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|            |   |
|------------|---|
| <u>X</u>   | 903.7(9) Pets                               |
| <u>X</u>   | 903.7(10) Civil Rights Certification        |
| <u>X</u>   | 903.7(11) Fiscal Year Audit                 |
| <u>N/A</u> | 903.7(12) Asset Management                  |
| <u>N/C</u> | 903.7(13) Violence Against Women Act (VAWA) |

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2010 Annual Plan:

- Administrative Office – 2101 West Grand Avenue

## PHA Plan Elements

### 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

#### A. Public Housing

Public Housing policies that govern resident or tenant eligibility, selection and admission (including preferences), unit assignment, procedures to maintaining waiting list for admission to public housing and site-based waiting lists (if applicable).

#### (1) Eligibility ***NO CHANGE***

The Clovis Housing & Redevelopment Agency verifies eligibility for admission to public housing at the time housing assistance is offered.

The PHA uses the following non-income screening factors to establish eligibility for admission to public housing:

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Credit reports are run on every desirable applicant for public housing
- The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

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- Local law enforcement agencies
- State law enforcement agencies

(2) Selection and Assignment ***NO CHANGE***

Selection for admission to public housing shall be made from the PHA's current waiting list in accordance with date and time of application.

(3) Preferences ***NO CHANGE***

The PHA does not 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 the median area income.

It is the policy of the PHA that transfers will take precedence over new admissions in the following circumstances:

- Emergencies
- Medical justification
- Section 504
- Witnesses to Hate Crimes
- Victims of Hate Crimes
- Domestic Violence

The PHA has not established any preferences for admission to public housing.

(4) Unit Assignment

Applicants are ordinarily given one (1) vacant unit choice before they fall to the bottom of, or are removed from the waiting list. This policy is consistent across all waiting list types.

(5) Maintaining Waiting List ***NO CHANGE***

The Clovis Housing & Redevelopment Agency maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 2101 West Grande Avenue, Clovis, New Mexico.

Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.

- The PHA-resident lease
- The PHA's Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials

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Residents must notify the PHA of changes in family composition:

- At an annual reexamination and lease renewal
- At any time family composition changes
- At family request for revision

(6) Deconcentration and Income Mixing

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does have general occupancy public housing developments covered by the deconcentration rule.

The following covered developments have average incomes that fall above or below the Established Income Range.

| <b>Deconcentration Policy for Covered Developments</b> |                        |  |   |
|--|------------------------|--|---|
| <b>Development Name:</b>                               | <b>Number of Units</b> | <b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>   | <b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b> |
| NM P-001   | 78                     | C. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments. |   |
| NM P-002   | 54                     | C. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments. |   |
|  |                        |  |   |

Clovis Housing & Redevelopment Agency does not plan to operate any site-based waiting lists.

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility ***NO CHANGE***

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation

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- More general screening than criminal and drug-related activity (list factors below)
  - Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy, about the circumstances that may have contributed to the negative report
- The Request for Tenancy Approval states that the Landlord is responsible for screening.

The Housing Authority does not request criminal records from any enforcement agencies for screening purposes.

The PHA shares the following information with prospective landlords:

- Criminal or drug-related activity
- Prior tenant history

(2) Waiting List Organization ***NO CHANGE***

The Clovis Housing & Redevelopment Agency's waiting list for the section 8 tenant-based assistance is merged with the following program waiting list:

- Federal public housing

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time ***NO CHANGE***

The PHA does give extensions on standard 60-day period to search for a unit in the following circumstances:

- Upon written request by the participant and approval by the CHRA.

(4) Preferences ***NO CHANGE***

The PHA does not 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 the median area income.

The PHA has not established any preferences for admission to section 8.

(5) Special Purpose Section 8 Assistance Programs ***NOT APPLICABLE – CHRA CURRENTLY DOES NOT ADMINISTER ANY SPECIAL PURPOSE SECTION 8 ASSISTANCE***

**6.0** 903.7(2) Financial Resources

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                      |                     |  |
|---|---------------------|--|
| <b>Sources</b>  | <b>Planned \$</b>   | <b>Planned Uses</b>                    |
| <b>1. Federal Grants (FY 2010 grants)</b>                                     |                     |  |
| a) Public Housing Operating Fund  | 473,675.00          |  |
| b) Public Housing Capital Fund  | 244,569.00          |  |
| c) HOPE VI Revitalization   |                     |  |
| d) HOPE VI Demolition   |                     |  |
| e) Annual Contributions for Section 8<br>Tenant-Based Assistance              | 1,250,068.00        |  |
| f) Resident Opportunity and Self-<br>Sufficiency Grants                       | 42,436.00           |  |
| g) Community Development Block<br>Grant                                       |                     |  |
| h) HOME   |                     |  |
| Other Federal Grants (list below)   |                     |  |
| S8 FSS  | 40,804.00           | Sec 8 supportive services              |
| S8 Homeownership  | 3,000.00            | Sec 8 supportive services              |
| <b>2. Prior Year Federal Grants<br/>(unobligated funds only) (list below)</b> |                     |  |
| CFP 2008  | 23,761.00           | Public housing capital<br>improvements |
| CFP 2009  | 144,568.00          | Public housing capital<br>improvements |
| <b>3. Public Housing Dwelling Rental<br/>Income</b>                           |                     |  |
|   | 302,000.00          | Public housing operations              |
| <b>4. Other income (list below)</b>   |                     |  |
| Interest on investments   | 30.00               |  |
| Late fees, maintenance charges, etc.  | 53,200.00           |  |
| <b>5. Non-federal sources (list below)</b>                                    |                     |  |
|   |                     |  |
|   |                     |  |
|   |                     |  |
| <b>Total resources</b>  | <b>2,578,110.00</b> |  |

**6.0** 903.7 (3) Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies

The PHA will employ discretionary rent-setting policies for income based rent in public housing.

b. Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

The CHRA has adopted a minimum rent of \$50.00.

1. The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the CHRA prior to the rent becoming delinquent. The CHRA will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety days when a hardship is requested on one of the following conditions:

- (a) The family to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title VI of the Personal Responsibility and Work Opportunity Act of 1996;
- (b) The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;
- (c) The family would be evicted as a result of imposing the minimum rent requirement;
- (d) There has been a death in the family, or;
- (e) There are other hardship situations determined by the CHRA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent – not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program

2. If tenant initiates a request for a hardship exemption that the CHRA determines is temporary in nature:
  - (a) Rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.

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- (b) The CHRA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
  - (c) The family may not be evicted for non-payment of rent during the ninety (90) day suspension period.
  - (d) If the hardship is subsequently determined to be long-term, the CHRA will retroactively exempt residents from the minimum rent requirement for the ninety (90) day period.
3. If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.
4. Hardship determinations are subject to the CHRA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

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

The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income. (if yes, list the amounts or percentages charged and the circumstances)

d. Discretionary deductions and/or exclusion policies

The PHA plans to employ the following discretionary (optional) deductions and/or exclusions policies:

- For the earned income of a previously unemployed household member
- For increases in earned income

e. Ceiling Rents

The PHA does not have ceiling rents.

f. Rent Re-determinations

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- At family option – *For decreases in income*
- Any time the family experiences an income increase
- Hardship cases only
- Always for changes in family composition

## g. Individual Savings accounts (ISAs)

The PHA does not plan to implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of the rent increase in the next year.

(2) Flat Rents ***NO CHANGE***

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

B. Section 8 Tenant-based Assistance(1) Payment Standards ***NO CHANGE***

The PHA's payment standard is:

- 100% of FMR

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families
- Local market factors and family's income

(2) Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

The minimum rent for Section 8 participants is \$50.00. All Voucher families will contribute the highest of thirty percent (30%) of monthly-adjusted income, ten percent (10%) of monthly gross income, or the minimum rent toward the rent plus any rent above the applicable Payment Standard.

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:
  - a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;

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- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
- c. One or more family members have lost employment;
- d. The family would be evicted as a result of imposing the minimum rent requirement;
- e. There has been a death in the family; or
- f. There are other hardship situations determined by the CHRA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).

- 2. If tenant initiates a request for a hardship exemption that the CHRA determines is temporary in nature:
  - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
  - b. In the case of a temporary hardship, the CHRA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
  - c. If the hardship is subsequently determined to be long-term, the CHRA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
  - d. Note that the CHRA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the CHRA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

## 903.7(4) Operation and Management

### (1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

Director of Housing Operations  
Director of Modernization & Procurement

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HR/Administrative Assistant  
Accounting/Administrative Assistant  
Receptionist/Intake Clerk  
S8 FSS Coordinator  
S8 FSS Resident Initiatives & Support Service

Public Housing Program Manager – assists the Executive Director with the day-to-day management and operation of the public housing programs and supervises the following staff:

- Senior Occupancy Specialist
- Occupancy Specialist
- Eligibility & Occupancy Interviewer

Section 8 Program Manager – assists the Executive Director with the day-to-day management and operation of the Section 8 Programs and supervises the following staff:

- Senior Occupancy Specialist
- Occupancy Specialist
- Eligibility & Occupancy Interviewer
- HQS Inspector

Maintenance Coordinator – assists the Executive Director in the day-to-day operation of facilities management and maintenance of the public housing stock and supervises the following staff:

- Maintenance Mechanic Aide A
- Maintenance Mechanic B
- Maintenance Laborer
- Gardner (Seasonal)

b. HUD Programs Under PHA Management

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning</b> | <b>Expected Turnover</b> |
|---|---|--------------------------|
| Public Housing  | 131   | 0                        |
| Section 8 Vouchers  | 529   | 0                        |
| Section 8 Certificates  | N/A   | N/A                      |
| Section 8 Mod Rehab   | N/A   | N/A                      |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A   | N/A                      |
| Public Housing Drug Elimination Program (PHDEP)                     | N/A   | N/A                      |
| Other Federal Programs(list individually)                           | N/A   | N/A                      |

## c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

## Public Housing Maintenance and Management:

- Admissions and Continued Occupancy Policy (ACOP)
- Grievance Procedures
- Termination and Eviction Policy
- Transfer and Transfer Waiting List Policy
- Housekeeping Standards Policy
- Records Retention Policy
- Resident Initiatives Policy
- File Access Policy
- Security Policy
- Community Service Policy
- Deconcentration and Income Targeting Policy
- Pet Policy
- Fraud Policy

## Section 8 Management:

- Section 8 Administrative Plan

## 903.7(5) Grievance Procedures

## A. Public Housing

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants who desire to initiate the PHA grievance Process should contact the following:

- PHA main administrative office

## B. Section 8 Tenant-Based Assistance

The PHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

**6.0** 903.7(6) Designated Housing for Elderly and Disabled Families

The PHA has not designated or applied for approval to designate or does not plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will not apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year.

