

**Comprehensive  
Agency Plan**

**of the  
Alamosa  
Housing  
Authority**

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

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**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:**

ALAMOSA HOUSING AUTHORITY

**PHA Number:**

CO004

**PHA Fiscal Year Beginning: (mm/yyyy)**

04/01/2000

**Public Access to Information**

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

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

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

213 Murphy Drive

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

- X Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- X 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)

X 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.

X The PHA's mission is: (state mission here)

#### MISSION OF THE ALAMOSA HOUSING AUTHORITY

The Alamosa Housing Authority is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we will provide opportunities for those we serve to become self-sufficient.

The mission of the Alamosa Housing Authority is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community.

The Alamosa Housing Authority is committed to providing quality, affordable housing and services in an efficient and creative manner.

The mission of the Alamosa Housing Authority is to serve the citizens of Alamosa by:

- Providing affordable housing opportunities in a safe environment.
- Revitalizing and maintaining neighborhoods and a strong urban core.
- Forming effective partnerships to maximize social and economic opportunities

The mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.

Our mission to provide quality housing to eligible people in a professional, fiscally prudent manner and be a positive force in our community by working with others to assist these families with appropriate supportive services.

The mission of the Housing Authority of the City of Alamosa is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

The mission of the Housing Authority of Alamosa is to be the leader in making excellent affordable housing available for low and moderate-income persons through effective management and the wise stewardship of public funds. We partner with our residents and others to enhance the quality of life in our communities.

The Alamosa Housing Authority is committed to excellence in offering quality affordable housing options and opportunities for the residents of Alamosa.

The Alamosa Housing Authority is committed to building better neighborhoods by providing comprehensive housing opportunities for qualified individuals and families through creative and professional service in partnership with the greater community.

## **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs are strongly encouraged to identify quantifiable measures of success in reaching their objectives over the course of the 5 Years.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)

Improve voucher management: (SEMAP score)

Increase customer satisfaction:

Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

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

Other: (list below)

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

**Goals:**

1. Manage the Alamosa Housing Authority's existing public housing program in an efficient and effective manner thereby retaining status of a High performer.
2. Manage the Alamosa Housing in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

**Objectives**

3. HUD will continue to recognize the Alamosa Housing Authority as a high performer from now through March 31, 2004.
4. The Alamosa Housing Authority shall continue to make our public housing units more marketable to the community as a result in keeping our waiting list to a six-month wait for housing.
5. The Alamosa Housing Authority shall keep a waiting list of sufficient size so that units can be filled within a 10-15 days of them becoming vacant.
6. The Alamosa Housing Authority shall keep the percentage of rents collected at 95% to 100%.
7. The Alamosa Housing Authority shall continue to keep an occupancy rate of not less than 95% at all times.
8. The Alamosa Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
9. The Alamosa Housing Authority shall implement its asset management plan no later than March 31, 2002.

**C. Expansion of the stock issues**

**Goal:**

1. Preserve the Alamosa Housing Authority's present housing stock and program resources too more closely meet housing needs and markets identified in our community.
2. Assist our community to the availability of affordable, suitable housing for families in the very low income range.

**Objectives:**

1. Assist our partners in the availability of affordable housing, the needs and to work with us on improvements for our community and housing needs.

**D. Marketability Issues****Goals**

1. Enhance marketability of the Alamosa Housing Authority' public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

**Objectives**

1. The Alamosa Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in the element of the Public Housing Assessment Program.
2. The Alamosa Housing Authority shall remove all graffiti within 24 to 72 hours of discovering it by March 31, 2000.
3. The Alamosa Housing Authority shall achieve proper curb appeal for this public housing developments by improving its landscaping, keeping its grass cut, making properties litter-free and other actions by March 31, 2002.
4. The Alamosa Housing Authority shall become a more customer-oriented organization.

**E. Security Issues****Goals:**

1. Provide a safe and secure environment in the Alamosa Housing authority's Public housing developments.



2. Improve resident and community perception of safety and security in the Alamosa Housing Authority's public housing developments.

**Objectives:**

1. The Alamosa Housing Authority shall continue to reduce crime in its developments.
2. The Alamosa Housing Authority shall continue to refine and work with the local police department and its agencies.
3. The Alamosa Housing Authority shall continue to do aggressive screening procedures.
4. The Alamosa Housing Authority shall attract the idea of police officer living in its developments.

**F. Tenant-Based Housing Issues**

**Goals:**

1. Manage the Alamosa Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as a high performer.
2. Expand the range and quality of housing choices available to participants in the Alamosa Housing Authority's tenant-based assistance program.

