

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

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

**PHA Plan  
Agency Identification**

**PHA Name:** *City of Alamogordo Public Housing Authority*

**PHA Number:** *NM004*

**PHA Fiscal Year Beginning:** *07,2002*

**Public Access to Information**

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

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

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

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

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government *City Hall*
- ☒ Main administrative office of the County government *County Court House*
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)
1. *To provide safe, decent, and essential housing in good repair for eligible low-income residents of the City of Alamogordo.*
  2. *To provide organized, professional structure of record keeping systems and case management; to maintain efficient accessibility and sensitivity to the needs of public housing residents.*
  3. *To coordinate and provide a network of human services, which are, designed to encourage the social, economic and personal growth of families and individuals in public housing in a proactive manner.*
  4. *To effectively meet the needs of our community in a fair and equitable manner, the Authority has adopted and enforces an equal opportunity policy for all programs administered by the Authority.*
  5. *The Authority, as the principle provider of low-rent housing in Alamogordo, has developed a philosophy that affirms social values and addresses the physical and economic needs of those seeking assistance. Within Federal guidelines, the Authority Maintains its programs in such a manner that it promotes a living environment that fosters economic and social diversity and encourages upward mobility.*
  6. *The Housing Authority has accepted a leadership role in the housing profession and is striving to improve the overall quality of housing in Alamogordo.*

**B. Goals**

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

numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☐ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies:
    - *Unfortunately, our vacancy rate has risen. We believe this is due to applicants not being able to pass a criminal background check.*
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments – *Under the Homeownership Program*
    - *Our Homeownership Program acquired three more homes.*
  - ☒ Other (list below) *Obtain funding to assist with owner-occupied rehab to enable low-income families to keep their homes.*
    - *Staff continues to work on a grant application which will be submitted in the Spring of 2003.*
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score)
    - *Due to lack of staff training our last PHAS report was submitted late. We will meet the deadline this next year.*
  - ☒ Improve voucher management: (SEMAP score)
    - *Due to lack of staff training our last PHAS report was submitted late. We will meet the deadline this next year.*
  - ☒ Increase customer satisfaction:
    - *Increased staff training for both administration and maintenance will help us to improve our customer satisfaction.*
  - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - *This HA recently implemented a computerized accounting system. We continue to make improvements to assure proper accounting of all funding.*
  - ☒ Renovate or modernize public housing units:
    - *The Alta Vista development has been neglected in the past. Most of our CFP funding will go to make needed infrastructure improvements in this development.*
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices
- Objectives:
- ☒ Provide voucher mobility counseling:
    - *Each port-out or –in is counseled on what they need to do in order take their voucher with them when they relocate.*
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☒ Other: (list below)
    - *Apply for additional vouchers that are to be used specifically for the elderly, handicapped and disabled.*

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

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 

*Our biggest challenge to deconcentration has been to improve the image of our Public Housing developments. We will continue to promote our developments as safe and decent living environments. We are doing this currently with an improved relationship with City Police Department. We are showing our tenants that illegal activity is not tolerated and that we are striving to create a normal neighborhood. Staff is also making presentations before the public and other social service agencies.*

*September 11<sup>th</sup> caused a stand still at our local Air Force Base which has resulted in very limited available housing for new personnel arriving at the base. The Military Housing Office was invited to view our homes and were very impressed. We continue with talks to promote our Housing Authority to the military.*
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☒ Implement public housing security improvements:
    - *We are looking at installing additional lighting for nighttime security. We are also considering installing mini-cams that will record activity and can be viewed from a desktop computer. We will make the cameras installation well known in order to cut down on illegal activity.*

☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

☐ Other: (list below)

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

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

Objectives:

☒ Increase the number and percentage of employed persons in assisted families:

- *Continued development of a meaningful self-sufficiency program. Staff will continue to bring in motivational speakers who are experts in their fields. Staff is becoming increasingly more active in meetings with other social service agencies in order to provide more opportunities for our tenants.*

☒ Provide or attract supportive services to improve assistance recipients' employability:

- *See above.*

☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- *Provide increased awareness to our tenants about programs carried out through the Senior Center.*

☐ Other: (list below)

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

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

Objectives:

☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- *This HA will not need to implement any new practices. We practice fair housing every day and staff is well trained in this area.*

☒ 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:

- *This HA will not need to implement any new practices. We practice fair housing every day and staff is well trained in this area.*

☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

- *This HA will not need to implement any new practices. We practice fair housing every day and staff is well trained in this area.*

☒ Other: (list below)

- *The HA includes the fair housing and equal opportunity logos on all correspondence. The City of Alamogordo also adopts an annual Proclamation in support of fair housing and includes a fair housing statement on all water bills mailed during April.*

**Other PHA Goals and Objectives: (list below)**

*Assure that Housing Authority staff receives necessary training by public housing professionals in order for them to provide the highest quality of assistance to our residents.*

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**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

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

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

*The Alamogordo Housing Authority continues in its effort to provide safer, more decent housing for its low income citizens. We have worked very hard to eliminate the criminal elements from our neighborhoods and will continue to improve our housing stock and change negative attitudes towards public housing neighborhoods.*

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- ☒ Admissions Policy for Deconcentration – *See attachment #2*
- ☒ FY 2002 Capital Fund Program Annual Statement - *Pages 31-59*
- ☒ Most recent board-approved operating budget

### Optional Attachments:

- ☒ PHA Management Organizational Chart *Attachment 1*
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Administrative Plan	
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>X</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<b>X</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<i>X</i>	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, 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." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over -all	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	<i>1,018</i>						
Income >30% but <=50% of AMI	<i>916</i>						
Income >50% but <80% of AMI	<i>1,901</i>						
Elderly	<i>Not Avail</i>						
Families with Disabilities	<i>7,740</i>						
Race/Ethnicity <i>White</i>	<i>46,554</i>						
Race/Ethnicity <i>Native American</i>	<i>3,371</i>						
Race/Ethnicity <i>Black</i>	<i>3,186</i>						
Race/Ethnicity <i>Asian/Pac Islander</i>	<i>1,519</i>						

Not Available

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over -all	Afford- ability	Supply	Quality	Access- ibility	Size	Loca tion
Race/Ethnicity <i>Hispanic</i>	<i>14,158</i>						