903.7(7) Community Service and Self-Sufficiency

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

1. The PHA has entered into a cooperative agreement with the TANF Agency, to share information and /or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.)

The agreement was signed on 03/11/2005.

2. Other coordination efforts between the PHA and TANF agency include:

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

B. Services and programs offered to residents and participants by the Clovis Housing & Redevelopment Agency are as follows:

(1) General

a. Self-Sufficiency Policies

The PHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation

## b. Economic and Social self-sufficiency programs

The PHA does not coordinate, promote or provide any policies or programs for the enhancement of the economic and social self-sufficiency of assisted families.

(2) Family Self Sufficiency programs

## a. Participation Description:

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2005 Estimate) | Actual Number of Participants<br>(As of: 12/31/09) |
| Public Housing                                     | 25   | 31   |
| Section 8  | 19   | 29   |

## C. Welfare Benefit Reductions

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

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

## D. Community Service Requirement

Pursuant to section 12(c) of the U. S. Housing Act of 1937, the PHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

**Description of the Community Service Plan**

The Clovis Housing and Redevelopment Agency Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Clovis Housing and Redevelopment Agency believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public

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housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

#### **Administrative Steps Taken To Implement The Requirement**

The following administrative steps were taken in implementing the PHA Community Service Policy. A written notification was sent to all residents regarding requirements on exempt status of each adult family member. Informed all residents that the program would be administered by the PHA, however; they are required to have their hours documented and signed by the agencies where they volunteered. Finally that the volunteer sheet required for filing would be provided by the PHA. The PHA maintains a tracking log.

#### **Programmatic Aspects Of The Requirements**

Activities that the residents can participate in and receive community service credit are any activities that non profits will allow. The following agencies assist the residents in accomplishing their community service, Light House Mission, Beacon of Light, Food Bank, ISD and Senior Citizen Resident Center. For non-compliance with the Community Service Policy the PHA informed residents again of the requirements, then inform them of the consequences for non-compliance, i.e., grounds for eviction.

#### **Community Service Implementation Report:**

- Number of tenants performing community service: 97
- Number of tenants granted exemptions: 28
- Number of tenants in non-compliance: 30
- Number of tenants terminated/evicted due to non-compliance: 2

## 903.7(8) Safety and Crime Prevention

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

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

1. Description of the need for measures to ensure the safety of public housing residents.
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents: N/A
3. Developments that are most affected:
  - Development 2-1

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

1. List of crime prevention activities:
  - Neighborhood Watch Program
2. Developments that are most affected:
  - Development 2-1
  - Development 2-2

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

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:
  - Police provide crime data to housing authority staff for analysis and action
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
2. Developments that are most affected:
  - Development 2-1
  - Development 2-2

## 903.7(9) Pets

**OVERVIEW**

This policy details the requirements for a tenant to keep a pet in a Clovis Housing and Redevelopment Agency (CHRA) apartment. A tenant will not keep a pet in their apartment without prior written permission from CHRA.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability (See Rule 22 below). The pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct which disturbs other tenants or threatens the physical or social environment.

**REQUIREMENTS**

The CHRA will utilize the following procedures in implementing the pet policy.

**Obtaining CHRA Permission:** If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, CHRA staff will meet with the prospective pet owner and explain the Agency policy and review the pet rules. If CHRA finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Agency a completed Pet Permit and Agreement Form, and pay the required security deposit.

CHRA reserves the right to deny permission for house pets which are or may be, in the sole judgment of the agency, vicious or dangerous, or which are large in stature exceeding 30 pounds in weight.

**Failure to Obtain Written Permission:** If a tenant has not obtained written permission to keep a pet but does so anyway, the CHRA will seek to evict the tenant. If CHRA finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, CHRA will have the pet removed.

**Complaints Against Pet Owners:** In the event of complaints against approved pet owners, the CHRA shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, CHRA shall impose fines in accordance with Rule 21 below.

If there are three violations, CHRA may at its sole discretion notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both. Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures, except that, animals deemed "vicious" by CHRA must be removed from CHRA property pending grievance.

Amending Pet Rules: The pet policy and rules may be changed at any time by CHRA provided that tenants are given an opportunity to comment and with 30 days advance notice.

### **RULES**

- 1) Any tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with CHRA staff and submit a photo of the pet and other required documentation.
- 2) If approved by the Agency, a Pet Permit and Agreement (Amendment of Dwelling Lease) shall be signed immediately by the tenant, with original to the tenant file and a copy in a general pet file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 3) Only common household pets are permitted. Common “household” pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather than for commercial or other purposes.
- 4) The tenant is required to provide a picture of the pet(s).
- 5) The number and size of the pet(s) is limited to one type of pet as follows:
  - a) Dogs and cats – limit of one dog or cat per household – Dogs cannot exceed 30 pounds; or
  - b) Birds – limit of two per household, no larger than a parakeet – Birds must be kept in a cage at all times; or
  - c) Fish – limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or
  - d) Turtles – no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.
  - e) Any other pet approved by CHRA that does not threaten the health, safety and welfare of others.
- 6) All dog and cat owners must present proof that their pet is registered with the City of Clovis and identification tags must be worn at all times.
- 7) The tenant must be able to maintain control over their pets.
- 8) Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.
- 9) No chaining of unattended dogs permitted at any time.
- 10) Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so will result in a \$50.00 charge. Units, yards and CHRA property must be kept free of odors, insect infestation and pet feces, urine, waste and litter.
- 11) Cat litter boxes are required, must be maintained in a sanitary manner, and kept free of odors and insect infestation.
- 12) Dogs and cats must be inoculated, and neutered or spayed. Proof of licensing and inoculations and the name of the veterinarian must be provided to CHRA. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations.
- 13) Any animal that is used to threaten either people or other animals or does

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threaten to attack or attacks will be deemed “vicious” and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted.

- 14) CHRA, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.
- 15) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floor coverings, other units, common areas, buildings, landscaping or shrubs.
- 16) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.
- 17) Pet owners shall be liable for damage caused by their pets. CHRA shall require of the tenant payment of a pet deposit as follows:
  - \$100/each dog or cat
  - \$100/fish tank or other tank with turtles
  - \$25 for small birds such as parakeets, finches, etc.

In instances where CHRA approves a pet not listed above, the pet deposit required will generally be \$100 per pet.

If the tenant’s pet deposit does not cover any damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. Existing CHRA residents can pay their pet deposit in three installments. The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by the CHRA. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulation of pets.

- 18) Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide CHRA with the name and phone number of relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The CHRA reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.
- 19) CHRA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal.
- 20) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or CHRA staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant’s lease, and CHRA may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner’s tenancy or both.
- 21) The CHRA may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the CHRA will send the owner a written warning and no fine will be assessed. The second time

6.0

that an owner violates the same rule, or any other, the CHRA will fine the tenant \$50.00. The CHRA may assess additional \$50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.

- 22) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide CHRA with:
  - a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and\
  - b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.
- 23) These Pet Rules are posted in the Clovis management office and are incorporated by reference into the Lease.

**The Clovis (NM) Housing and Redevelopment Agency**

**PET PERMIT AND AGREEMENT**

I acknowledge that I have read, understand and agree to comply with all aspects of CHRA's Pet Policy.

I also understand that I must give to CHRA the name of an individual or Agency who will be contacted should I become incapable of caring for my pet(s) because of illness, incapacitation or death. That person or Agency is:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NO.

The pet(s) I wish to keep in my dwelling unit is:

\_\_\_\_\_  
DESCRIPTION

\_\_\_\_\_  
DESCRIPTION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHRA REPRESENTATIVE

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
RESIDENT

### 903.7(10) Civil Rights Certification

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its public housing and Section 8 assistance programs.

The PHA will not, on the grounds of race, color, creed, sex, religion, age, disability, national origin or familial status:

- Deny a person or family admission to housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the public housing programs.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA prominently displays a fair housing poster at each office where applications are taken and at each management office.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

6.0

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.  
The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

The PHA will undertake the following efforts to affirmatively market fair housing to ensure that all low-income families understand the availability of housing assistance and feel welcome to participate in our program:

- Place ads in newspaper
- Distribute flyers throughout the community

#### 903.7(11) Fiscal Year Audit

The PHA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).

The most recent fiscal audit was submitted to HUD.

There were some findings as the result of that audit.

All findings have been resolved to HUD's satisfaction.

#### 903.7(12) Asset Management ***NOT APPLICABLE***

#### 903.7(13) Violence Against Women Act (VAWA) ***NO CHANGE***

The Clovis Housing and Redevelopment Agency has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The CHRA goal to provide an improved living environment is being met by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing. Goals and objectives include to identify and provide outreach services; provide housing assistance; and to provide expedient assistance to victims and families.