**Objectives:**

1. The Alamosa Housing Authority shall achieve and sustain a utilization rate of not less than 98% March 31, 2004, in its tenant-based program.
2. The Alamosa Housing Authority shall attract new landlords who want to participate in the program by March 31, 2004 by means of strategic marketing, meetings and brochures.

**G. Maintenance Issues**

**Goals:**

1. Maintain the Alamosa Housing Authority property in a decent condition.
2. Deliver timely and high quality maintenance services to the resident of the Alamosa Housing Authority.

## **Objectives:**

1. The Alamosa Housing Authority shall have all of its units in compliance with HUD's evaluation of the physical condition of its property by March 31, 2004.
2. The Alamosa Housing Authority shall improve on the implementation on its preventive maintenance plan by March 31, 2001.
3. The Alamosa Housing Authority shall achieve and maintain an average response time of 12 hours in responding to emergency work orders by March 31, 2002.
4. The Alamosa Housing Authority shall achieve and maintain an average response time of not more than three days on routine work orders being completed by March 31, 2002.

## **H. Equal Opportunity Issues**

### **Goals:**

1. Use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.
2. Operate the Alamosa Housing Authority in full compliance with all Equal Opportunity laws and regulations.
3. The Alamosa Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.

### **Objective:**

1. The Alamosa Housing Authority shall mix its public housing development populations as much as possible ethnically, racially and income wise.
2. The Alamosa Housing Authority shall annually achieve some of the goals that are establishes.

## **I. Fiscal Responsibility Issues**

### **Goals:**

1. Ensure full compliance with all applicable standards and regulations including government

generally accepted accounting practices.

2. Reduce dependency on federal funding.

**Objectives:**

1. The Alamosa Housing Authority shall operate so that income exceeds expenses.
2. The Alamosa Housing Authority shall maintain its operating reserves.
3. The Alamosa Housing Authority shall attempt to maintain its current level of operating costs for three years despite inflation.

**J. Public Image Issues**

**Goals:**

1. Enhance the image of public housing in our community.

**Objectives:**

1. The leadership of the Alamosa Housing Authority shall become involved in various organizations in the community by March 31, 2005.
2. The Alamosa Housing Authority shall keep track of all success stories about the Housing Authority or its residents between now and March 31, 2005.
3. The Alamosa Housing Authority shall keep track of all outreach programs in our community by March 31, 2000.

**K. Supportive Service Issues**

**Goals:**

1. Improve access of public housing residents to services economic opportunity and quality of life.
2. Improve economic opportunities (self-Sufficiency) for the families and individuals who reside in our housing.

**Objectives:**

1. The Alamosa Housing Authority will continue the partnership with its supportive services within

the community to enhance services to our residents.

2. The Alamosa Housing Authority shall attempt to assist its resident organizations in strengthening their organization.
3. The Alamosa Housing Authority shall attempt to work with its partners to ensure at 50% of its TANF residents are working or engaged in job training.
4. The Alamosa Housing Authority shall attempt that all its school age children are regularly attending school and shall offer incentives to school age children who attain and recognized high performers in grade reports.

**Annual PHA Plan  
PHA Fiscal Year 2000**

[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)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Alamosa Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Alamosa Housing Authority.

### **Mission**

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 Alamosa Housing Authority is committed to providing quality, affordable housing in a safe environment.

**We have also adopted the following goals and objectives for the next five years.**

### **Goals**

1. Manage the Alamosa Housing Authority's existing public housing program in an efficient and effective manner thereby retaining status of a High performer.
2. Manage the Alamosa Housing in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

### **Objectives**

1. HUD will continue to recognize the Alamosa Housing Authority as a high performer from now through March 31, 2004.
2. The Alamosa Housing Authority shall continue to make our public housing units more marketable to the community as a result in keeping our waiting list to a six-month wait for housing.
3. The Alamosa Housing Authority shall keep a waiting list of sufficient size so that units can be filled within a 10-15 days of them becoming vacant.
4. The Alamosa Housing Authority shall keep the percentage of rents collected at 95% to 100%.

5. The Alamosa Housing Authority shall continue to keep an occupancy rate of not less than 95% at all times.
6. The Alamosa Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
7. The Alamosa Housing Authority shall implement its asset management plan no later than March 31, 2002.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we are on course to improve the condition of affordable housing in Alamosa.[24 CFR Part 903.7 9 (r)]

### **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.

#### **Table of Contents**

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#### **Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  1. Housing Needs
  2. Financial Resources
  3. Policies on Eligibility, Selection and Admissions
  4. Rent Determination Policies
  5. Operations and Management Policies
  6. Grievance Procedures
  7. Capital Improvement Needs
  8. Demolition and Disposition
  9. Designation of Housing
  10. Conversions of Public Housing
  11. Home ownership

- 12. Community Service Programs
- 13. Crime and Safety
- 14. Pets (Inactive for January 1 PHAs)
- 15. Civil Rights Certifications (included with PHA Plan Certifications)
- 16. Audit
- 17. Asset Management
- 18. Other Information

**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:**

- x Admissions Policy for Deconcentration
- x FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- 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.