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

- ☒ Consolidated Plan of the Jurisdiction/s *State of New Mexico for Otero County Data*  
Indicate year: *2001 – 2005*
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	<b>Public Housing</b>		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<i>49</i>		<i>69</i>
Extremely low income <=30% AMI	<i>15</i>	<i>.306</i>	
Very low income (>30% but <=50% AMI)	<i>30</i>	<i>.612</i>	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	4	.081	
Families with children	23	.561	
Elderly families	2	.049	
Families with Disabilities	4	.098	
Race/ethnicity 1-2 <i>White Non-Hispanic</i>	14	.342	
Race/ethnicity 1-1 <i>White Hispanic</i>	19	.464	
Race/ethnicity 2-2 <i>Black Non-Hispanic</i>	4	.098	
Race/ethnicity 3-1 <i>Indian Hispanic</i>	1	.025	
Race/ethnicity 3-2 <i>Indian Non- Hispanic</i>	1	.025	
Race/ethnicity 4-2 <i>Asian Non-Hispanic</i>	1	.025	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	.122	
2 BR	21	.513	
3 BR	11	.122	
4 BR	4	.098	
5 BR	N/A		
5+ BR	N/A		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			



Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b> <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	117		10
Extremely low income <=30% AMI	75	.64	
Very low income (>30% but <=50% AMI)	35	.30	
Low income (>50% but <80% AMI)	7	.06	
Families with children	85	.73	
Elderly families	10	.09	
Families with Disabilities	14	.12	
Race/ethnicity 1-2 White Non-Hispanic			
Race/ethnicity 1-1 White Hispanic			
Race/ethnicity 2-2 Black Non-Hispanic			
Race/ethnicity 3-1 Indian Hispanic			
Race/ethnicity 3-2 Indian Non-Hispanic			
Race/ethnicity 4-2 Asian Non-Hispanic			

### C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations** - *There is no shortage of available units in Public Housing. Because many applicants can not pass the criminal background checks we have a vacancy rate of anywhere between 20% - 27%.*

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below) *The HA includes the fair housing and equal opportunity logos on all correspondence. The City of Alamogordo also adopts an annual Proclamation in support of fair housing and includes a fair housing statement on all water bills mailed during April.*

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

**(2) Reasons for Selecting Strategies**

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

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community

- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$468,694	
b) Public Housing Capital Fund-2002	\$523,729	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$212,669	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$15,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<i>2000 PHDEP</i>	<i>\$28,464</i>	<i>Admin, supplies, equipment</i>
<i>2000 CFP</i>	<i>\$440,790</i>	<i>Renovations of dwelling units &amp; grounds</i>
<i>2001 PHDEP</i>	<i>\$57,412</i>	<i>Admin, supplies, equipment</i>
<b>3. Public Housing Dwelling Rental Income</b>	<i>\$300,000</i>	<i>General operations</i>
<b>4. Other income</b> (list below)		
<i>Section 8 Portability</i>	<i>\$17,000</i>	<i>General operations</i>
<i>Non-Dwelling Rental</i>	<i>\$5</i>	<i>General Operations</i>
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b><i>\$2,063,763</i></b>	

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

[24 CFR Part 903.7 9 (c)]

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

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

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

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (state time) *One week.*
- ☐ Other: (describe)

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

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

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

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

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

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

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

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

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies  
☐ Overhoused  
☒ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☒ Resident choice: *Unresolved activity by one tenant that disturbs the tenant who is asking for a transfer.*  
☐ Other: (list below)

c. Preferences

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

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

Former Federal preferences:

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing



- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

#### 1- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- ☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☒ PHA briefing seminars or written materials  
☒ Other source (list)  
*The PHA staff has begun making public presentations to other social service agencies and their clients.*

*Staff attends meetings with other social service agency professionals in order to provide more assistance to our tenants.*

*The PHA holds an open house twice a year to give out information and applications for its housing, self-sufficiency and illegal drug use elimination programs.*

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:

☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

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

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

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

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

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

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

☐ Not applicable: results of analysis did not indicate a need for such efforts  
☒ List (any applicable) developments below:  
*Plaza Hacienda and Alta Vista neighborhoods.*

## B. Section 8

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

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

### **(1) Eligibility**

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

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☒ Other (list below) – *An open house is held at least once each year.*

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

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

If yes, state circumstances below:  
*Persons who are elderly and/or disabled.*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 - Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☒ Other (list below)

*An open house is held at least annually for all programs.*

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

- ☒ Through published notices  
☒ Other (list below)

*Posted notices at various locations, PSA's and radio interviews.*

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

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

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

- a. Use of discretionary policies: (select one)

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

---or---

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

- b. Minimum Rent

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

- ☐ \$0  
☒ \$1-\$25

☐ \$26-\$50

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

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

*Minimum Rent Hardship Exemptions: The Landlord shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing that is unable to pay because of financial hardship, which shall include a family who:*

- 1. Has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance*
- 2. Has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education or similar items.*
- 3. would be evicted as a result of the implementation of the minimum rent.*
- 4. Other circumstances which may be decided by the Landlord on a case by case basis.*

*The leaseholder is responsible for providing verifiable information in writing to the Landlord prior to the rent becoming delinquent and before the lease is terminated by the Landlord. If a leaseholder requests a hardship exemption under this section (prior to the rent becoming delinquent), and the Landlord reasonably determines the hardship to be of a temporary nature, minimum rent shall not be imposed for a ninety (90) day period beginning the date the exemption was requested. A leaseholder may not be evicted during the ninety (90) day period for nonpayment of rent. If it is determined that there was no hardship the minimum rent will be imposed retroactively to the time of suspension and a repayment agreement will be offered. If the leaseholder thereafter demonstrates that the financial hardship is of a long term nature, the Landlord shall retroactively exempt the leaseholder from the applicability of the ninety (90) day minimum rent requirement. This paragraph does not prohibit the Landlord from taking eviction action for other violations of the lease.*

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

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

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



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

- ☒ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☒ Fixed amount (other than general rent-setting policy) If yes, state amount/s and circumstances below:  
*Minimum rent would be charges to persons with zero income.*
- ☐ Fixed percentage (other than general rent-setting policy) If yes, state percentage/s and circumstances below:
- ☒ For household heads
- ☒ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

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

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No – *We do not have ceiling rents.*

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

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

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

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

☐ Other (list below)

f. Rent re-determinations:

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

- ☐ Never  
☐ At family option  
☐ Any time the family experiences an income increase  
☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) *\$50.00 gross per month*  
☐ Other (list below)

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- ☒ Annually
- ☐ Other (list below)

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

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

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☒ \$1-\$25
- ☐ \$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<i>175</i>	<i>69</i>
Section 8 Vouchers	<i>53</i>	<i>10</i>
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	<i>175</i>	
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

- *Maintenance Policy – See Attachment #4*
  - *Public Housing Maintenance Guidebook PIH 95-66*
  - *Hazardous Materials Policy*
  - *Pest Control Policy Jan 2000*
- (2) Section 8 Management: (list below)
- *Section 8 Housing Assistance – Program Administrative Plan*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
  - ☐ PHA development management offices
  - ☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
  - ☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