Towards its effort to meet the CHRA goal to promote self-sufficiency and asset development of assisted households the CHRA is partnering with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again. Among these are the Hartley House Shelter for Domestic Violence and the Beacon of Light Advocacy Mission.

In addition, the CHRA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the CHRA's intent to maintain compliance with all applicable requirements imposed by VAWA.

**6.0**

The CHRA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Create and maintain collaborative partnerships between CHRA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by CHRA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by CHRA; maintain compliance with all applicable requirements imposed by VAWA.
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by CHRA.

CHRA shall train its staff on the required confidentiality issues imposed by VAWA.

Finally, the CHRA is providing for the transfer of affected family to a different development.

**Section 6.0 b**

Identify where the Annual PHA Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA.

- Main Administrative Office – 2101 West Grand Avenue, Clovis, NM 88101

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**  
*Include statements related to these programs as applicable.*

a. HOPE VI or Mixed Finance Modernization or Development ***NO CHANGE***

The PHA has not received a HOPE VI revitalization grant.

The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

b. Demolition and/or Disposition ***NO CHANGE***

7.0

The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.

c. Conversion of Public Housing

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

The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

d. Homeownership

A. Public Housing

The PHA does not administer any homeownership programs for public housing.

B. Section 8 Tenant Based Assistance ***NO CHANGE***

The PHA does plan to administer any homeownership programs for section 8

**Program Description:**

The PHA will limit the number of families participating in the Section 8 homeownership option to a maximum of 25 participants this fiscal year.

The PHA has established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria as follows:

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family.

The CHRA must approve a live-in aide, if needed as a reasonable accommodation, so that the program is readily accessible to and usable by persons with disabilities.

The CHRA will offer the homeownership option only to participating families who:

- Have completed an initial 1 year Lease Term with CHRA in the past 12 months and does not owe CHRA or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.
- The CHRA will limit issue of homeownership vouchers to a maximum total of twenty-five (25) families assisted at any given time.

**Eligibility Requirements**

The family must meet all of the requirements listed below before the commencement of homeownership assistance:

7.0

- The family must be eligible for the Housing Choice Voucher Program.
- The family must qualify as a first-time homeowner, or may be a co-operative member.
- The family must meet the Federal minimum income requirement: Unless the family is disabled, the family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement. For elderly or disabled families, welfare assistance shall be included only as if pertains to those adult elderly or disabled family members who will own the home.
- Unless the family is elderly or disabled, the family must meet the Federal minimum employment requirement: At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance. HUD regulations define “full-time employment” as not less than an average of 30 hours/week. \* A family member is considered to be continuously employed even if that family has experienced a break in employment, provided that the break in employment:
  - did not exceed 7 calendar days; and
  - did not occur within the 6 month period immediately prior to the family’s request to utilize the homeownership option; and
  - has been the only break in employment within the past 12 calendar months.
- Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

The CHRA will impose the following additional initial requirements:

- The family has had no family-caused violations of HUD’s Quality Standards within the past 12 months.
- The family has not committed any serious or repeated violations of a PHA-assisted lease within the previous 12 months.
- FSS participation is not required; however, if applications exceed the maximum number allowed, FSS will be given preference.
- The family must have a current Housing Choice Voucher that can be converted to a Homeownership Voucher.

e. Project-based Vouchers ***NO CHANGE***

Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.

|     |  |
|-----|--|
| 8.0 | <b>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</b>   |
| 8.1 | <p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> <li>▪ 2010 Capital Fund Program Annual Statement - attachment nm002a01</li> <li>▪ 2009 Performance and Evaluation Report – attachment nm002c01</li> <li>▪ 2008 Performance and Evaluation Report - attachment nm002d01</li> <li>▪ 2007 Performance and Evaluation Report - attachment nm002e01</li> </ul> |
| 8.2 | <p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Required report is included as following attachment:</p> <ul style="list-style-type: none"> <li>▪ FY 2010 Capital Fund Program 5 Year Action Plan - attachment nm002b01</li> </ul>   |
| 8.3 | <p><b>Capital Fund Financing Program (CFFP).</b> <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>  |

|     |   |
|-----|---|
| 9.0 | <p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact”. <b><i>NOT APPLICABLE – PHA IS HIGH PERFORMER</i></b></p> |
| 9.1 | <p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. <i>NOT APPLICABLE – PHA IS HIGH PERFORMER</i></b></p>   |

|      |   |
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| 10.0 | <p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested. <b><i>NOT APPLICABLE – PHA IS HIGH PERFORMER</i></b></p> |
|------|---|



**Attachment: nm002a0101**

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>  |   |  |           |   |   |  |
|---|---|--|-----------|---|---|--|
| <b>PHA Name:</b><br>Clovis Housing and Redevelopment Agency, Inc              |   | <b>Grant Type and Number:</b><br>Capital Fund Program No: <b>NM02P002501-10</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |           |   | <b>FFY of Grant: 2010</b><br><b>FFY of Grant Approval: 2010</b> |  |
| <input checked="" type="checkbox"/> Original Annual Statement                 |   | <input type="checkbox"/> Reserved 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 1   |   |  |
|   |   | Original   | Revised 2 | Obligated   | Expended  |  |
| 1   | Total Non-Capital Funds                                   |  |           |   |   |  |
| 2   | 1406 Operating Expenses (may not exceed 20% of line 20) 3 | 0.00   |           |   |   |  |
| 3   | 1408 Management Improvements                              | 10,000.00  |           |   |   |  |
| 4   | 1410 Administration                                       | 24,500.00  |           |   |   |  |
| 5   | 1411 Audit  | 1,000.00   |           |   |   |  |
| 6   | 1415 Liquidated Damages                                   | 0.00   |           |   |   |  |
| 7   | 1430 Fees and Costs                                       | 30,000.00  |           |   |   |  |
| 8   | 1440 Site Acquisition                                     | 0.00   |           |   |   |  |
| 9   | 1450 Site Improvement                                     | 10,000.00  |           |   |   |  |
| 10  | 1460 Dwelling Structures                                  | 154,000.00   |           |   |   |  |
| 11  | 1465.1 Dwelling Equipment-Nonexpendable                   | 3,568.00   |           |   |   |  |
| 12  | 1470 Nondwelling Structures                               | 7,500.00   |           |   |   |  |
| 13  | 1475 Nondwelling Equipment                                | 4,000.00   |           |   |   |  |
| 14  | 1485 Demolition   | 0.00   |           |   |   |  |
| 15  | 1492 Moving to Work Demonstration                         | 0.00   |           |   |   |  |
| 16  | 1495.1 Relocation Costs                                   | 0.00   |           |   |   |  |
| 17  | 1499 Development Activities 4                             | 0.00   |           |   |   |  |

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>  |   |   |                                      |   |   |  |
|---|---|---|--------------------------------------|---|---|--|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b>             |   | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-10</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                                      |   | FFY of Grant: 2010<br>FFY of Grant Approval: 2010 |  |
| <input checked="" type="checkbox"/> Original Annual Statement                 |   | <input type="checkbox"/> Reserved 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  |                                      |   |   |  |
| No.   |   | Original  | Revised 2                            | Obligated   | Expended  |  |
| 18a   | 1501 Collateralization or Debt Service Paid by the PHA                      | 0.00  |                                      |   |   |  |
| 18b   | 9000 Collateralization or Debt Service paid Via System of Direct<br>Payment | - -   |                                      |   |   |  |
| 19  | 1502 Contingency (may not exceed 8% of Line 20)                             | 0.00  |                                      |   |   |  |
| 20  | Amount of Annual Grant (sums of lines 2-19)                                 | <b>\$244,568.00</b>   |                                      |   |   |  |
| 21  | Amount of Line 20 Related to LBP Activities                                 | 0.00  |                                      |   |   |  |
| 22  | Amount of Line 20 Related to Section 504 Compliance                         | 0.00  |                                      |   |   |  |
| 23  | Amount of Line 20 Related to Security - Soft Costs                          | 0.00  |                                      |   |   |  |
| 24  | Amount of Line 20 Related to Security - Hard Costs                          | 0.00  |                                      |   |   |  |
| 25  | Amount of Line 20 Related to Energy Conservation Measures                   | 15,000.00   |                                      |   |   |  |
| Signature of Executive Director<br><i>Charlotte Yonette</i>                   |   |   | Signature of Public Housing Director |   |   |  |
| Date<br><i>3/26/2010</i>  |   |   | Date                                 |   |   |  |

