

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING

- Reduce public housing vacancies

PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #2

- Improve public housing management
- Renovate or modernize public housing units

PHA GOAL #3: PROVIDE AN IMPROVED LIVING ENVIRONMENT

The PHA established the following objectives to strive in meeting goal #3

- Implement public housing security improvements

PHA GOAL #4: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS

The PHA established the following objectives to strive in meeting goal #4

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
The following PHA Plan elements marked "X" have been revised since the last Annual Plan submission by the Housing Authority of Costilla County. N/C denotes NO CHANGE and N/A denotes NOT APPLICABLE

- N/C 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures
- X 903.7(2) Financial Resources
- N/C 903.7(3) Rent Determination
- N/C 903.7(4) Operations and Management
- N/C 903.7(5) Grievance Procedures
- N/C 903.7(6) Designated Housing for Elderly and Disable Families
- N/C 903.7(7) Community Service and Self-Sufficiency
- N/C 903.7(8) Safety and Crime Prevention
- N/C 903.7(9) Pets
- N/C 903.7(10) Civil Rights Certification
- X 903.7(11) Fiscal Year Audit
- N/A 903.7(12) Asset Management
- N/C 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.
The following is the specific locations where the public may obtain copies of the 2011 Five Year and Annual Plan:

- Administrative Office
915 Pedro St.
San Luis, CO 81152

PHA Plan Elements

9037(1) Eligibility, selection and Admission 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 .

(1) Eligibility

The Housing Authority of Costilla County verifies eligibility for admission to public housing when application is submitted and when families are 2nd from the top of the list.

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
- 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 have contributed to the negative reporting.

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

- Local law enforcement agencies
- State law enforcement agencies

(2) Selection and Assignment

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

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 circumstance:

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA
- Domestic Violence

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

6.0

(4) Unit Assignment

Applicants are ordinarily given two (2) vacant unit choices before they fall to the bottom of, or removed from the waiting list. This policy is consistent across all waiting list types.

(5) Maintaining Waiting List

The Housing Authority of Costilla County maintains a community-wide and sub-jurisdictional waiting lists. Interested persons may apply for admission to public housing at the main administrative office located at 915 Pedro St., San Luis, CO 81152

The Housing Authority of Costilla County does not plan to operate any site based waiting lists.

(6) Occupancy

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

Residents must notify the PHA of changes in family composition:

- At any time family composition changes
- At family request for revision
- Within 10 days of change

(7) Deconcentration and Income Mixing

NOT APPLICABLE-PHA DOES NOT ADMINISTER SECTION 8

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2011 grants)		
a) Public Housing Operating Fund	183,171.00	
b) Public Housing Capital Fund	82,549.00	
Other Federal Grants CFRG 2010	123,562.00	Capital replacements
2. Prior Year Federal Grants (unobligated funds only)	 0.00	
3. Public Housing Dwelling Rental Income	 103,836.00	Public Housing Operations
Total resources	 493,118.00	

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.

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;
 - b. The family income has decreased due to changed circumstance 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 PHA 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 PHA determines Is temporary in nature:
- a. If the hardship is determined to be temporary, 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 temporary hardship, the PHA 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 this ninety (90) day period.
 - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90) day period.
3. Hardship determinations are subject to the PHA'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.

- d. Discretionary deductions and/or exclusions policies

The PHA does not plan to employ and discretionary (optional) deductions and/or exclusions policies.