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

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐

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

-or-

☒

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



## Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> Housing Authority of the City of Alamogordo		<b>Grant Type and Number</b> Capital Fund Program Grant No: NM02P00450100 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	61,500.00	100,238.00		
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,041.00	40,041.00	342.48	342.48
8	1440 Site Acquisition				
9	1450 Site Improvement	154,149.00	153,669.00		0
10	1460 Dwelling Structures	68,177.00	124,517.00	89,637.08	46,785.42
11	1465.1 Dwelling Equipment—Nonexpendable	17,000.00	17,000.00	8,109.70	8,109.40
12	1470 Nondwelling Structures	179,775.00	100,269.00		
13	1475 Nondwelling Equipment	20,000.00	1,000.00	1,217.00	1,217.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs		3,908.00	545.44	545.44
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	540,642.00	540,642.00	99,851.70	57,000.04
22	Amount of line 21 Related to LBP Activities				



## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450100 Replacement Housing Factor Grant No:				Federal FY of Grant:  2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		61,500.00	100,238.00			Ongoing
HA-Wide	Hire Architect	1430		40,041.00	40,041.00	342.48	342.48	Ongoing
4-1	Landscape Common Areas	1450			9,500.00			Next RFP
4-1	Electrical Improvements	1450		59,219.00	139,169.00			Next RFP
4-1	Security Lighting and Cameras	1450			5,000.00			Next RFP
4-2	Landscape Common Areas	1450		40,000.00				Next RFP
4-2	Site Fencing	1450		54,930.00				Next RFP
HA-Wide	Reroof Dwelling Units	1460		68,177.00	97,622.56	85,849.08	42,997.42	Ongoing
4-2	Plumbing Upgrade	1460			3,788.00	3,788.00	3,788.00	Completed
4-2	Replace Bathroom Sinks	1460			21,731.44			Next RFP
HA-Wide	Advertising	1460			1,375.00			Ongoing
HA-Wide	Replace Refrigerators & Stoves	1465.1		14,000.00	14,095.15	5,204.85	5,204.85	Ongoing
HA-Wide	Replace Smoke Detectors	1465.1		2,000.00	1,998.00	1,998.00	1,998.00	Completed
HA-Wide	Toilet Wate-Savers	1465.1		1,000.00	906.85	906.85	906.85	Completed
HA-Wide	Rehab Learning Centers	1470		171,775.00	85,645.00			Next RFP
HA-Wide	Asbestos Testing	1470		8,000.00	4,241.85			Next RFP
HA-Wide	Learning Center Furniture	1475		20,000.00				After Rehab
HA-Wide	Office Furniture	1475.1			1,000.00	1,217.00	1,217.00	Completed
4-2	Relocation Costs	1495.1			3,908.00	545.44	545.44	Completed

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

PHA Name: <b>Housing Authority of the City of Alamogordo</b>		Grant Type and Number Capital Fund Program No: <b>NM02P00450100</b> Replacement Housing Factor No:				Federal FY of Grant:  <b>2000</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	03/31/01	3/31/03		12/31/01	6/30/04		HA needs have been reprioritized.
4-2	06/30/01	3/31/03		03/31/02	6/30/04		HA needs have been reprioritized.
4-1	06/30/01	3/31/03		03/31/01	6/30/04		HA needs have been reprioritized.

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Alamogordo	Grant Type and Number Capital Fund Program Grant No: <b>NM02P00450101</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2001</b>
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no: 2)
 ☒ Performance and Evaluation Report for Period Ending: 12/31/01
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	46,593.00	38,789.00		
3	1408 Management Improvements				
4	1410 Administration	1,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00	52,646.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	110,930.00	131,710.00		
10	1460 Dwelling Structures	176,588.00	190,096.39		
11	1465.1 Dwelling Equipment—Nonexpendable	26,500.00	2,500.00		
12	1470 Nondwelling Structures	80,762.00	103,380.61		
13	1475 Nondwelling Equipment	30,000.00	30,000.00		
14	1485 Demolition		2,500.00		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	44,117.00	44,117.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	551,460.00	551,460.00		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Housing Authority fo the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant:  2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		46,593.00	38,789.00	677.06	677.06	Ongoing
	Ads and Print	1410		1,000.00				Ongoing
	A & E	1430		35,000.00	52,646.00			Awaiting HUD approval and Board Approval
	Reroot Dwelling Units	1460		40,504.00	90,500.00			Will be included in next RFP
	Sheet Metal Window Cover for Vacancies	1460			9,600.00			
	Replace Refrigerators & Stoves	1465.1		21,500.00	2,500.00			
	Learning Center Computer Wiring	1470			15,000.00			Will be included in next RFP
	Maintenance Truck	1475		20,000.00				
	Contingency	1502			9,838.00			
	Rehab Learning Centers (Phase 2)	1470			46,380.61			Will be included in next RFP

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

PHA Name: <b>Housing Authority fo the City of Alamogordo</b>		Grant Type and Number Capital Fund Program Grant No: <b>NM02P00450101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
4-1	Electrical Improvements	1450			131,710.00			
	Ext/Int/Storm Doors Hardware	1460		19761.00	0.00			
	Tub Repairs	1460		1,500.00				
	Appliance Replacement	1465.1		5,000.00				
	Smoke Detector Replacement	1460		1,500.00				
	Hot Water Heater Replacement	1460		2,500.00				
	Multipurpose Upgrade	1470		5,000.00				
	Contingency	1502		27,049.00				
4-2	Sidewalk Repair	1450		10,000.00				
	Landscape Common Areas	1450		40,000.00				
	Site Fencing	1450		54,930.00				
	Paving and Admin Maintenance	1450		6,000.00				
	Reroof Dwelling Units	1460		19,477.00				
	Ext/Int/Storm Doors Hardware	1460		19,816.00				
	Replace Shower Faucets	1460			7,136.00			Will be included in next RFP
	Install New Bathroom Sinks	1460		60,000.00	61,780.00			Will be included in Next RFP
	Tub Repairs	1460		3,000.00				
	Shower Rehab	1460			21,080.39			

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

PHA Name: <b>Housing Authority fo the City of Alamogordo</b>		Grant Type and Number Capital Fund Program Grant No: <b>NM02P00450101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<i>Appliance Replacement</i>	<i>1465.1</i>		<i>10,000.00</i>	<i>0.00</i>			
	<i>Smoke Detector Replacement</i>	<i>1460</i>		<i>1,500.00</i>	<i>0.00</i>			
	<i>Hot Water Heater Replacement</i>	<i>1460</i>		<i>6,000.00</i>	<i>0.00</i>			
	<i>Admin Building Additiona dn Repaires</i>	<i>1470</i>		<i>75,762.00</i>	<i>0.00</i>			
	<i>Replace ADA Admin Door</i>	<i>1470</i>			<i>2,000.00</i>			
	<i>Maintenance Building Extension</i>	<i>1470</i>			<i>40,000.00</i>			
	<i>Office Furniture and Equipment</i>	<i>1475.1</i>		<i>30,000.00</i>	<i>2,500.00</i>			
	<i>Contingency</i>	<i>1502</i>		<i>27,049.0</i>				