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

| <b>Part II: Supporting Pages</b>                                 |   |                            |   |                      |                     |                      |                                      |                |
|--|---|----------------------------|---|----------------------|---------------------|----------------------|--------------------------------------|----------------|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc</b> |   |                            | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-10</b><br>Replacement Housing Factor Grant No: _____ CFFP (Yes/No) <b>No</b><br>Date of CFFP: _____ |                      |                     |                      | Federal FFY of Grant:<br><b>2010</b> |                |
| Development Number<br>Name/PHA-Wide<br>Activities                | General Description of Major Work<br>Categories | Development<br>Account No. | Quantity  | Total Estimated Cost |                     | Total Actual Cost    |                                      | Status of Work |
|  |   |                            |   | Original             | Revised 1           | Funds<br>Obligated 2 | Funds<br>Expended 2                  |                |
| <b>PIC No.</b><br><b>NM002000001</b>                             |   |                            |   |                      |                     |                      |                                      |                |
| <b>HA-Wide</b>   | <b>Management Improvements:</b>                 |                            |   |                      |                     |                      |                                      |                |
|  | Staff Development                               |                            | 1   | 10,000.00            |                     |                      |                                      |                |
|  | <b>Total 1408</b>                               | 1408                       |   | <b>\$10,000.00</b>   |                     |                      |                                      |                |
| <b>HA-Wide</b>   | <b>Administration:</b>                          |                            |   |                      |                     |                      |                                      |                |
|  | Partial Salaries and Benefits                   |                            | 1   | 24,500.00            |                     |                      |                                      |                |
|  | <b>Total 1410</b>                               | 1410                       |   | <b>\$24,500.00</b>   |                     |                      |                                      |                |
| <b>HA-Wide</b>   | <b>Audit:</b>                                   |                            |   |                      |                     |                      |                                      |                |
|  | Capital Fund Part of Audit                      |                            | 1   | \$1,000.00           |                     |                      |                                      |                |
|  | <b>Total 1411</b>                               | 1411                       |   | <b>\$1,000.00</b>    |                     |                      |                                      |                |
| <b>HA-Wide</b>   | <b>Fees &amp; Costs: (A&amp;E Services)</b>     |                            |   |                      |                     |                      |                                      |                |
|  | <b>Total 1430</b>                               | 1430                       |   | <b>\$30,000.00</b>   |                     |                      |                                      |                |
| <b>HA-Wide</b>   | <b>Site Improvements:</b>                       |                            |   |                      |                     |                      |                                      |                |
| <b>HA-Wide</b>   | Replace Driveways and Sidewalks                 | 1450                       | 4   | 5,000.00             |                     |                      |                                      |                |
| <b>HA-Wide</b>   | Electrical Upgrade (site)                       | 1450                       | 8   | 5,000.00             |                     |                      |                                      |                |
|  | <b>Total 1450</b>                               |                            |   | <b>\$10,000.00</b>   |                     |                      |                                      |                |
|  | <b>Dwelling Structures:</b>                     |                            |   |                      |                     |                      |                                      |                |
| <b>HA-Wide</b>   | Evaporative Coolers                             | 1460                       | 10  | 10,000.00            |                     |                      |                                      |                |
| <b>DEV 2-1</b>   | Paint Trim                                      | 1460                       | 2   | 5,000.00             |                     |                      |                                      |                |
| <b>DEV 2-1</b>   | Replace Doors                                   | 1460                       | 6   | 9,000.00             |                     |                      |                                      |                |
| <b>DEV 2-1</b>   | Replace Roofing                                 | 1460                       | 8   | 35,000.00            |                     |                      |                                      |                |
| <b>HA-Wide</b>   | Replace Kitchen Cabinets                        | 1460                       | 12  | 45,000.00            |                     |                      |                                      |                |
| <b>DEV 2-1</b>   | Remodel Bathrooms - 2-story units               | 1460                       | 8   | 50,000.00            |                     |                      |                                      |                |
|  | <b>Total 1460</b>                               |                            |   | <b>\$154,000.00</b>  |                     |                      |                                      |                |
|  | <b>Dwelling Equipment:</b>                      |                            |   |                      |                     |                      |                                      |                |
| <b>DEV 2-1</b>   | Ranges and Refrigerators                        | 1465                       | 8   | \$3,568.00           |                     |                      |                                      |                |
|  | <b>Total 1465</b>                               |                            |   | <b>\$3,568.00</b>    |                     |                      |                                      |                |
| <b>HA-Wide</b>   | <b>Non-Dwelling Structures:</b>                 |                            |   |                      |                     |                      |                                      |                |
|  | <b>Total 1470</b>                               | 1470                       | 1   | <b>\$7,500.00</b>    |                     |                      |                                      |                |
|  | <b>Non-Dwelling Equipment:</b>                  |                            |   |                      |                     |                      |                                      |                |
| <b>HA-Wide</b>   | Tools and Equipment                             | 1475                       | 1   | 3,000.00             |                     |                      |                                      |                |
| <b>HA-Wide</b>   | Office Furniture                                | 1475                       | 2   | 1,000.00             |                     |                      |                                      |                |
|  | <b>Total 1475</b>                               |                            |   | <b>\$4,000.00</b>    |                     |                      |                                      |                |
| <b>TOTAL 2010 CAPITAL FUNDS GRANT</b>                            |   |                            |   |                      | <b>\$244,568.00</b> |                      |                                      |                |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 2 To be completed for the Performance and Evaluation Report

**Attachment: nm002b01**

**Capital Fund Program Five-Year Action Plan**

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Expires: 4/30/2011

| <b>Part I: Summary</b>  |   |  |   |  |   |   |
|---|---|--|---|--|---|---|
| PHA Name/Number<br><b>Clovis Housing and Redevelopment Agency, Inc. - NM002</b> |   |  | Locality (City/County& State)<br><b>Clovis / Curry Co. / New Mexico</b> |  | <input checked="" type="checkbox"/> <b>Original</b> | <input type="checkbox"/> Revision No. _____ |
| A.  | Development Number and Name<br><b>PIC No.<br/>NM002000001</b> | Work Statement for Year 1<br>FFY_2010_____ | Work Statement for Year 2<br>FFY_2011_____                              | Work Statement for Year 3<br>FFY_2012_____ | Work Statement for Year 4<br>FFY_2013_____          | Work Statement for Year 5<br>FFY_2014_____  |
| B.  | Physical Improvements   | Annual                                     | -   | -  | -   | -   |
|   | Subtotal  | Statement                                  | 167,568.00  | 167,568.00                                 | 167,568.00  | 167,568.00                                  |
| C.  | Management Improvements                                       |  | 10,000.00   | 10,000.00                                  | 10,000.00   | 10,000.00                                   |
| D.  | PHA-Wide Non-dwelling Structures and Equipment                |  | 7,000.00  | 7,000.00                                   | 7,000.00  | 7,000.00                                    |
| E.  | Administration  |  | 24,500.00   | 24,500.00                                  | 24,500.00   | 24,500.00                                   |
| F.  | Other   |  | 35,500.00   | 35,500.00                                  | 35,500.00   | 35,500.00                                   |
| G.  | Operations  |  | 0.00  | 0.00                                       | 0.00  | 0.00  |
| H.  | Demolition  |  | 0.00  | 0.00                                       | 0.00  | 0.00  |
| I.  | Development   |  | 0.00  | 0.00                                       | 0.00  | 0.00  |
| J.  | Capital Fund Financing - Debt Service                         |  | 0.00  | 0.00                                       | 0.00  | 0.00  |
| K.  | Total CFP Funds   |  | <b>\$244,568.00</b>   | <b>\$244,568.00</b>                        | <b>\$244,568.00</b>                                 | <b>\$244,568.00</b>                         |
| L.  | Total Non-CFP Funds   |  | 0.00  | 0.00                                       | 0.00  | 0.00  |
| M.  | Grand Total   |  | <b>\$244,568.00</b>   | <b>\$244,568.00</b>                        | <b>\$244,568.00</b>                                 | <b>\$244,568.00</b>                         |

Capital Fund Program Five-Year Action Plan

S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires: 4/30/2011

| <b>Part II: Supporting Pages - Physical Needs Work Statement(s)</b> |  |          |                     |  |          |                     |
|---|--|----------|---------------------|--|----------|---------------------|
| Work Statement for Year 1 FFY <u>2010</u>                           | Work Statement for Year <u>2</u><br>FFY <u>2011</u>                |          |                     | Work Statement for Year <u>3</u><br>FFY <u>2012</u>                |          |                     |
|   | Development Number/Name<br>General Description of Major Work Items | Quantity | Estimated Cost      | Development Number/Name<br>General Description of Major Work Items | Quantity | Estimated Cost      |
| See   | <b>NM002000001</b>   |          |                     | <b>NM002000001</b>   |          |                     |
| Annual Statement  | <b>HA-Wide</b>   |          |                     | <b>HA-Wide</b>   |          |                     |
|   | <b>Physical Improvements:</b>                                      |          |                     | <b>Physical Improvements:</b>                                      |          |                     |
|   | Replace driveways & sidewalks                                      | 4        | 5,000.00            | Replace driveways & sidewalks                                      | 4        | 5,000.00            |
|   | Electrical upgrade   | 8        | 5,000.00            | Electrical upgrade   | 8        | 5,000.00            |
|   | Evaporative coolers  | 10       | 10,000.00           | Evaporative coolers  | 10       | 10,000.00           |
|   | Replace cabinets   | 12       | 45,000.00           | Replace cabinets   | 12       | 45,000.00           |
|   | <b>Total Physical HA-Wide</b>                                      |          | <b>\$65,000.00</b>  | <b>Total Physical HA-Wide</b>                                      |          | <b>\$65,000.00</b>  |
|   | <b>Non-Dwelling Structures:</b>                                    | 1        | 7,000.00            | <b>Non-Dwelling Structures:</b>                                    | 1        | 7,000.00            |
|   | <b>Total Non-Dwelling HA-Wide</b>                                  |          | <b>\$7,000.00</b>   | <b>Total Non-Dwelling HA-Wide</b>                                  |          | <b>\$7,000.00</b>   |
|   |  |          |                     |  |          |                     |
|   | <b>DEV 2-1</b>   |          |                     | <b>DEV 2-1</b>   |          |                     |
|   | <b>Physical Improvements:</b>                                      |          |                     | <b>Physical Improvements:</b>                                      |          |                     |
|   | Paint trim   | 2        | 5,000.00            | Paint trim   | 2        | 5,000.00            |
|   | Replace doors  | 6        | 9,000.00            | Replace doors  | 6        | 9,000.00            |
|   | Replace roofs  | 8        | 35,000.00           | Replace roofs  | 8        | 35,000.00           |
|   | Remodel 2-stories - bathrooms                                      | 8        | 50,000.00           | Remodel 2-stories - bathrooms                                      | 8        | 50,000.00           |
|   | <b>Total Physical DEV 2-1</b>                                      |          | <b>\$99,000.00</b>  | <b>Total Physical DEV 2-1</b>                                      |          | <b>\$99,000.00</b>  |
|   | <b>Dwelling Equipment:</b>   |          |                     | <b>Dwelling Equipment:</b>   |          |                     |
|   | Ranges and refrigerators   | 8        | 3,568.00            | Ranges and refrigerators   | 8        | 3,568.00            |
|   | <b>Total Dwelling Equipment DEV 2-1</b>                            |          | <b>\$3,568.00</b>   | <b>Total Dwelling Equipment DEV 2-1</b>                            |          | <b>\$3,568.00</b>   |
|   |  |          |                     |  |          |                     |
|   | <b>Year 2011 Subtotal</b>  |          | <b>\$174,568.00</b> | <b>Year 2012 Subtotal</b>  |          | <b>\$174,568.00</b> |