- e. Ceiling Rents

The PHA does not have ceiling rents

- f. Rent Re-determinations

Between annual income re-examinations, the tenant is required to report changes in

Or family composition to the PHA such that the changes result in an adjustment to rent
As follows:

- Residents must report all changes and after verification, the PHA will determine if there will be an adjustment to the rent.
- 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

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

NOT APPLICABLE- PHA DOES NOT ADMINISTER SECTION 8

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 With the assistance of the following staff:

Assistant Director
Occupancy Specialist
Maintenance (2)

- b. HUD Programs Under PHA Management

Program Name	Units or families served at Year Beginning	Expected Turnover
Public Housing	57	20
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A

Program Name	Units or families served at Year Beginning	Expected Turnover
Special Purpose Section 8 Certificates/Vouchers	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs		
Rural Development Family	20	8
Rural Development Elderly/Disabled	24	4

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 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
- Pet Ownership Policy HUD
- Pet Ownership Policy (Family)
- Pet Ownership Policy (Elderly/Disabled)
- Residents Initiatives Policy
- Files Access Policy
- Security Policy
- Records Retention Policy
- Community Service Policy
- Work Order System
- Pest Eradication Policy
- Maintenance Plan
- Uniform Inspection System
- Fair Housing Policy
- Flat Rent Policy
- Procurement Policy

Section 8 Management:

NOT APPLICABLE-PHA DOES NOT ADMINISTER SECTION 8

903.7(5) Grievance Procedures

A. Public Housing

The PHA has not established any written grievance procedure 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 Process should contact the following:

- PHA main administrative office

B. Section 8 Tenant-Based Assistance

NOT APPLICABLE-PHA DOES NOT ADMINISTER SECTION 8

903.7(6) Designated Housing for Elderly and Disable Families NO CHANGE

The PHA has not designated or applied 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 not entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d) of the Housing Act of 1937)

Verbal Agreement only.

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise).

- #### **B. Services and programs offered to residents and participants by the Housing Authority of Costilla County are as follows:**

(1) General

a. Self-Sufficiency Policies

The PHA will not employ discretionary policies to enhance the economic and social self-sufficiency of assisted families.

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 N/A

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
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services- verbal agreement

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 Policy

The Housing Authority of Costilla County's Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Housing Authority of Costilla County 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 to be a benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience. 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 provided 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 PHA has taken the following administrative steps to begin implementation of the community service requirement:

- Incorporated reference to community service requirement in dwelling Lease
- Written description of the service requirement
- Written notification to residents regarding requirement or exempt status of each adult family member at time of re-certification
- Negotiating cooperative agreements with TANF (welfare) or other agencies to assist the PHA in verifying residents' status

The PHA will administer the program

Programmatic aspects of the requirements

The types of activities that residents who are subject to community service and self-sufficiency requirements may participate in to fulfill their obligations may include, but are not limited to:

- Unpaid services at the PHA to help improve physical condition, including building clean-ups, gardening and landscape work;
- Unpaid office related services in the development or Administrative Office
- Assisting other residents through the resident organization;
- Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- Active participation in neighborhood group special projects:
- Assisting in after-school youth programs or literacy programs;
- Unpaid tutoring of elementary or high school age residents; Assisting in on-site computer training centers;
- Any other community service which includes the **“performance of voluntary work or duties that are a public benefit**, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community”.

The PHA is in the process of seeking partner agencies that may offer residents opportunities to requirements.

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

- Apprenticeships and job readiness training;
- Voluntary substance abuse and mental health counseling and treatment;
- English proficiency classes, GED classes, adult education, college, technical schools or other formal education

- Household management, budget and credit counseling, or employment counseling, or employment counseling
- Work placement program required by the TANF program
- Training to assist in operating a small business

The PHA has established the following process to cure noncompliance:

- 1st Notice of failure to comply
- 2nd Notice request to comply
- Notice of eviction for failure to comply

Community Service Implementation Report:

Number of tenants required to perform community service: 28

Number of tenants performing community service 10

Number of tenants granted exemptions: 45

Number of tenants in non-compliance 4

Number of tenants terminated/evicted due to non-compliance 0.

903.7(8) Safety and crime Prevention

The PHA's plan for safety and crime prevention 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 N/A
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents

- Resident reports
- PHA employee reports
- Police reports

3. Development that are most affected:

- Aspen Apartments

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
 - Volunteer Resident Patrol/Block Watchers Program
 - Agreement with Sheriff's office for night patrol
2. Developments that are most affected:

- Aspen Apartments

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
 - Police regularly testify in and otherwise support eviction cases

- Police regularly meet with the PHA management and residents
2. Developments that are most affected:
- Aspen Apartments.