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

PHA Name: <b>Housing Authority of the City of Alamogordo</b>			Grant Type and Number Capital Fund Program No: <b>NM02P00450101</b> Replacement Housing Factor No:			Federal FY of Grant: <b>2001</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<i>HA-Wide</i>	<i>3/31/01</i>	<i>6/30/03</i>		<i>12/31/01</i>	<i>6/30/05</i>		<i>Needs have been reprioritized.</i>
<i>4-2</i>	<i>6/30/01</i>	<i>6/30/03</i>		<i>3/31/02</i>	<i>6/30/05</i>		<i>Needs have been reprioritized.</i>
<i>4-1</i>	<i>6/30/01</i>	<i>6/30/03</i>		<i>3/31/01</i>	<i>6/30/05</i>		<i>Needs have been reprioritized.</i>

# Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Alamogordo	Grant Type and Number Capital Fund Program Grant No: NM02P00450102 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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☒ Original Annual Statement 
 ☐ Reserve for Disasters/ Emergencies 
 ☐ Revised Annual Statement (revision no: )  
☐ Performance and Evaluation Report for Period Ending: 
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,585.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	35,000.00			
10	1460 Dwelling Structures	316,602.00			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000.00			
12	1470 Nondwelling Structures	56,644.00			
13	1475 Nondwelling Equipment	23,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	41,898.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	523,729.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				



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

<b>PHA Name:</b> Housing Authority of the City of Alamogordo		<b>Grant Type and Number</b> Capital Fund Program Grant No: NM02P00450102 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2002</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement</b> (revision no:    ) <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	143,263.00			

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program Grant No: NM02P00450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Contract Turnarounds	1406		10,000.00				
	Training	1406		10,000.00				
	A & E	1430		25,585.00				
	Replace Cooler Mounts	1450		25,000.00				
	Re-Roof Dwelling Units	1460		125,000.00				
	Replace Smoke Detectors	1460		2,500.00				
	Replace Refrigerators & Stoves	1465.1		5,000.00				
	Replace Water Heaters	1460		2,500.00				
	Rehab Learning Centers	1470		51,644.00				
	Maintenance Building Air Conditioner	1470		10,000.00				
	Additional Admin Vehicle	1475		23,000.00				
	Contingency	1502		41,898.00				
4-1	Landscaping	1450		10,000.00				
	Insulate Outside Walls	1460		150,264.00				
4-2	Shower Rehab	1460		41,338.00				

# Annual Statement/Performance and Evaluation Report

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

### Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Alamogordo		Grant Type and Number Capital Fund Program No: NM02P00450102 Replacement Housing Factor No:			Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	6/30/04			6/30/06			
4-1	6/30/04			6/30/06			
4-2	6/30/04			6/30/06			

### (2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name -or-

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

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name <b>Housing Authority of the City of Alamogordo</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: <b>2003</b>	Work Statement for Year 3 FFY Grant: PHA FY: <b>2004</b>	Work Statement for Year 4 FFY Grant: PHA FY: <b>2005</b>	Work Statement for Year 5 FFY Grant: PHA FY: <b>2006</b>
	Annual Statement				
<i>HA-Wide</i>		<i>126,460</i>	<i>150,000</i>	<i>51,460</i>	<i>201,460</i>
<i>4-1</i>		<i>250,000</i>	<i>226,000</i>	<i>400,000</i>	<i>250,000</i>
<i>4-2</i>		<i>175,000</i>	<i>175,000</i>	<i>100,000</i>	<i>100,000</i>
<i>CFP Funds Listed for 5-year planning</i>		<i>551,460</i>	<i>551,460</i>	<i>551,460</i>	<i>551,460</i>
<i>Replacement Housing Factor Funds</i>					

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <b>2</b> FFY Grant: PHA FY: <b>2003</b>			Activities for Year: <b>3</b> FFY Grant: PHA FY: <b>2004</b>		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	<i>4-1</i>	<i>ADA Rehab</i>	<i>100,000</i>	<i>4-1</i>	<i>ADA Rehab</i>	<i>100,000</i>
<b>Annual</b>		<i>Insulation</i>	<i>150,000</i>		<i>Insulation</i>	<i>150,000</i>
<b>Statement</b>					<i>Fencing</i>	<i>75,000</i>
	<i>4-2</i>	<i>Replace Inside Doors</i>	<i>100,000</i>	<i>4-2</i>	<i>Fencing</i>	<i>75,000</i>
		<i>Unit Renovation</i>	<i>75,000</i>		<i>Renovations</i>	<i>100,000</i>
Total CFP Estimated Cost			\$ 425,000			\$ 500,000

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

Activities for Year : <b>4</b> FFY Grant: PHA FY: <b>2005</b>			Activities for Year: <b>5</b> FFY Grant: PHA FY: <b>2006</b>		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<i>4-1</i>	<i>ADA Rehab</i>	<i>100,000</i>	<i>4-1</i>	<i>ADA Rehab</i>	<i>100,000</i>
	<i>Insulation</i>	<i>150,000</i>		<i>Insulation</i>	<i>150,000</i>
	<i>Storage Buildings</i>	<i>150,000</i>			
<i>4-2</i>	<i>Unit Renovations</i>	<i>100,000</i>	<i>4-2</i>	<i>Unit Renovations</i>	<i>100,000</i>
Total CFP Estimated Cost		\$ <i>500,000</i>			\$ <i>350,000</i>

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

## 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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



## 2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (25/11/1997)

5. Number of units affected: 15
6. Coverage of action: (select one)
- ☐ Part of the development
- ☒ Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

- ☒ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

#### b. PHA-established eligibility criteria

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

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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

### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 1986 *Unfortunately, this is the only date we have. Neither agency can find the signed document. We will work this fiscal year to get a new document signed.*

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2,

Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self-Sufficiency</i>		<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>Must be a Low Rent or Section Recipient</i>

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	3
Section 8	12	7

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

1. *Continued training of staff.*
2. *Continued communication with other HA's to find out what is working for them.*
3. *The Learning Centers have been closed for more than year awaiting renovations. When these improvements are made the Centers will again be available to all tenants. We believe this will help increase FSS membership.*
4. *With the opening of the Learning Centers there will also be more community involvement in preparing seminars and presentations to FSS members.*

### C. Welfare Benefit Reductions

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

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

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

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

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below) *Tenants will give HA staff about suspected criminal activity which is reported to the local police department.*

3. Which developments are most affected? (list below)  
*Plaza Hacienda (4-2) and Alta Vista (4-1)*

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

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

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program – *Tenants have not expressed an interest when asked.*
- ☒ Other (describe below)