| <b>Part II: Supporting Pages - Physical Needs Work Statement(s)</b> |  |                 |                     |  |                 |                     |
|---|--|-----------------|---------------------|--|-----------------|---------------------|
| Work Statement for<br>Year 1 FFY<br>2010                            | Work Statement for Year <u>4</u><br>FFY <u>2013</u>                |                 |                     | Work Statement for Year <u>5</u><br>FFY <u>2014</u>                |                 |                     |
|   | Development Number/Name<br>General Description of Major Work Items | Quantity        | Estimated Cost      | Development Number/Name<br>General Description of Major Work Items | Quantity        | Estimated Cost      |
| See   | <b>NM002000001</b>   |                 |                     | <b>NM002000001</b>   |                 |                     |
| Annual  | <b>HA-Wide</b>   |                 |                     | <b>HA-Wide</b>   |                 |                     |
| Statement   | <b>Physical Improvements:</b>                                      |                 |                     | <b>Physical Improvements:</b>                                      |                 |                     |
|   | Replace driveways & sidewalks                                      | 4               | 5,000.00            | Replace driveways & sidewalks                                      | 4               | 5,000.00            |
|   | Electrical upgrade   | 8               | 5,000.00            | Electrical upgrade   | 8               | 5,000.00            |
|   | Evaporative coolers  | 10              | 10,000.00           | Evaporative coolers  | 10              | 10,000.00           |
|   | Replace cabinets   | 12              | 45,000.00           | Replace cabinets   | 12              | 45,000.00           |
|   | <b>Total Physical HA-Wide</b>                                      |                 | <b>\$65,000.00</b>  | <b>Total Physical HA-Wide</b>                                      |                 | <b>\$65,000.00</b>  |
|   | <b>Non-Dwelling Structures:</b>                                    | 1               | 7,000.00            | <b>Non-Dwelling Structures:</b>                                    | 1               | 7,000.00            |
|   | <b>Total Non-Dwelling HA-Wide</b>                                  |                 | <b>\$7,000.00</b>   | <b>Total Non-Dwelling HA-Wide</b>                                  |                 | <b>\$7,000.00</b>   |
|   |  |                 |                     |  |                 |                     |
|   | <b>DEV 2-1</b>   |                 |                     | <b>DEV 2-1</b>   |                 |                     |
|   | <b>Physical Improvements:</b>                                      |                 |                     | <b>Physical Improvements:</b>                                      |                 |                     |
|   | Paint trim   | 2               | 5,000.00            | Paint trim   | 2               | 5,000.00            |
|   | Replace doors  | 6               | 9,000.00            | Replace doors  | 6               | 9,000.00            |
|   | Replace roofs  | 8               | 35,000.00           | Replace roofs  | 8               | 35,000.00           |
|   | Remodel 2-stories - bathrooms                                      | 8               | 50,000.00           | Remodel 2-stories - bathrooms                                      | 8               | 50,000.00           |
|   | <b>Total Physical DEV 2-1</b>                                      |                 | <b>\$99,000.00</b>  | <b>Total Physical DEV 2-1</b>                                      |                 | <b>\$99,000.00</b>  |
|   | <b>Dwelling Equipment:</b>   |                 |                     | <b>Dwelling Equipment:</b>   |                 |                     |
|   | Ranges and refrigerators   | 8               | 3,568.00            | Ranges and refrigerators   | 8               | 3,568.00            |
|   | <b>Total Dwelling Equipment DEV 2-1</b>                            |                 | <b>\$3,568.00</b>   | <b>Total Dwelling Equipment DEV 2-1</b>                            |                 | <b>\$3,568.00</b>   |
|   |  |                 |                     |  |                 |                     |
|   | <b>Year 2013</b>   | <b>Subtotal</b> | <b>\$174,568.00</b> | <b>Year 2014</b>   | <b>Subtotal</b> | <b>\$174,568.00</b> |





**Attachment: nm002c01**

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>   |   |  |           |                     |   |
|--|---|--|-----------|---------------------|---|
| <b>PHA Name:</b><br>Clovis Housing and Redevelopment Agency, Inc   |   | <b>Grant Type and Number:</b><br>Capital Fund Program No: <b>NM02P002501-09</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |           |                     | <b>FFY of Grant: 2009</b><br><b>FFY of Grant Approval: 2009</b> |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies |   | <input type="checkbox"/> Revised Annual Statement (revision no: )  |           |                     |   |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09              |   | <input type="checkbox"/> Final Performance and Evaluation Report   |           |                     |   |
| Line No.   | Summary by Development Account                            | Total Estimated Cost   |           | Total Actual Cost 1 |   |
|  |   | Original   | Revised 2 | Obligated           | Expended  |
| 1  | Total Non-Capital Funds                                   |  |           |                     |   |
| 2  | 1406 Operating Expenses (may not exceed 20% of line 20) 3 | 0.00   |           | 0.00                | 0.00  |
| 3  | 1408 Management Improvements                              | 5,000.00   |           | 5,000.00            | 0.00  |
| 4  | 1410 Administration                                       | 24,500.00  |           | 24,500.00           | 0.00  |
| 5  | 1411 Audit  | 1,000.00   |           | 1,000.00            | 0.00  |
| 6  | 1415 Liquidated Damages                                   | 0.00   |           | 0.00                | 0.00  |
| 7  | 1430 Fees and Costs                                       | 30,000.00  |           | 30,000.00           | 0.00  |
| 8  | 1440 Site Acquisition                                     | 0.00   |           | 0.00                | 0.00  |
| 9  | 1450 Site Improvement                                     | 9,000.00   |           | 0.00                | 0.00  |
| 10   | 1460 Dwelling Structures                                  | 165,683.00   |           | 38,684.33           | 0.00  |
| 11   | 1465.1 Dwelling Equipment-Nonexpendable                   | 3,385.00   |           | 0.00                | 0.00  |
| 12   | 1470 Nondwelling Structures                               | 2,000.00   |           | 0.00                | 0.00  |
| 13   | 1475 Nondwelling Equipment                                | 4,000.00   |           | 815.67              | 815.67  |
| 14   | 1485 Demolition   | 0.00   |           | 0.00                | 0.00  |
| 15   | 1492 Moving to Work Demonstration                         | 0.00   |           | 0.00                | 0.00  |
| 16   | 1495.1 Relocation Costs                                   | 0.00   |           | 0.00                | 0.00  |
| 17   | 1499 Development Activities 4                             | 0.00   |           | 0.00                | 0.00  |

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>   |   |   |                                      |                     |   |
|--|---|---|--------------------------------------|---------------------|---|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b>  |   | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-09</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                                      |                     | FFY of Grant: 2009<br>FFY of Grant Approval: 2009 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report |   |   |                                      |                     |   |
| No.  |   | Original  | Revised 2                            | Obligated           | Expended  |
| 18a  | 1501 Collateralization or Debt Service Paid by the PHA                      | 0.00  |                                      | 0.00                | 0.00  |
| 18b  | 9000 Collateralization or Debt Service paid Via System of Direct<br>Payment | -   | -                                    | -                   | -   |
|  |   | 0.00  |                                      | 0.00                | 0.00  |
| 19   | 1502 Contingency (may not exceed 8% of Line 20)                             | 0.00  |                                      | 0.00                | 0.00  |
| 20   | Amount of Annual Grant (sums of lines 2-19)                                 | <b>\$244,568.00</b>   |                                      | <b>\$100,000.00</b> | <b>\$815.67</b>                                   |
| 21   | Amount of Line 20 Related to LBP Activities                                 | 0.00  |                                      | 0.00                | 0.00  |
| 22   | Amount of Line 20 Related to Section 504 Compliance                         | 0.00  |                                      | 0.00                | 0.00  |
| 23   | Amount of Line 20 Related to Security - Soft Costs                          | 0.00  |                                      | 0.00                | 0.00  |
| 24   | Amount of Line 20 Related to Security - Hard Costs                          | 0.00  |                                      | 0.00                | 0.00  |
| 25   | Amount of Line 20 Related to Energy Conservation Measures                   | 15,000.00   |                                      | 0.00                | 0.00  |
| Signature of Executive Director<br><i>Chauvette Mallette</i>   |   |   | Signature of Public Housing Director |                     |   |
| Date<br><i>3/26/2010</i>   |   |   | Date                                 |                     |   |