903.7(9) Pets

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums.

Pet owners must agree to abide by the PHA's Ownership Rules

A refundable pet deposit of \$150.00 will be charged (no deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles required) and is intended to cover additional costs not otherwise covered which are directly attributable to the pets presence (i.e. damages to the unit, yard, fumigation of a unit, etc.).

Limit of one pet per household

Limit for birds is two (2)

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty (20) pounds; height shall not exceed fifteen (15) inches full grown. This does not apply to service animals that assist persons with disabilities. Certain exemptions on size may be granted on a case-by-case request. Animals with a known reputation as a vicious animal will not be allowed on housing authority property.

No visiting pets or pet-sitting will be allowed on housing authority property

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws

Pet must be spayed or neutered.

Pet must be maintained on a leash and kept under control when taken outside the unit

Pet cannot be tethered or chained outside of the tenants unit

Pet dish must not be left outside of the apartment complex which attracts flies and rodents.

Pet owner must provide the administration office with a picture of the pet

Pet owner must provide the administration office with proof of renters insurance covering the ownership and responsibility for the actions of the pet.

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 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 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's main administrative office and at each development 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.

The PHA will identify and eliminate situations and/or practice 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.

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)).

903.7(12) Asset Management NOT APPLICABLE

903.7(13) Violence Against Women Act (VAWA)

The Housing Authority of Costilla County 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 PHA goal to provide an improved living environment is being met by the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA 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 La Gente (emergency housing and medical assistance) and Tu Casa (temporary shelter and counseling). These agencies provide informational programs, literature and support meetings on a one to one basis.

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

The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking including transferring to another site;
- Create and maintain collaborative partnerships between PHA, victim services providers, law enforcement authorities and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by the PHA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by the PHA; 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 the PHA.

The Housing Authority of Costilla County shall train its staff on the required confidentiality issues imposed by VAWA.

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p><i>a. HOPE VI or Mixed Finance Modernization or Development NO CHANGE</i> The PHA has not received a HOPE VI revitalization grant</p> <p>The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.</p> <p>The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year</p> <p>The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.</p> <p><i>b. Demolition and/or Disposition NO CHANGE</i> The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year</p> <p><i>c. Conversion of Public Housing NO CHANGE</i> Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act</p> <p>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.</p> <p><i>d. Homeownership NO CHANGE</i></p> <p>1. Public Housing</p> <p>The PHA does not administer any homeownership programs for public housing</p> <p>2. Section 8 Tenant Based Assistance</p> <p>NOT APPLICABLE-PHA DOES NOT ADMINISTER SECTION 8</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. 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> <ul style="list-style-type: none"> • 2011 Capital Fund Program Annual Statement – submitted • 2011 Performance and Evaluation Report - submitted
8.2	<p>Capital Fund Program Five-Year Action Plan. 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> <ul style="list-style-type: none"> • FY 2010 Capital Fund Program Action Plan -. submitted
8.3	<p>Capital Fund Financing Program (CFFP). <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. N/A</p>

Housing Needs. 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.

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income<30% of AMI	91	5	5	5	5	5	5
Income >30% but <50% of AMI	43	5	5	5	5	5	5
Income >50% but <80% of AMI	45	5	5	5	5	5	5
Elderly	47	5	5	5	5	5	5
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White (Non Hispanic)	25	5	5	5	5	5	5
Black/African American (Non-Hispanic)	3	5	5	5	5	5	5
Hispanic	151	5	5	5	5	5	5

Housing Needs of Families on the Waiting List

Public Housing

	# of Families	% of total Families	Annual Turnover
Waiting list total	3		20
Extremely low income(<=30% AMI)	3	100%	
Very low income (>30% but <= 50% AMI)	0	0%	
Low Income	0	0%	
Families with children	2	66%	
Elderly Families	1	33%	
Families with Disabilities	0	0%	
White	1	33%	
Black/African American	0	0%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Hispanic	2	66%	