2. Which developments are most affected? (list below)  
*Plaza Hacienda (4-2) and Alta Vista (4-1)*

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

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

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



*When an employee suspects criminal activity it is immediately reported, with all know details, to the police. Should a tenant be hesitant to report to the police themselves, housing staff will report to the police for them. Our monthly newsletters regularly contain information on how to keep our neighborhoods safer.*

2. Which developments are most affected? (list below)  
*Plaza Hacienda (4-2) and Alta Vista (4-1)*

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? *PHDEP monies will now be an add on to the Low Rent subsidy.*
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The purpose of this policy is to establish the Housing Authority of the City of Alamogordo's policy and procedures for ownership of pets in family complexes and to insure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Registration of cats and dogs must include the following:

- A certificate signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and has no communicable disease(s) and is pest-free.
- Certification (or other valid documentation) by a licensed veterinarian that the dog or cat has been spayed or neutered if old enough.
- Any license required by local law.
- A recognizable color picture of the pet. A fee of \$5.00 will be charged by the Housing Authority to take a picture of the pet if necessary.
- Name, address and phone number of responsible party who will care for pet in owner's absence.

No dangerous, vicious, or intimidating animal or pet will be kept on the premises.

No pet will be allowed in buildings designated for common use without prior approval from the Housing Authority.

**The following common household pets require a refundable deposit of \$75.00 and non-refundable fee of \$50.00 to be paid.**

**Dogs**

- \* Maximum number ..... 1
- \* Maximum adult weight ..... 20 pounds
- \* Maximum adult height ..... 15 inches
- \* Must be housebroken
- \* Must be spayed or neutered

**Cats**

- \* Maximum number ..... 1
- \* Maximum adult weight: ..... 20 pounds
- \* Maximum adult height ..... 15 inches
- \* Front paws must be declawed
- \* Must be housebroken
- \* Must be spayed or neutered

**The following pets require a non-refundable fee of \$50.00 be paid.**

**Birds (Canary, Finch, Parakeet, Lovebird)**

- \* Maximum number ..... 2
- \* Must be enclosed in a cage at all times

**Rodents (rabbit, guinea pig, hamster, or gerbil ONLY)**

- \* Maximum number ..... 1
- \* Must be enclosed in an acceptable cage at all times
- \* Must have all inoculations as specified by state or local law/ ~~or~~ local ordinance

**The following pets do not require any deposits or fees to be paid.**

**Turtles**

- \* Maximum number ..... 2
- \* Must be enclosed in an acceptable cage or container at all times

**Lizards**

- \* Maximum number ..... 2
- \* Must be vegetarian
- \* Must be enclosed in an acceptable cage or container at all times

**Snakes**

- \* Maximum number ..... 1
- \* Must be non poisonous
- \* Must be enclosed in an acceptable cage or container at all times

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? *We have attempted for form a Resident Advisory Board, however no tenants have expressed an interest.*

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

☐ Attached at Attachment (File name)

☐ Provided below:

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

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☐ Other: (list below)

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

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: *City of Alamogordo*

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

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

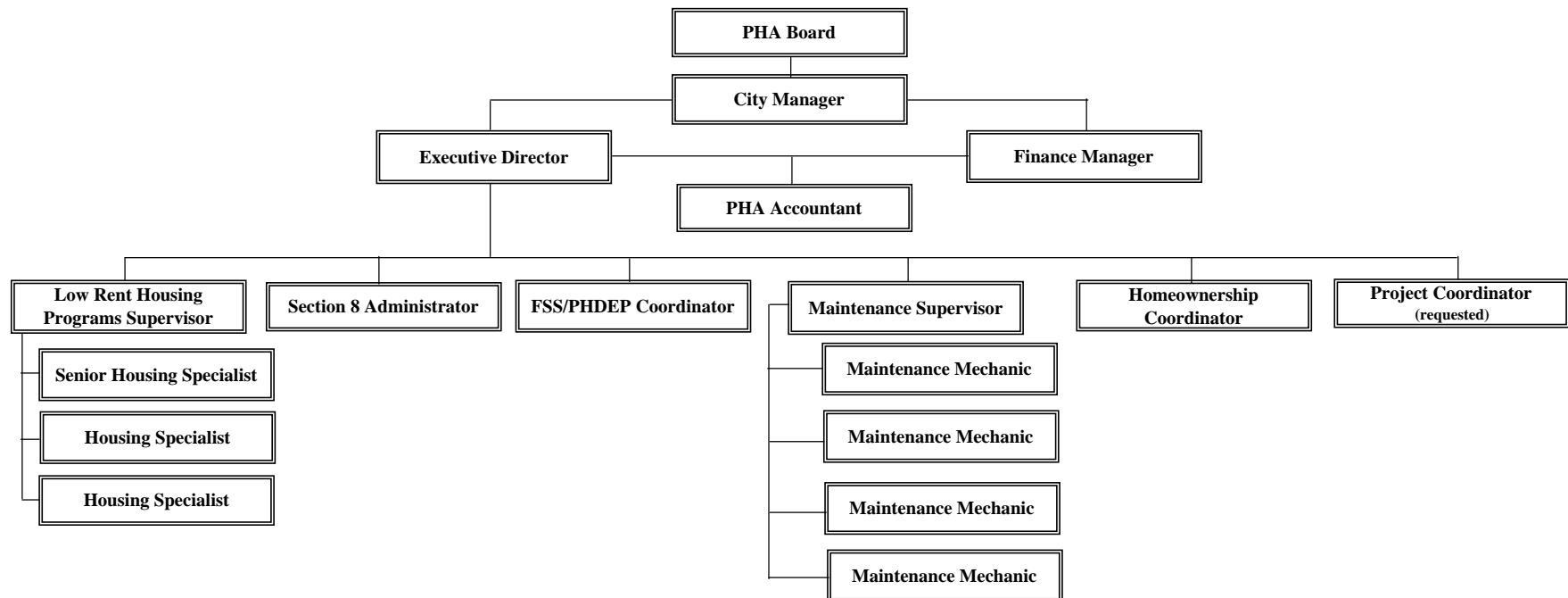
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)  
*Planning for future projects.*

**D. Other Information Required by HUD**

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



**City of Alamogordo Public Housing Authority  
ORGANIZATIONAL CHART**



## ***Attachment #2***

### **26.0 DECONCENTRATION POLICY**

Section 513 of the Quality Housing and Work Responsibility Act of 1998 amends Section 16 of the USHA to establish public housing deconcentration requirements.

The QHWRA requires housing authorities to submit an occupancy policy designed to provide for deconcentration of poverty and income mixing along with their annual Agency Plan. Deconcentration should be accomplished by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.