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

| <b>Part II: Supporting Pages</b>                                 |   |   |      |                            |                     |                                      |                   |                      |                     |
|--|---|---|------|----------------------------|---------------------|--------------------------------------|-------------------|----------------------|---------------------|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc</b> |   | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-09</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |      |                            |                     | Federal FFY of Grant:<br><b>2009</b> |                   |                      |                     |
| Development Number<br>Name/PHA-Wide<br>Activities                |   | General Description of Major Work<br>Categories   |      | Development<br>Account No. | Quantity            | Total Estimated Cost                 | Total Actual Cost | Status of Work       |                     |
| <b>PIC No.</b><br><b>NM002000001</b>                             |   |   |      |                            |                     | Original                             | Revised 1         | Funds<br>Obligated 2 | Funds<br>Expended 2 |
| <b>HA-Wide</b>   | <b>Management Improvements:</b>             |   |      |                            |                     |                                      |                   |                      |                     |
|  | Staff Development                           | <b>Total 1408</b>   | 1408 | 1                          | 5,000.00            |                                      |                   | 5,000.00             | 0.00                |
|  |   |   |      |                            | <b>\$5,000.00</b>   |                                      |                   | <b>\$5,000.00</b>    | <b>\$0.00</b>       |
| <b>HA-Wide</b>   | <b>Administration:</b>                      |   |      |                            |                     |                                      |                   |                      |                     |
|  | Partial Salaries and Benefits               | <b>Total 1410</b>   | 1410 | 1                          | 24,500.00           |                                      |                   | 24,500.00            | 0.00                |
|  |   |   |      |                            | <b>\$24,500.00</b>  |                                      |                   | <b>\$24,500.00</b>   | <b>\$0.00</b>       |
| <b>HA-Wide</b>   | <b>Audit:</b>                               |   |      |                            |                     |                                      |                   |                      |                     |
|  | Capital Fund Part of Audit                  | <b>Total 1411</b>   | 1411 | 1                          | \$1,000.00          |                                      |                   | \$1,000.00           | \$0.00              |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | <b>Fees &amp; Costs: (A&amp;E Services)</b> |   |      |                            |                     |                                      |                   |                      |                     |
|  |   | <b>Total 1430</b>   | 1430 | 1                          | \$30,000.00         |                                      |                   | \$30,000.00          | \$0.00              |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | <b>Site Improvements:</b>                   |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | Replace Driveways and Sidewalks             |   | 1450 | 4                          | 5,000.00            |                                      |                   | 0.00                 | 0.00                |
| <b>HA-Wide</b>   | Electrical Upgrade                          |   | 1450 | 4                          | 4,000.00            |                                      |                   | 0.00                 | 0.00                |
|  |   | <b>Total 1450</b>   |      |                            | <b>\$9,000.00</b>   |                                      |                   | <b>\$0.00</b>        | <b>\$0.00</b>       |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
|  | <b>Dwelling Structures:</b>                 |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | Evaporative Coolers                         |   | 1460 | 10                         | 5,000.00            |                                      |                   | 0.00                 | 0.00                |
| <b>DEV 2-1</b>   | Painting Trim                               |   | 1460 | 2                          | 2,000.00            |                                      |                   | 0.00                 | 0.00                |
| <b>DEV 2-1</b>   | Stucco Two-Story Units                      |   | 1460 | 2                          | 20,000.00           |                                      |                   | 0.00                 | 0.00                |
| <b>DEV 2-1</b>   | Replace Doors                               |   | 1460 | 8                          | 10,000.00           |                                      |                   | 0.00                 | 0.00                |
| <b>HA-Wide</b>   | Replace Roofing                             |   | 1460 | 8                          | 67,000.00           |                                      |                   | 9,500.00             | 0.00                |
| <b>HA-Wide</b>   | Replace Kitchen Cabinets                    |   | 1460 | 8                          | 28,000.00           |                                      |                   | 29,184.33            | 0.00                |
| <b>DEV 2-1</b>   | Remodel Bathrooms - 2-story units           |   | 1460 | 5                          | 33,683.00           |                                      |                   | 0.00                 | 0.00                |
|  |   | <b>Total 1460</b>   |      |                            | <b>\$165,683.00</b> |                                      |                   | <b>\$38,684.33</b>   | <b>\$0.00</b>       |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
|  | <b>Dwelling Equipment:</b>                  |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | Ranges and Refrigerators                    | <b>Total 1465</b>   | 1465 | 8                          | \$3,385.00          |                                      |                   | \$0.00               | \$0.00              |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | <b>Non-Dwelling Structures:</b>             |   |      |                            |                     |                                      |                   |                      |                     |
|  |   | <b>Total 1470</b>   | 1470 | 1                          | \$2,000.00          |                                      |                   | \$0.00               | \$0.00              |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
|  | <b>Non-Dwelling Equipment:</b>              |   |      |                            |                     |                                      |                   |                      |                     |
| <b>HA-Wide</b>   | Tools and Equipment                         |   | 1475 | 1                          | 2,000.00            |                                      |                   | 409.35               | 409.35              |
| <b>HA-Wide</b>   | Office Furniture                            |   | 1475 | 2                          | 2,000.00            |                                      |                   | 406.32               | 406.32              |
|  |   | <b>Total 1475</b>   |      |                            | <b>\$4,000.00</b>   |                                      |                   | <b>\$815.67</b>      | <b>\$815.67</b>     |
|  |   |   |      |                            |                     |                                      |                   |                      |                     |
|  | <b>TOTAL 2009 CAPITAL FUNDS GRANT</b>       |   |      |                            | <b>\$244,568.00</b> |                                      |                   | <b>\$100,000.00</b>  | <b>\$815.67</b>     |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

**Attachment: nm002d01**

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>   |  |   |                      |                                |   |
|--|--|---|----------------------|--------------------------------|---|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b>  |  | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-08</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                      |                                | FFY of Grant: <b>2008</b><br>FFY of Grant Approval: <b>2008</b> |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies |  | <input type="checkbox"/> Revised Annual Statement (revision no: )   |                      |                                |   |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09              |  | <input type="checkbox"/> Final Performance and Evaluation Report  |                      |                                |   |
| Line No.   | Summary by Development Account                                       | Total Estimated Cost  |                      | Total Actual Cost <sup>1</sup> |   |
|  |  | Original  | Revised <sup>2</sup> | Obligated                      | Expended  |
| 1  | Total Non-Capital Funds  |   |                      |                                |   |
| 2  | 1406 Operating Expenses (may not exceed 20% of line 20) <sup>3</sup> | 0.00  | 5,000.00             | 5,000.00                       | 5,000.00  |
| 3  | 1408 Management Improvements   | 14,000.00   | 10,000.00            | 10,000.00                      | 0.00  |
| 4  | 1410 Administration  | 22,053.00   | 24,376.00            | 24,376.00                      | 0.00  |
| 5  | 1411 Audit   | 1,000.00  | 1,000.00             | 1,000.00                       | 0.00  |
| 6  | 1415 Liquidated Damages  | 0.00  | 0.00                 | 0.00                           | 0.00  |
| 7  | 1430 Fees and Costs  | 17,000.00   | 21,000.00            | 21,000.00                      | 8,979.58  |
| 8  | 1440 Site Acquisition  | 0.00  | 0.00                 | 0.00                           | 0.00  |
| 9  | 1450 Site Improvement  | 10,000.00   | 5,000.00             | 5,000.00                       | 3,452.45  |
| 10   | 1460 Dwelling Structures   | 132,187.00  | 167,000.00           | 144,307.00                     | 75,181.37   |
| 11   | 1465.1 Dwelling Equipment-Nonexpendable                              | 3,200.00  | 3,385.00             | 3,385.00                       | 0.00  |
| 12   | 1470 Nondwelling Structures  | 5,000.00  | 4,000.00             | 2,932.00                       | 2,931.58  |
| 13   | 1475 Nondwelling Equipment   | 0.00  | 3,000.00             | 3,000.00                       | 3,000.00  |
| 14   | 1485 Demolition  | 0.00  | 0.00                 | 0.00                           | 0.00  |
| 15   | 1492 Moving to Work Demonstration                                    | 0.00  | 0.00                 | 0.00                           | 0.00  |
| 16   | 1495.1 Relocation Costs  | 0.00  | 0.00                 | 0.00                           | 0.00  |
| 17   | 1499 Development Activities <sup>4</sup>                             | 0.00  | 0.00                 | 0.00                           | 0.00  |

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
 4 RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>  |   |   |                                      |   |                    |
|---|---|---|--------------------------------------|---|--------------------|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b>                                 |   | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-08</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                                      | FFY of Grant: 2008<br>FFY of Grant Approval: 2008                 |                    |
| <input type="checkbox"/> Original Annual Statement  |   | <input type="checkbox"/> Reserved for Disasters/Emergencies   |                                      | <input type="checkbox"/> Revised Annual Statement (revision no: ) |                    |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 |   | <input type="checkbox"/> Final Performance and Evaluation Report  |                                      |   |                    |
| No.   |   | Original  | Revised 2                            | Obligated   | Expended           |
| 18a   | 1501 Collateralization or Debt Service Paid by the PHA                      | 0.00  | 0.00                                 | 0.00  | 0.00               |
| 18b   | 9000 Collateralization or Debt Service paid Via System of Direct<br>Payment | -   | -                                    | -   | -                  |
|   |   | 0.00  | 0.00                                 | 0.00  | 0.00               |
| 19  | 1502 Contingency (may not exceed 8% of Line 20)                             | 17,000.00   | 0.00                                 | 0.00  | 0.00               |
| 20  | Amount of Annual Grant (sums of lines 2-19)                                 | <b>\$221,440.00</b>   | <b>\$243,761.00</b>                  | <b>\$220,000.00</b>   | <b>\$98,544.98</b> |
| 21  | Amount of Line 20 Related to LBP Activities                                 | 0.00  | 0.00                                 | 0.00  | 0.00               |
| 22  | Amount of Line 20 Related to Section 504 Compliance                         | 0.00  | 0.00                                 | 0.00  | 0.00               |
| 23  | Amount of Line 20 Related to Security - Soft Costs                          | 0.00  | 0.00                                 | 0.00  | 0.00               |
| 24  | Amount of Line 20 Related to Security - Hard Cos:s                          | 0.00  | 0.00                                 | 0.00  | 0.00               |
| 25  | Amount of Line 20 Related to Energy Conservation Measures                   | 129,187.00  | 157,000.00                           | 157,000.00  | 157,000.00         |
| Signature of Executive Director<br><i>Charlotta Yount</i>   |   |   | Signature of Public Housing Director |   |                    |
| Date<br><i>3/26/2010</i>  |   |   | Date                                 |   |                    |