**List of Supporting Documents Available for Review**

<b>On Display</b>	<b>Supporting Document</b>	<b>Applicable &amp; Plan Component</b>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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
	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	
	Most recent board-approved operating budget for the public housing program	
	Annual Plan:	
	Financial Resources;	

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

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 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and

2. Documentation of the required Deconcentration and income mixing analysis Annual Plan: Eligibility, Selection, and Admissions Policies

Public housing rent determination policies, including the methodology for setting public housing flat rents

check here if included in the public housing

A & O Policy Annual Plan: Rent Determination

Schedule of flat rents offered at each public housing development

check here if included in the public housing

A & O Policy Annual Plan: Rent Determination

Section 8 rent determination (payment standard) policies

check here if included in Section 8 Administrative Plan Annual Plan: Rent Determination

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

Public housing grievance procedures

check here if included in the public housing

A & O Policy Annual Plan: Grievance Procedures

Section 8 informal review and hearing procedures

check here if included in Section 8 Administrative Plan Annual Plan: Grievance Procedures

The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant

year Annual Plan: Capital Needs

Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant Annual Plan: Capital Needs

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

Approved or submitted public housing home ownership programs/plans Annual Plan: Home ownership

Policies governing any Section 8 Home ownership program

check here if included in the Section 8 Administrative Plan Annual Plan: Home ownership

Any cooperative agreement between the PHA and the TANF agency Annual Plan: Community Service & Self-

Sufficiency

FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Self-Sufficiency

Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports Annual Plan: Community Service & Self-Sufficiency

Community Service & Self-Sufficiency

The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) Annual Plan: Safety and Crime Prevention

The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings Annual Plan: Annual Audit

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	Overall	Afford-ability	Supply	Quality
		Access-ability	Size	Location
Income <= 30% of AMI				
Income >30% but <=50% of AMI				
Income >50% but <80% of AMI				
Elderly				
Families with Disabilities				
Race/Ethnicity				
Race/Ethnicity				
Race/Ethnicity				
Race/Ethnicity				

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- x U.S. Census data: the Comprehensive Housing Afford ability Strategy ("CHAS") data set
- x American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

#### **Alamosa Housing Needs of Families in the Jurisdiction**

**by Family Type**

Family Type	Overall	Afford ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	793	5	3	4	3	3	3
Income >30% but <=50% of AMI	538	5	3	4	3	3	3
Income >50% but <80% of AMI	210	5	3	4	3	3	3
Elderly	429	5	5	5	5	3	
Families with Disabilities	603	5	5	5	5	5	3
White	11210	4	4	4	4	4	4
African-American	49	4	4	4	4	4	4
American Indian	18	4	4	4	4	4	4
Asian/Pacific Islander	83	4	4	4	4	4	4
Hispanic	5156	5	5	5	5	5	5

PHA conducted this analysis by using the information of the U.S. Census data: the Comprehensive Housing Afford ability Strategy ("CHAS") data set  
 American Housing Survey data  
 Indicate year: 1990  
 Other housing market study  
 Indicate year: PHA waiting list 1999

**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)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

# of families      % of total families      Annual Turnover

Waiting list total

Extremely low income <=30% AMI

Very low income

(>30% but <=50% AMI)

Low income

(>50% but <80% AMI)

Families with children

Elderly families  
 Families with Disabilities  
 Race/ethnicity  
 Race/ethnicity  
 Race/ethnicity  
 Race/ethnicity

Characteristics by Bedroom Size (Public Housing Only)

1BR  
 2 BR  
 3 BR  
 4 BR  
 5 BR  
 5+ BR

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

**Alamosa Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

Public Housing

:

	# of families	% of total families	Annual Turnover
Waiting list total	39		100
Extremely low income <=30% AMI	32	82%	
Very low income (>30% but <=50% AMI)	5	13%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	25	64%	
Elderly families	2	5%	
Families with Disabilities	12	31%	
White	17	44%	

African-American	0	0%
American Indian	0	0%
Asian/Pacific Islander	0	0%
Hispanic	22	56%

**Characteristics by Bedroom Size (Public Housing Only)**

1BR	17	44%	10
2 BR	16	41%	45
3 BR	4	10%5%	43
4 BR	2	5%	2
5 BR	N/A	N/A	N/A
5+ BR			

Is the waiting list closed (select one)? No

Please Note: The Alamosa Housing Authority adopts the Section 8 Colorado Division policies and procedures.