A housing authority may offer incentives for eligible families having higher income to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in projects predominantly occupied by eligible families having higher incomes.

Incentives may be made in a manner that allows the eligible family to have the sole discretion in determining whether to accept the incentive. The PHA may not take any adverse action toward the family for not accepting the incentive and occupancy of a project having lower incomes, provided that the skipping of a family to reach another family to implement the policy shall not be considered an adverse action. The PHA must implement this Occupancy Policy in a manner that does not interfere with the use of site based waiting list authorized under QHWRA\*.

\*Though incentives may be offered as part of QHWRA, the Alamogordo Housing Authority does not intend to offer incentives until such time as HUD offers clear guidance on the provision of incentives by the PHA.

The Housing Authority Board must pass a resolution indicating that any necessary changes have been made in the Occupancy Policy. The HA must keep this Board Resolution on file for HUD review. While HA's must take any necessary action now to have an appropriate policy in place, the Occupancy Policy to promote deconcentration of poverty will also be part of the Agency Plan process from its inception.





ALAMOGORDO HOUSING AUTHORITY  
**2003 PROPOSED BUDGET - LOW RENT**  
 CONVENTIONAL HOUSING

**LOW RENT FY-2003**

Account Number			Description	FY 2002 Budget	Increase (Decrease) for FY 2003	2003 Proposed Budget	% of FY2003 Revenue Budget
3							
	31						
		3110.000.100	DWELLING RENTAL	288,000.00	12,000.00	300,000.00	35.78%
		3120.000.100	EXCESS APPLIANCE CHARGES	28,400.00	(3,400.00)	25,000.00	2.98%
		3190.000.100	NONDWELLING RENTAL	2,600.00	(100.00)	2,500.00	0.30%
		<b>Total for 31</b>		<b>319,000.00</b>	<b>8,500.00</b>	<b>327,500.00</b>	
	36						
		3610.000.100	INTEREST ON GENERAL FUND INVESTMENTS	4,670.00	(170.00)	4,500.00	0.54%
		3690.000.100	OTHER OPERATING RECEIPTS	40,659.00	(40,659.00)	0.00	0.00%
		3695.000.100	OTHER REVENUE (pay phones, coke machine, etc)	17,720.00	(7,720.00)	10,000.00	1.19%
			OTHER REVENUE - FSS ESCROW EXCESS	1,000.00	0.00	1,000.00	0.12%
			OTHER REVENUE - EXCESS SECURITY DEPOSIT	0.00	23,000.00	23,000.00	2.74%
		<b>Total for 36</b>		<b>64,049.00</b>	<b>(25,549.00)</b>	<b>38,500.00</b>	<b>4.59%</b>
		<b>Total for 3</b>		<b>383,049.00</b>	<b>(17,049.00)</b>	<b>366,000.00</b>	<b>43.65%</b>
8							
	80						
		8020.000.100	OPERATING SUBSIDY-CURRENT YEAR	444,461.00	0.00	444,461.00	53.01%
		8021.000.100	OPERATING SUBSIDY-PRIOR YEAR ADJ.	0.00	0.00	0.00	0.00%
		8029.002.200	CFP TRANSFER	30,951.00	(3,012.00)	27,939.00	3.33%
		<b>Total for 80</b>		<b>475,412.00</b>	<b>(3,012.00)</b>	<b>472,400.00</b>	<b>56.35%</b>
		<b>Total for 8</b>		<b>475,412.00</b>	<b>(3,012.00)</b>	<b>472,400.00</b>	<b>56.35%</b>
		<b>TOTAL REVENUE</b>		<b>858,461.00</b>	<b>(20,061.00)</b>	<b>838,400.00</b>	<b>100.00%</b>

Account Number			Description	FY 2002 Budget	Increase (Decrease) for FY 2003	2003 Proposed Budget	% of FY2003 Expense Budget
		28XX	TRANSFER TO RESERVE	0.00	19,400.00	19,400.00	2.31%
		<b>Total for 28</b>		<b>0.00</b>	<b>19,400.00</b>	<b>19,400.00</b>	2.31%
4							
	41						
		4110.000.100	ADMINISTRATIVE SALARIES	132,688.00	15,674.00	148,362.00	17.70%
			UNEMPLOYMENT	1,800.00	1,800.00	3,600.00	0.43%
		4140.000.100	STAFF TRAINING	6,500.00	3,500.00	10,000.00	1.19%
		4150.000.100	TRAVEL	3,600.00	1,400.00	5,000.00	0.60%
		4150.000.100	ADMIN TRAVEL	0.00	1,620.00	1,620.00	0.19%
		4170.000.100	ACCOUNTING FEES	9,372.00	(3,000.00)	6,372.00	0.76%
		4171.000.100	AUDIT FEES	3,820.00	0.00	3,820.00	0.46%
		4190.000.100	SUNDRY	30,558.44	1,441.56	32,000.00	3.82%
		<b>Total for 41</b>		<b>188,338.44</b>	<b>22,435.56</b>	<b>210,774.00</b>	<b>25.14%</b>
	42						
		4210.000.100	SALARIES-TENANT SERVICES	6,914.00	(1,242.00)	5,672.00	0.68%
		4230.000.100	CONTRACT COSTS, TRAINING & OTHER	28,933.00	(28,933.00)	0.00	#DIV/0!
			FSS ESCROW PAYMENTS	1,000.00	0.00	1,000.00	0.12%
		<b>Total for 42</b>		<b>36,847.00</b>	<b>(30,175.00)</b>	<b>6,672.00</b>	<b>0.80%</b>
	43						
		4310.000.100	WATER	72,000.00	0.00	72,000.00	8.59%
		4320.000.100	ELECTRICITY	98,000.00	0.00	98,000.00	11.69%
		4330.000.100	GAS	10,000.00	2,000.00	12,000.00	1.43%
		4390.000.100	OTHER UTILITY EXPENSE	8,717.00	2,000.00	10,717.00	1.28%
		<b>Total for 43</b>		<b>188,717.00</b>	<b>4,000.00</b>	<b>192,717.00</b>	<b>22.99%</b>