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

**Part II: Supporting Pages**

| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b> |  | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-08</b><br>Replacement Housing Factor Grant No: _____ CFFP (Yes/No) <b>No</b><br>Date of CFFP: _____ |          |                      |                      |                                 |                                | Federal FFY of Grant:<br><b>2008</b> |  |
|---|--|---|----------|----------------------|----------------------|---------------------------------|--------------------------------|--------------------------------------|--|
| Development Number<br>Name/PHA-Wide<br>Activities                 | General Description of Major Work<br>Categories  | Development<br>Account No.  | Quantity | Total Estimated Cost |                      | Total Actual Cost               |                                | Status of Work                       |  |
| <b>PIC No.</b><br><b>NM002000001</b>                              |  |   |          | Original             | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                                      |  |
| <b>HA-Wide</b>  | Operations <b>Total 1406</b>                     | <b>1406</b>   | 1        | <b>\$0.00</b>        | <b>\$5,000.00</b>    | <b>\$5,000.00</b>               | <b>\$5,000.00</b>              | <b>100.00%</b>                       |  |
| <b>HA-Wide</b>  | Staff Development                                | <b>1408</b>   | 1        | 10,000.00            | 8,000.00             | 8,000.00                        | 0.00                           |                                      |  |
| <b>HA-Wide</b>  | Technical Assistance                             | <b>1408</b>   | 1        | 4,000.00             | 2,000.00             | 2,000.00                        | 0.00                           |                                      |  |
|   | <b>Total 1408</b>                                |   |          | <b>\$14,000.00</b>   | <b>\$10,000.00</b>   | <b>\$10,000.00</b>              | <b>\$0.00</b>                  |                                      |  |
| <b>HA-Wide</b>  | Partial Salaries and Benefits <b>Total 1410</b>  | <b>1410</b>   | 1        | <b>\$22,053.00</b>   | <b>\$24,376.00</b>   | <b>\$24,376.00</b>              | <b>\$0.00</b>                  | <b>0.00%</b>                         |  |
| <b>HA-Wide</b>  | Capital Fund Part of Audit <b>Total 1411</b>     | <b>1411</b>   | 1        | <b>\$1,000.00</b>    | <b>\$1,000.00</b>    | <b>\$1,000.00</b>               | <b>\$0.00</b>                  | <b>0.00%</b>                         |  |
| <b>HA-Wide</b>  | A&E Services <b>Total 1430</b>                   | <b>1430</b>   | 1        | <b>\$17,000.00</b>   | <b>\$21,000.00</b>   | <b>\$21,000.00</b>              | <b>\$8,979.58</b>              | <b>43.00%</b>                        |  |
| <b>HA-Wide</b>  | Concrete Sidewalks & Driveways <b>Total 1450</b> | <b>1450</b>   | 1        | <b>\$10,000.00</b>   | <b>\$5,000.00</b>    | <b>\$5,000.00</b>               | <b>\$3,452.45</b>              | <b>70.00%</b>                        |  |
| <b>HA-Wide</b>  | Replace Roofs                                    | <b>1460</b>   | 5        | 0.00                 | 35,000.00            | 46,307.00                       | 14,323.10                      |                                      |  |
| <b>Dev 2-1</b>  | Replace Windows                                  | <b>1460</b>   | 13       | 52,187.00            | 77,000.00            | 50,000.00                       | 22,958.27                      |                                      |  |
| <b>Dev 2-1</b>  | Replace Cabinets                                 | <b>1460</b>   | 10       | 30,000.00            | 35,000.00            | 35,000.00                       | 35,000.00                      |                                      |  |
| <b>Dev 2-1</b>  | Replace doors on 2-story units                   | <b>1460</b>   | 5        | 20,000.00            | 10,000.00            | 3,000.00                        | 2,900.00                       |                                      |  |
| <b>Dev 2-1</b>  | Remodel 2-story bathrooms                        | <b>1460</b>   | 8        | 30,000.00            | 10,000.00            | 10,000.00                       | 0.00                           |                                      |  |
|   | <b>Total 1460</b>                                |   |          | <b>\$132,187.00</b>  | <b>\$167,000.00</b>  | <b>\$144,307.00</b>             | <b>\$75,181.37</b>             | <b>45.02%</b>                        |  |
| <b>HA-Wide</b>  | Refrigerators/Ranges <b>Total 1465</b>           | <b>1465</b>   | 10       | <b>\$3,200.00</b>    | <b>\$3,385.00</b>    | <b>\$3,385.00</b>               | <b>\$0.00</b>                  | <b>0.00%</b>                         |  |
| <b>HA-Wide</b>  | Building Improvements <b>Total 1470</b>          | <b>1470</b>   | 1        | <b>\$5,000.00</b>    | <b>\$4,000.00</b>    | <b>\$2,932.00</b>               | <b>\$2,931.58</b>              | <b>100.00%</b>                       |  |
| <b>HA-Wide</b>  | Tools and Equipment <b>Total 1475</b>            | <b>1475</b>   | 1        | <b>\$0.00</b>        | <b>\$3,000.00</b>    | <b>\$3,000.00</b>               | <b>\$3,000.00</b>              | <b>100.00%</b>                       |  |
| <b>HA-Wide</b>  | Contingency <b>Total 1502</b>                    | <b>1502</b>   |          | <b>\$17,000.00</b>   | <b>\$0.00</b>        | <b>\$0.00</b>                   | <b>\$0.00</b>                  |                                      |  |
|   | <b>TOTAL 2008 CAPITAL FUNDS GRANT</b>            |   |          | <b>\$221,440.00</b>  | <b>\$243,761.00</b>  | <b>\$220,000.00</b>             | <b>\$98,544.98</b>             |                                      |  |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

**Attachment: nm002e01**

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>   |   |   |            |                     |   |  |
|--|---|---|------------|---------------------|---|--|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b>  |   | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-07</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |            |                     | FFY of Grant: <b>2007</b><br>FFY of Grant Approval: <b>2007</b> |  |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report |   |   |            |                     |   |  |
| Line No.   | Summary by Development Account                            | Total Estimated Cost  |            | Total Actual Cost 1 |   |  |
|  |   | Original  | Revised 2  | Obligated           | Expended  |  |
| 1  | Total Non-Capital Funds                                   |   |            |                     |   |  |
| 2  | 1406 Operating Expenses (may not exceed 20% of line 20) 3 | 0.00  | 0.00       | 0.00                | 0.00  |  |
| 3  | 1408 Management Improvements                              | 14,000.00   | 14,000.00  | 14,000.00           | 8,531.26  |  |
| 4  | 1410 Administration                                       | 22,053.00   | 22,053.00  | 22,053.00           | 22,053.00   |  |
| 5  | 1411 Audit  | 1,000.00  | 1,000.00   | 1,000.00            | 1,000.00  |  |
| 6  | 1415 Liquidated Damages                                   | 0.00  | 0.00       | 0.00                | 0.00  |  |
| 7  | 1430 Fees and Costs                                       | 17,000.00   | 17,000.00  | 17,000.00           | 17,000.00   |  |
| 8  | 1440 Site Acquisition                                     | 0.00  | 0.00       | 0.00                | 0.00  |  |
| 9  | 1450 Site Improvement                                     | 10,000.00   | 9,000.00   | 9,000.00            | 9,000.00  |  |
| 10   | 1460 Dwelling Structures                                  | 145,187.00  | 148,849.76 | 148,849.76          | 148,849.76  |  |
| 11   | 1465.1 Dwelling Equipment-Nonexpendable                   | 3,200.00  | 3,032.00   | 3,032.00            | 3,032.00  |  |
| 12   | 1470 Nondwelling Structures                               | 5,000.00  | 2,581.25   | 2,581.25            | 2,581.25  |  |
| 13   | 1475 Nondwelling Equipment                                | 4,000.00  | 3,923.99   | 3,923.99            | 3,923.99  |  |
| 14   | 1485 Demolition   | 0.00  | 0.00       | 0.00                | 0.00  |  |
| 15   | 1492 Moving to Work Demonstration                         | 0.00  | 0.00       | 0.00                | 0.00  |  |
| 16   | 1495.1 Relocation Costs                                   | 0.00  | 0.00       | 0.00                | 0.00  |  |
| 17   | 1499 Development Activities 4                             | 0.00  | 0.00       | 0.00                | 0.00  |  |

