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1465.1 Dwelling Equip-nonexpendable	C. <u>Stoves</u> Stoves have a life of approx. 10 yrs. 13 stoves have been replaced within the last 8yrs. The remaining stoves have outlived their life and need replacement within the near term. (Included in CNA)	NM029	20	\$6,832.00		6,832.00	6,832.00	
				\$ 71,232.00		\$ 71,232.00	\$ 71,232.00	

**Annual Statement/Performance and Evaluation Report**

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

**Part III: Implementation Schedule**



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> SANTA CLARA HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program: NM02P029501-00 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2000</b>
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Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no:    )

Performance and Evaluation Report for Period Ending: 12/31/02     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 9,053.00		\$ 9,053.00	\$ 9,053.00
3	1408 Management Improvements	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
4	1410 Administration	\$ 6,984.00		\$ 6,984.00	\$ 6,984.00
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$42,800.00		\$ 42,800.00	\$ 42,800.00
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$69,837.00		\$ 69,837.00	\$ 69,837.00
21	Amount of line 20 Related to LBP Activities	-0-			
22	Amount of line 20 Related to Section 504 Compliance	-0-			
23	Amount of line 20 Related to Security	-0-			
24	Amount of line 20 Related to Energy Conservation Measures	-0-			

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

PHA Name: Santa Clara Housing Authority		Grant Type and Number Capital Fund Program #: NM02P029501-00 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM029-001	An Administrative Assistant must be hired to help with the tremendous workload that exists in the PHA office. Annual Cost includes 1040 hours at \$7.00 per hour.	1406		\$ 9,053.00		\$ 9, 053.00	\$ 9, 053.00	99% complete
NM029-001	The PHA Staff is in dire need of training. PHA'S staff must attend workshops and training sessions to keep abreast of the changing HUD rules and regulations.	1408		\$ 3,000.00		\$ 3, 000.00	\$ 3, 000.00	99% Complete
NM029-001	A qualified person must be hired to administer the 2000 CFP. E.D. will be hired to administer the program. E.D. has extensive experience with prior modernization programs.	1410		\$ 6,984.00		\$ 6, 984.00	\$ 6, 984.00	99% complete
NM029-001	Architect/Engineering services will be needed.	1430		\$ 3,500.00		\$ 3, 500.00	\$ 3, 500.00	99% complete
NM029-001	Reproduction and advertisement costs must be covered.	1430		\$ 500.00		\$ 500.00	\$ 500.00	99% Complete
NM029-001	Landscaping of the grounds is necessary to control the erosion that is occurring along the buildings and is exposing the footings. This deficiency was partially corrected with 1999 CIAP funds. The grounds need landscaping of some kind to avoid further erosion.	1450		\$42,800.00		\$ 42, 800.00	\$ 42, 800.00	99% complete
NM029-001	New Refrigerators and stoves must be purchased for 32 units. Ten (10) refrigerators will be purchased for ten (10) units.	1465.1		\$ 4,000.00		\$ 4, 000.00	\$ 4, 000.00	99% complete



## Required Attachment A: Membership of the Resident Advisory Board or Boards

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

Altamirano, Lori  
Baca, Monica  
De La Torre, Irvén  
Delgado, Michael  
Dominguez, Andrea  
Galaviz, Margaret  
Galaviz, Socorro  
Gomez, Michael  
Gonzales, Angelina  
Gonzales, Jessica  
Green, Betty  
Hernandez, Victoria  
Lopez, Arnold  
Marquez, Priscilla  
Martinez, Ronald  
Ortiz, Cynthia  
Padilla, Anthony  
Parra, Mary and Reymundo  
Paz, Joe  
Quezada, Dorothy  
Rodriguez, Benjamin  
Rodriguez, Sarah  
Rodriguez, Victoria  
Sanchez, Demetrio  
Sandoval, Felix  
Sublasky, Florinda  
Woodward, Robert Jr.  
Zamora, Michael  
Zazueta, Letiza

## ATTACHMENT B

### **PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan FOR PERIOD FY2000 – 2004**

#### **MISSION:**

The PHA staff like that of the Department of Housing & Urban Development is committed to operating the PHA according to the following mission statement: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. PHA

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

**PHA Goal: Leverage private or other public funds to create additional housing opportunities and acquire or build units or developments.**

This goal has not been met. In networking with other agencies and meeting with other PHA's it was evident that leveraging funds and creating additional housing opportunities was very time consuming. The PHA does not have the staff necessary to pursue these goals. At the time that we included these goals in our previous Five Year Plan for FY 2000-2004 we did not realize the amount of time that would have to be devoted to meeting these goals. We would have to hire an additional staff member to network with other private and public agencies to leverage funds for additional housing opportunities and to acquire or build additional developments. In addition this position would require extensive travel, time away from the office, and time to write grants and proposals. The existing staff is overburdened with the day to day management functions of the PHA and cannot devote any time to accomplishing these goals.

**PHA Goal: Improve the quality of assisted housing**

This goal has been met. The PHA staff has improved the public housing management (PHAS score). The PHAS score has been improved from a score of 56 in FY 2000 to a score of 81 in FY 2003. The FY 2004 PHAS score has not been released.

The goal of increasing our customer's satisfaction has been met. This is reflected in comparing the Resident Assessment Subsystem (RASS) reports for FY 2000 where the score for this component was a 0 and the RASS report for FY 2004 where the score for this component is a 6.