Account Number			Description	FY 2002 Budget	Increase (Decrease) for FY 2003	2003 Proposed Budget	% of FY2003 Expense Budget
	44						
		4410.000.100	LABOR - MAINTENANCE	121,130.00	(8,480.00)	112,650.00	13.44%
			LABOR - FACILITIES MAINTENANCE	10,000.00	10,000.00	20,000.00	2.39%
		4420.000.100	MATERIALS - MAINTENANCE	28,200.00	4,800.00	33,000.00	3.94%
		4430.000.100	CONTRACT COSTS	21,624.00	600.00	22,224.00	2.65%
		4431.000.100	REFUSE COLLECTION	27,345.00	(3,345.00)	24,000.00	2.86%
		4460.000.100	LABOR - PROTECTIVE SERVICES	0.00	0.00	0.00	0.00%
		4470.000.100	MATERIALS - PROTECTIVE SERVICES	0.00	0.00	0.00	0.00%
		4480.000.100	CONTRACT COSTS - PROTECTIVE SERVICES	535.50	464.50	1,000.00	0.12%
	<b>Total for 44</b>			<b>208,834.50</b>	<b>4,039.50</b>	<b>212,874.00</b>	<b>25.39%</b>
	45						
		4510.000.100	INSURANCE	63,756.00	10,844.00	74,600.00	8.90%
		4520.000.100	PAYMENTS IN LIEU OF TAXES	20,990.00	1,010.00	22,000.00	2.62%
		4530.000.100	TERMINAL LEAVE PAYMENTS	0.00	0.00	0.00	0.00%
		4540.000.100	EMPLOYEE BENEFIT CONTRIBUTIONS	65,649.00	7,714.00	73,363.00	8.75%
		4570.000.100	COLLECTION LOSSES	1,000.00	0.00	1,000.00	0.12%
		4590.000.100	OTHER GENERAL EXPENSE	0.00	0.00	0.00	0.00%
	<b>Total for 45</b>			<b>151,395.00</b>	<b>19,568.00</b>	<b>170,963.00</b>	<b>20.39%</b>
	46						
		4610.000.100	EXTRAORDINARY MAINTENANCE	1,500.00	(1,500.00)	0.00	0.00%
		4620.000.100	CASUALTY LOSSES-NONCAPITALIZED	62,831.06	(62,831.06)	0.00	0.00%
		4620.000.100	CITY ENGINEERING SERVICES	1,998.00	22,002.00	24,000.00	2.86%
		4620.000.100	ADVERTISING	0.00	1,000.00	1,000.00	0.12%
	<b>Total for 46</b>			<b>66,329.06</b>	<b>(41,329.06)</b>	<b>25,000.00</b>	<b>2.98%</b>
	<b>Total for 4</b>			<b>840,461.00</b>	<b>(21,461.00)</b>	<b>819,000.00</b>	<b>97.69%</b>
	<b>TOTAL EXPENSES</b>			<b>840,461.00</b>	<b>(2,061.00)</b>	<b>838,400.00</b>	<b>100.00%</b>
	<b>REVENUE OVER EXPENSES</b>			<b>18,000.00</b>	<b>(18,000.00)</b>	<b>0.00</b>	

# **CITY OF ALAMOGORDO PUBLIC HOUSING AUTHORITY**

## **MAINTENANCE POLICY**

The Maintenance Division of the Alamogordo Public Housing Authority is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of PHA properties and providing decent, safe, and sanitary housing in good repair to its residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system.

### **I. COMPONENTS OF A MAINTENANCE SYSTEM**

A developed maintenance system with the following components will provide that the PHA has the tools needed to monitor and control the performance of maintenance work performed:

- A. Priority system
- B. Emergency response
- C. Turnarounds
- D. Quality control
- E. Unit inspections
- F. Preventative maintenance
- G. Routine maintenance
- H. Resident generated work orders
- I. Contracting for services
- J. Coordination between programs

### **II. PRIORITY SYSTEM**

To ensure that all work is done in a timely and cost effective manner, work orders will be scheduled in the following order:

- A. Emergencies
- B. Resident On-Demand Requests
- C. Vacancy Preparation
- D. Preventive Maintenance

### **III. EMERGENCY RESPONSE**

Emergencies are the highest priority source of work. The PHA will consider a work item to be an emergency if one of the following occur:

- A. The situation constitutes a serious threat to the safety, security or health of residents or staff.

#### ***Attachment #4***

- B. The situation will cause serious damage to the property structure or systems if not repaired immediately

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with the supervisor or if a supervisor is not available, the employee will contact the Department of Public Safety for assistance in obtaining a supervisor within the City's Facilities Maintenance Department.

The PHA has a twenty-four hour emergency response system in place that includes the designation of a maintenance employee on standby who has a cellular phone and access to materials and supplies. The designated employee will provide an update to the Maintenance Supervisor the morning of the next workday. The supervisor will then prepare a work order and report to the Executive Director on any emergency the morning of the next workday.

#### **IV. TURNAROUNDS**

It is the policy of the PHA to re-rent vacant units as soon as possible. This policy allows the PHA to maximize the income produced by its properties and operate attractive and decent, safe and sanitary units in good repair.

The Maintenance Supervisor is responsible for implementing a system that ensures an average turn-around time of seven (7) working days in the unit. In order to do so, the system must include the following tasks:

- A. Forecast unit preparation needs
- B. Estimate the number of units to be prepared
- C. Estimate the number of hours required to prepare them
- D. Control work assignments to ensure prompt completion
- E. Control the quality of the unit with quality control

The maintenance procedure for reoccupying vacant units relies on prompt notification of the vacancy by management, fast and accurate inspection, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

All damages will be repaired, surfaces cleaned, major systems cleaned and checked if possible, walls painted if needed and floors cleaned and waxed to make the unit acceptable to the PHA's and HUD's standards.

#### **V. QUALITY CONTROL**

To insure the quality of the units and the quality of the workmanship done to the units, quality control measures have been put into place. The Maintenance Supervisor will:

#### ***Attachment #4***

- A. Inspect at least 5% of all completed work orders .
- B. Inspect 100% of all make-ready units before they are turned into the Senior Housing Specialist for lease up.
- C. Insure all members of the maintenance department are aware of the standards required by HUD and REAC.
- D. Inspect any contracted work for quality, compliance and completion.

#### **VI. UNIT INSPECTIONS**

The PHA's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the dwelling and non-dwelling units, grounds and building exteriors, and major service systems.

All work orders generated by an inspection will be created within twenty-four hours of the inspection and completed within thirty days unless otherwise specified.

##### **A. Dwelling Unit Inspections**

Each maintenance staff member is responsible for monitoring the condition of dwelling units. Whenever a staff member enters a dwelling unit for any maintenance purpose, the member will record any required work discovered while in the apartment on an inspection form. These work items will be converted to a work order request within twenty-four hours of discovery.

During each inspection, staff will perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the PHA inspection form. All uncompleted work items will be converted to a work order within twenty-four hours of the completion of the inspection.

##### **B. Building and Grounds Inspections**

Regular inspections of the property grounds and building exteriors are required to maintain the curb appeal of the property. The inspection procedure specifies the desired condition of the areas to be inspected. The defined condition will include any HUD or locally required standards but will not prevent the PHA from setting a higher standard to make the property more competitive in the local market.