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Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
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U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

| <b>Part I: Summary</b>   |   |   |                                      |                     |   |                     |
|--|---|---|--------------------------------------|---------------------|---|---------------------|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b>  |   | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-07</b><br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                                      |                     | FFY of Grant: <b>2007</b><br>FFY of Grant Approval: <b>2007</b> |                     |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies |   | <input type="checkbox"/> Revised Annual Statement (revision no: )   |                                      |                     |   |                     |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09              |   | <input type="checkbox"/> Final Performance and Evaluation Report  |                                      |                     |   |                     |
| No.  |   | Original  | Revised 2                            | Obligated           | Expended  |                     |
| 18a  | 1501 Collateralization or Debt Service Paid by the PHA                      | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 18b  | 9000 Collateralization or Debt Service paid Via System of Direct<br>Payment | -   | -                                    | -                   |   | -                   |
|  |   | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 19   | 1502 Contingency (may not exceed 8% of Line 20)                             | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 20   | Amount of Annual Grant (sums of lines 2-19)                                 | <b>\$221,440.00</b>   | <b>\$221,440.00</b>                  | <b>\$221,440.00</b> |   | <b>\$215,971.26</b> |
| 21   | Amount of Line 20 Related to LBP Activities                                 | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 22   | Amount of Line 20 Related to Section 504 Compliance                         | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 23   | Amount of Line 20 Related to Security - Soft Costs                          | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 24   | Amount of Line 20 Related to Security - Hard Costs                          | 0.00  | 0.00                                 | 0.00                |   | 0.00                |
| 25   | Amount of Line 20 Related to Energy Conservation Measures                   | 87,200.00   | 87,200.00                            | 87,200.00           |   | 87,200.00           |
| Signature of Executive Director  |   |   | Signature of Public Housing Director |                     |   |                     |
| Date   |   |   | Date                                 |                     |   |                     |
| <i>Marquette Mallett</i> 3/26/2010   |   |   |                                      |                     |   |                     |

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- 4 RHF funds shall be included here.

| <b>Part II: Supporting Pages</b>                                  |   |  |   |          |                      |                     |                      |                                      |                |
|---|---|--|---|----------|----------------------|---------------------|----------------------|--------------------------------------|----------------|
| PHA Name:<br><b>Clovis Housing and Redevelopment Agency, Inc.</b> |   |  | Grant Type and Number:<br>Capital Fund Program No: <b>NM02P002501-07</b><br>Replacement Housing Factor Grant No: _____ CFFP (Yes/No) <b>No</b><br>Date of CFFP: _____ |          |                      |                     |                      | Federal FFY of Grant:<br><b>2007</b> |                |
| Development Number<br>Name/PHA-Wide<br>Activities                 | General Description of Major Work<br>Categories |  | Development<br>Account No.  | Quantity | Total Estimated Cost |                     | Total Actual Cost    |                                      | Status of Work |
| <b>PIC No.</b><br><b>NM002000001</b>                              |   |  |   |          | Original             | Revised 1           | Funds<br>Obligated 2 | Funds<br>Expended 2                  |                |
| <b>HA-Wide</b>  | Operating Expense <b>Total 1406</b>             |  | 1406  | 1        | <b>\$0.00</b>        | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$0.00</b>                        |                |
| <b>HA-Wide</b>  | Staff Development                               |  | 1408  | 1        | 10,000.00            | 10,000.00           | 10,000.00            | 8,531.26                             | <b>85.00%</b>  |
| <b>HA-Wide</b>  | Technical Assistance                            |  | 1408  | 1        | 4,000.00             | 4,000.00            | 4,000.00             | 0.00                                 | <b>0.00%</b>   |
|   | <b>Total 1408</b>                               |  |   |          | <b>\$14,000.00</b>   | <b>\$14,000.00</b>  | <b>\$14,000.00</b>   | <b>\$8,531.26</b>                    |                |
| <b>HA-Wide</b>  | Partial Salaries and Benefits <b>Total 1410</b> |  | 1410  | 1        | <b>\$22,053.00</b>   | <b>\$22,053.00</b>  | <b>\$22,053.00</b>   | <b>\$22,053.00</b>                   | <b>100.00%</b> |
| <b>HA-Wide</b>  | Capital Fund Part of Audit <b>Total 1411</b>    |  | 1411  | 1        | <b>\$1,000.00</b>    | <b>\$1,000.00</b>   | <b>\$1,000.00</b>    | <b>\$1,000.00</b>                    | <b>100.00%</b> |
| <b>HA-Wide</b>  | A&E Services <b>Total 1430</b>                  |  | 1430  |          | <b>\$17,000.00</b>   | <b>\$17,000.00</b>  | <b>\$17,000.00</b>   | <b>\$17,000.00</b>                   | <b>100.00%</b> |
| <b>HA-Wide</b>  | Concrete Parking Lot <b>Total 1450</b>          |  | 1450  | 3        | <b>\$10,000.00</b>   | <b>\$9,000.00</b>   | <b>\$9,000.00</b>    | <b>\$9,000.00</b>                    | <b>100.00%</b> |
| <b>HA-Wide</b>  | Replace Roofs                                   |  | 1460  | 7        | 35,000.00            | 35,633.67           | 35,633.67            | 35,633.67                            | <b>100.00%</b> |
| <b>HA-Wide</b>  | Water Heaters                                   |  | 1460  | 10       | 3,000.00             | 2,628.09            | 2,628.09             | 2,628.09                             | <b>100.00%</b> |
| <b>Dev 2-2</b>  | Light Bulb Replacement                          |  | 1460  | 50       | 5,000.00             | 4,854.11            | 4,854.11             | 4,854.11                             | <b>100.00%</b> |
| <b>Dev 2-2</b>  | Replace Evaporative Coolers                     |  | 1460  | 7        | 6,000.00             | 3,974.33            | 3,974.33             | 3,974.33                             | <b>100.00%</b> |
| <b>Dev 2-1</b>  | Remodel 2 Story                                 |  | 1460  | 2        | 45,187.00            | 48,416.18           | 48,416.18            | 48,416.18                            | <b>100.00%</b> |
| <b>Dev 2-1</b>  | Replace Cabinets                                |  | 1460  | 8        | 33,000.00            | 35,240.83           | 35,240.83            | 35,240.83                            | <b>100.00%</b> |
| <b>Dev 2-1</b>  | Replace Central Heaters                         |  | 1460  | 18       | 18,000.00            | 18,102.55           | 18,102.55            | 18,102.55                            | <b>100.00%</b> |
|   | <b>Total 1460</b>                               |  |   |          | <b>\$145,187.00</b>  | <b>\$148,849.76</b> | <b>\$148,849.76</b>  | <b>\$148,849.76</b>                  |                |
| <b>HA-Wide</b>  | Ranges/Refrigerators <b>Total 1465</b>          |  | 1465  | 11       | <b>\$3,200.00</b>    | <b>\$3,032.00</b>   | <b>\$3,032.00</b>    | <b>\$3,032.00</b>                    | <b>100.00%</b> |
| <b>HA-Wide</b>  | Building Improvements <b>Total 1470</b>         |  | 1470  | 2        | <b>\$5,000.00</b>    | <b>\$2,581.25</b>   | <b>\$2,581.25</b>    | <b>\$2,581.25</b>                    | <b>100.00%</b> |
| <b>HA-Wide</b>  | Tools/Computers <b>Total 1475</b>               |  | 1475  | 1        | <b>\$4,000.00</b>    | <b>\$3,923.99</b>   | <b>\$3,923.99</b>    | <b>\$3,923.99</b>                    | <b>100.00%</b> |
| <b>HA-Wide</b>  | Contingency <b>Total 1502</b>                   |  | 1502  |          | <b>\$0.00</b>        | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$0.00</b>                        |                |
| <b>TOTAL 2007 CAPITAL FUNDS GRANT</b>                             |   |  |   |          | <b>\$221,440.00</b>  | <b>\$221,440.00</b> | <b>\$221,440.00</b>  | <b>\$215,971.26</b>                  |                |

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

Attachment: nm002f01  
Clovis Housing & Redevelopment Agency  
Resident Advisory Board Consultation Process and Comments – FYB 2010

1. **Resident notification of appointment to the Advisory Board**  
At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board - February 2, 2010
2. **Resident Advisory Board Selection**  
Selection made from resident/participant response - February 9, 2010
3. **Meeting Organization**  
Schedule date to meet with Resident Advisory Board for input to PHA Plan - February 12, 2010  
Notify Resident Advisory Board of scheduled meeting - February 12, 2010  
Hold Resident Advisory Board meeting - February 17, 2010
4. **Notification of Public Hearing**  
Schedule date for Public Hearing and place ad - January 21, 2010  
Notify Resident Advisory Board - February 17, 2010  
Hold Public Hearing meeting - March 11, 2010
5. **Documentation of resident recommendations and PHA's response to recommendations**

A Resident Advisory Board meeting was on February 17, 2010 at 1:15 p.m. at CHRA 2101 W. Grand Avenue, Clovis, New Mexico. The resident meeting was called to order on time. The meeting was conducted and presentations made by Latonia Blue, public housing FSS Coordinator and Tara Dickson, public housing Eligibility Specialist. Total attending was 18.

A brief explanation of the Agency Plan Resident Advisory Board rules of order and conduct was presented by the meeting officer.

An explanation of the 5-Year and Annual PHA Plan requirements, the resident participation process, and the funding allocation of an estimated \$473,675 for Operating Funds and \$244,568 for FY 2010 Capital Funds was presented.

A summary of resident comments and PHA response to comments follows:

**Comment:** Need to gather info on ISA program (interested in starting program)

**PHA Response:** The ISA program is associated with the FSS Program. The HA decided and it is in their FSS Plan to administer the escrow balances collectively in one account held by the HA. The HA does not employ enough staff to maintain ISA Program.

**Comment:** Addressed concerns regarding status of waiting list

**PHA Response:** Waiting List for Section 8 Vouchers is currently closed and will remain so until enough funds are available to lease up additional families. Currently there are more people on the Section 8 waiting list than we can assist within a 12 month period.

**Comment:** Addressed concerns regarding two-story windows & modifications

**PHA Response:** The window project was a part of ARRA and due to the construction of the 2-story units the HA put in larger and heavier windows. The windows are too heavy to be sustained by the anchors therefore we have determined and the Manufacturer and Contractor agree that the windows will be changed out so that there is no potential for damage to the window or any probability of accidents to families.