Concentrating on efforts to improve the following specific management functions has been a priority of the PHA staff:

- ❖ Reconciling the PHA's Fixed Asset Inventory is a function that the PHA staff has worked hard to improve. The PHA put much effort into compiling and retaining a complete inventory of all fixed assets owned by the PHA. Not having the actual value of the land and buildings was causing material variances between the financial statements/general ledger, and subsidiary ledgers. The PHA has hired a valuation firm to create a Fixed Asset Management Program (FAMP) including software for Housing Authority. This action will allow the PHA to establish a fixed asset accounting system that meets the criteria established by the New Mexico Administrative Code 2.20.1. The Authority will reconcile the fixed assets subsidiary records with the general ledger.
- ❖ The PHA staff has received training and has established policies and procedures regarding the retention of tenant information in order to substantiate eligibility as required by the U.S. Department of Housing and Urban Development. The PHA staff has made improving this management function a priority.
- ❖ The PHA staff is working diligently with the Village of Santa Clara, the Auditors, and the State Auditor's Office to ensure that the PHA's audited financials are submitted and approved by the Real Estate Assessment Center (REAC) by the annual March 31<sup>st</sup> deadline.

The use of CFP funds has made it possible to achieve our goal of renovating or modernizing our public housing units is being. CFP funds will continue to be used improve to modernize our units and to improve management functions.

Other goals that the PHA has met to improve the quality of assisted housing include increasing the Executive Director's and Administrative Assistant's positions from twenty hours per week to forty hours per week. This was made possible by CFP funds. These additional twenty hours per week that the employees work has increased the services available to the assistance recipients, increased customer satisfaction, and improved management functions.

### **PHA Goal – Increase assisted housing choices**

The PHA staff offers assistance to applicants and tenants by referring them to agencies that will assist the tenant/applicant acquire homeownership assistance or information. The PHA has not implemented a homeownership program of their own because the PHA does not have the necessary staff to implement and administer a homeownership program.

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

#### **PHA Goal: Provide an improved living environment**

The PHA has met this goal by implementing public housing security improvements. HUD has approved a police officer unit for the PHA. The PHA has a police officer living in the unit. His duties include but are not limited to maintaining the security of the tenants and PHA property. He helps the PHA staff identify lease violations and enforce the provisions of the lease. The police officer will work closely with the tenants to acquire information about drug activity on the PHA's property and channel his

information to the local drug enforcement agency. This measure improves the security of our public housing complex.

**PHA Goal: Promote self-sufficiency and asset development of assisted households**

The PHA has met this goal by acting as a referral service for other agencies in the community who have established programs that provide job training, and self sufficiency programs such as the Income and Support Division, the Department of Labor, and Western New Mexico University. The PHA allows Western New Mexico University to hold Adult Education Classes for the residents and other interested persons from the community in the Housing Authority's community center.

The PHA contracts with the Home Education Livelihood Program (HELP), Inc. HELP is a nonprofit community based organization. It's mission is to assist the economically disadvantaged in rural New Mexico to become gainfully employed, educated, and self sufficient. Funding for this program is provided through the Workforce Investment Act (WIA) both Federal and State. WIA is intended to improve the employability of the U.S. workforce.

The PHA works closely with the elderly residents and applicants to advise them of the services and benefits that are available to them in our community. The PHA maintains a professional relationship with the Senior Citizens Program in the community, and refers residents and applicants to them. The PHA educates the residents and applicants on the types of services and benefits that they are entitled to. The PHA staff assists the elderly residents and applicants with the paperwork that is required to acquire services and benefits. The PHA staff assist the elderly residents and applicants in completing the necessary paperwork for The Social Security Administration.

**HUD Strategic Goal – Ensure Equal Opportunity in Housing for all Americans.**

**PHA Goal –** The PHA has adopted an “Admissions and Occupancy Policy” that is in compliance with Federal regulations that require the PHA to ensure equal opportunity in Housing for all Americans. The administrative staff is trained to undertake affirmative measures to ensure access to assisted housing regardless of race, color religion, national origin, sex, familial status, and disability. The staff is also trained to 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.

**Other PHA Goals and Objectives**

**PHA Goal:** To increase the services provided to our tenants and our community to enhance their quality of life.

This goal has been met. The two part time administrative positions have increased from part time to full time. Using Capital Fund Program funds the PHA staff has increased the time that they are available to the tenants from twenty hours per week to forty hours per week. We offer quality assistance to our tenants and applicants and ensure them that the Santa Clara Housing Authority will We refer our tenants to other agencies in our community that can assist them with services we do not provide to ensure that help them with their specific needs.

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

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

1. Patrolling the Housing Authority areas and being in close contact with the residents.
2. Officer will respond to any disturbances at the Housing Authority, document the activities, notify the E.D. of the disturbance and the tenant involved, and submit a written report of the incident and of the tenants involved to the E.D.
3. Officer will submit weekly activity reports to the E.D.
4. Officer will testify in a Court of Law about the incidents observed and reported by him/her whenever necessary.
5. The Officer will have the authority and responsibility to enforce the “terms and conditions” of the Santa Clara Housing Authority Dwelling Lease. Lease violations will be recorded and reported to the E.D.
6. When the officer is off duty, residents are able to contact him/her with problems they would be experiencing (of a criminal nature) or to receive information from the residents that can be passed on to investigate or passed on to the local drug task force.

An updated plan was submitted to the Albuquerque, HUD Field Office,  
April 09, 2005

Certified this 9<sup>th</sup> day of April 2005 that is dwelling unit is being used in the promotion of an anti-gang and anti-drug environment.

\_\_\_\_\_  
Executive Director  
Santa Clara Housing Authority

April 9, 2005  
Date