Building and grounds inspections must cover these areas:

1. Learning Centers
2. Office Building
3. Common entries
4. Building walls
5. Windows
6. Porches and railings
7. Parking lots

8. Sidewalks and fences
9. Grounds
10. Lawns, shrubs, and trees
11. Trash collection areas

## **VII. PREVENTIVE MAINTENANCE**

The purpose of the scheduled maintenance program is to allow the PHA to anticipate maintenance requirements and make sure they can be addressed in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep properties operating in good repair. These systems include but are not limited to heating and air conditioning, electrical, life safety and plumbing.

### **A. General Operating Systems**

A specific program is in place for each system. The program contains a list of the scheduled service maintenance for each system, the frequency and interval at which that service must be performed, the equipment and materials required to perform the service. An assessment of the skills needed to perform the tasks will be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

The systems covered by the preventative maintenance program include, but are not limited to:

1. Emergency lighting
2. Exhaust fans
3. Exterior/interior electrical
4. Fire extinguishers and other life safety systems
5. Heating plants
6. Air conditioning equipment
7. Exterior plumbing
8. Interior plumbing
9. Sinks
10. Hot water systems
11. PHA provided appliances
12. Window and door operations
13. Sprinkler systems
14. Storage sheds
15. Landscaping

### **B. Roof Repairs/ Replacement**

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces, that there is good drainage and prompt discovery of deficiencies.



#### ***Attachment #4***

The system includes these features:

1. The type, area, and age
2. Warranties and/or guarantees, and insurance coverage in effect
3. Expected useful life
4. History of maintenance and repair
5. Inspection schedule

More serious roofing conditions will be evaluated and put out for bid work if required.

#### **C. Vehicle/Equipment Maintenance**

The PHA will protect the investment it has made in vehicles and other motorized equipment by routine maintenance. The Maintenance Supervisor is responsible for compliance with this plan which contains components for routine service as well as servicing for seasonal use.

The Maintenance Supervisor will ensure that any employee who operates a vehicle or piece of motorized equipment has a valid state driver's license if necessary.

The vehicles and equipment to be covered include but are not limited to:

1. Cars, trucks and vans
2. Tractors
3. Lawn mowers and other miscellaneous lawn care equipment
4. Chain saws
5. Power tools

#### **D. Lead-Based Paint**

The PHA is committed to controlling lead-based paint hazards in all its dwellings constructed before 1978. If any hazards are discovered, the PHA will take corrective measures. The Maintenance Supervisor will have the authority and responsibility to direct all activities associated with lead hazard control.

The control plan will include such activities as:

1. Hiring of a qualified outside agency to perform testing of suspected areas to detect the presence of lead paint
2. Protection of residents and workers from lead-based paint hazards if found
3. Compliance with Federal Regulations for removal and abatement if necessary

Other responsibilities include directing or coordinating training sessions, issuing special work orders, informing residents of any hazards found, responding to reports of children with elevated blood lead levels, correcting lead-based paint hazards on an emergency repair basis, and other efforts as appropriate.

**E. Life Safety Systems**

A program that includes the required inspection, servicing and testing of this equipment as required by manufacturer's recommendations, local or state law to ensure that it will be fully functional in the case of an emergency has been developed. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor.

The equipment includes the following:

1. Fire alarms and fire alarm systems
2. Fire extinguishers
3. Emergency lighting

**VIII. ROUTINE MAINTENANCE**

**A. Pest Control/Extermination**

The PHA will make all efforts to provide a healthy and pest-free environment for its residents. They will determine which pests infest its properties and will provide the best possible treatment for eradication.

The Maintenance Supervisor will determine the most cost-effective way of delivering the treatments whether by contractor or licensed PHA personnel.

The extermination plan begins with an analysis of the current condition at each property. The Maintenance Supervisor and Administration personnel will make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention will be paid to cockroaches. The schedule will include frequency and location of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated at the same time for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week prior to spraying. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions will be bilingual to properly notify the residents. If the unit is found to be too dirty or cluttered to be sprayed, that unit and other units it is connected to will not be sprayed until the situation is remedied. The reporting of this condition of the unit will call for an inspection by Housing Authority staff within 48 hours in order to bring the unit into condition to make it cost effective to spray.

**B. Landscaping and Grounds**

Routine grounds maintenance includes numerous activities:

1. Litter control

#### ***Attachment #4***

2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower and shrubbery beds and trees
5. Snow and ice removal (as required)
6. Seasonal startup/Shutdown off sprinkler systems

#### **C. Interior Painting**

The appearance and condition of the paint within each unit is important to unit condition and resident satisfaction. Accordingly, the PHA will ensure that interior paint in resident dwelling units is satisfactorily maintained. Tenants can request their unit be repainted. This will be considered on a time management basis and the time elapsed since last painting. Tenants will be allowed to repaint the unit themselves with the PHA providing all materials. Should the need to repaint be due to the resident's neglect or abuse or before unit is scheduled to need repainting, they will be charged for associated costs.

Painting standards include:

1. Surface preparation
2. Protection of non-painted surfaces
3. Color and finish
4. Paint quality
5. Approved methods of application

### **IX. RESIDENT GENERATED WORK ORDERS**

This category of work refers to all non-emergency calls resident generated work requests that fall into no other category. It is the policy of the PHA to complete them within twenty days.

### **X. CONTRACTING FOR SERVICES**

The PHA will contract for maintenance services when it is in their best interests to do so.

1. When the employees of the maintenance staff have the time and skills to perform the work at hand, they will be the first choice to perform a given task.
2. When maintenance staff has the skills to do the work required, but there is no time available to complete it, the Maintenance Supervisor will determine whether it is more cost effective to use a contractor to complete the work.
3. If the maintenance staff does not have the skills to complete the work, the Maintenance Supervisor will decide whether it will be more cost effective to train a staff member or hire a contractor.

Once the decision has been made to hire a contractor, the process set out in the PHA Procurement Policy will be used. These procedures vary depending on the expected

#### ***Attachment #4***

dollar amount of the contract. The Maintenance Supervisor will be responsible for the maintenance department's contribution to this process.

### **XI. COORDINATION AMONG STAFF**

The PHA controls several different programs including the Low Rent, Section 8 and Homeownership Programs. At times the maintenance staff will be required to assist programs other than Low Rent. When maintenance staff is used for programs other than Low Rent, documentation of the work and any materials used will be required so the appropriate department can be charged.

**Required Initial Assessment of Conversion  
of Public Housing to Tenant Based Assistance**

The City of Alamogordo Public Housing Authority has conducted a required initial assessment in accordance with 24 CFR 972.200, once for each of its developments.

The City of Alamogordo Public Housing Authority certifies they have considered the following for each of its development:

1. Reviewed the operating budget for its developments.
2. Considered the implications of converting the public housing the tenant-based assistance.
3. The PHA has concluded that conversion of its developments may be inappropriate because is would adversely affect the availability of affordable housing in the community.