Characteristics by Bedroom Size (Public Housing Only)			
1 BR	1	33%	
2 BR	2	66%	
3 BR	N/A	N/A	

4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? xNO If yes: How long has it been closed (#of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year NO Yes N/A Does the PHA permit specific categories of families onto the waiting list, even if generally closed No Yes N/A			

9.1 Strategy for Addressing Housing Needs. 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Need: Shortage of affordable housing for all eligible populations

PHA shall maximize the number of affordable units available to the PHA within its current resources by:

- Reduce tune to renovate public housing units
- Increase advertising and inter departmental referrals

PHA shall increase the number of affordable housing units by: N/A

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

PHA shall target available assistance to families at or below 30% of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Adopt rent policies to support and encourage work

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

PHA shall target available assistance to Families at or below 50% of AMI

- Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly N/A

Need: Specific Family Types: Families with Disabilities:

PHA shall target available assistance to Families with Disabilities:

- Affirmatively market to local non-profit agencies that assist families with disabilities

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

PHA shall increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

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

PHA shall conduct activities to affirmatively further fair housing N/A

Reason for Selecting Strategies

- Limited availability of sites for assisted housing

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

Below are the Goals and objectives identified by the PHA in our FY 210 Five year Plan and the progress made on each goal and objective.

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

X PHA Goal: Expand the supply of assisted housing

Objectives: Reduce public housing vacancies:

Progress Statement: Goal and objectives are on-going

X PHA Goal: Improve the quality of assisted housing

Objectives: Improve public housing management: (PHAS score)

Renovate or modernize public housing units: Repair/add or replace all sidewalks and make them accessible. Increase parking Area and replace roofs on 4 multi-family, 32 unit buildings. Utilize ARRA Stimulus Grant funds to address the following: Willow removal due to fire hazards project signage, heaters, vents, outdoor stairway replacement , window screens, new Refrigerators and stoves.

Progress Statement: The PHA has taken care of the fire hazard willows, new stoves, energy efficient American made refrigerators, energy Efficient American Made furnaces have been installed, outdoor stairways have been replaced, all two story buildings roofs have been replaced and all exterior 2 story 32 unit apartments have been painted.

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

X PHA Goal: Provide an improved living environment

Objectives: Implement public housing security improvements: 2 Police Officers live on 2 separate sites

Other: Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Progress Statement: Goal and objectives are on-going.

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

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

Objectives:

- When asked the PHA will refer its residents to the appropriate agency(s) that can assist them in reaching their goal of self-sufficiency.
- Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence more out of abusive situations and begin again.

Progress Statement: Goal and objectives are on-going

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability: *On-going*

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability: *on going*

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *On-going*

Progress Statement: Goal and objectives are on-going.

(c) Significant Amendment and Substantial Deviation/Modification

Substantial Deviations from the 5-Year Plan

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

Substantial Amendments or Modification to the Annual Plan

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency* work items (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-year Action Plan); and
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements such changes are not considered significant.

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local and Indian Tribal Governments) and CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements) as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

*Emergency- means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual 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. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Costilla County Housing Authority

Resident Advisory Board Consultation Process and Comments-FY2011

1. Resident notification of appointment to the Advisory Board

At start of PHA Plan process, sent out letter to all residents/participants offering the opportunity to serve on Resident Advisory Board-**April 1, 2011**

2. Resident Advisory Board Selection

Selection made from resident/participant response-**No responses**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan
April 18, 2011

Notify Resident Advisory Board of scheduled meeting-**No response-no Board**

Hold resident Advisory Board meeting- **No meeting held**

4. Notification of Public Hearing

Schedule date for Public Hearing-**June 6, 2011**

Notify Resident Advisory Board- **No Board**

Hold Public Hearing meeting-**June 6, 2011**

5. Documentation of resident recommendations and PHA's response to recommendations.- **There were no comments/recommendations**