**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**

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

Select all that apply

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

strategies

Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**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)

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

**(2) Reasons for Selecting Strategies**

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

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

Other: (list below)

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

[24 CFR Part 903.79 (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.

### **Financial Resources:**

#### **Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
----------------	-------------------	---------------------

##### **1. Federal Grants (FY 2000 grants)**

- a) Public Housing Operating Fund
- b) Public Housing Capital Fund
- c) HOPE VI Revitalization
- d) HOPE VI Demolition
- e) Annual Contributions for Section 8 Tenant-Based Assistance
- f) Public Housing Drug Elimination Program (including any Technical Assistance funds)
- g) Resident Opportunity and Self-Sufficiency Grants
- h) Community Development Block Grant
- i) HOME

Other Federal Grants (list below)

##### **2. Prior Year Federal Grants (unobligated funds only) (list below)**

##### **3. Public Housing Dwelling Rental Income**

##### **4. Other income (list below)**

##### **4. Non-federal sources (list below)**

**Total resources**

### **Alamosa Housing Authority Financial Resources:**

#### **Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	209,572	

b)	Public Housing Capital Fund		344,979
c)	HOPE VI Revitalization		N/A
d)	HOPE VI Demolition		N/A
e)	Annual Contributions for Section 8 Tenant-Based Assistance		15,000
f)	Public Housing Drug Elimination Program (including any Technical Assistance funds)		N/A
g)	Resident Opportunity and Self-Sufficiency Grants		N/A
h)	Community Development Block Grant	N/A	
i)	HOME	N/A	
	Other Federal Grants (list below)		N/A

**2. Prior Year Federal Grants (unobligated funds only) (list below)**

N/A

**3. Public Housing Dwelling Rental Income**                      278,870                      PH Operations

**4. Other income (list below)**    7,500                      PH Operations

Misc. Income

**4. Non-federal sources (list below)**

Invested income    8,600                      PH Operations

**Total resources**    849,521

**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)

x        When families are within a certain number of being offered a unit: (state number)

x        When families are within a certain time of being offered a unit: (state time)

Other: (describe)

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

X        Criminal or Drug-related activity

x        Rental history



- x Housekeeping
- x Other (describe)
  - History of disturbing neighbors or destruction of property fraud in connection with any housing programs
  - owing any balance due on rental account to any housing program
  - Alcohol abuse that interferes with the health, safety or right of peaceful enjoyment by others
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? Yes, if all possible
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? yes
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) yes, if all possible

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
  - x Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
  - X 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? n/a
  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)?n/a  
If yes, how many lists?
  3. Yes No: May families be on more than one list simultaneously  
If yes, how many lists? n/a
  4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? N/a

- 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? Yes
- 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? No
- b. Transfer policies: yes  
 In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Over housed
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)  
 To meet Deconcentration goals
- 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**) no
  2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that

apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)

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

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

- x At an annual reexamination and lease renewal
- x Any time family composition changes
- x 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? No

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?  
Yes, our PHA already does mixing of income in all site areas

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:

- x 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? No

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)

x 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)

x Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section**

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).**

**The Alamosa Housing Authority adopts and follows the Section 8 Colorado Division of Housing Policies and procedures.**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

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

Criminal and drug-related activity, more extensively than required by law or regulation  
More general screening than criminal and drug-related activity (list factors below)  
Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
  - Criminal or drug-related activity
  - Other (describe below)

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

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

## **(3) Search Time**

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

If yes, state circumstances below:

## **(4) Admissions Preferences**

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new

admissions to the section 8 program to families at or below 30% of median area income?

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 sub-component **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

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

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

**The Alamosa Housing Authority adopts and follows the Section 8 Colorado Division of Housing Policies and Procedures.**

#### **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?

No

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

### 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? No

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)**

- x For the earned income of a previously unemployed household member
- x For increases in earned income
  - Fixed amount (other than general rent-setting policy)
    - If yes, state amount/s and circumstances below:
  - Fixed percentage (other than general rent-setting policy)
    - If yes, state percentage/s and circumstances below:
  - For household heads
  - For other family members
- x For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
- x child support payments

**e. Ceiling rents**

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
  - x Yes for all developments
  - Yes but only for some developments
  - No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
  - x 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
  - x 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

x Any time the family experiences an income increase

x Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\$200.00 or above

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? No

**(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.)

X 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).**

**The Alamosa Housing Authority adopts and follows the Section 8 Colorado Division of Housing Policies and Procedures.**

**(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 sub-market
  - 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 sub-market
  - 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)

**The Alamosa Housing Authority adopts and follows the Section 8 Colorado Division of Housing Policies and Procedures.**

**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)

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

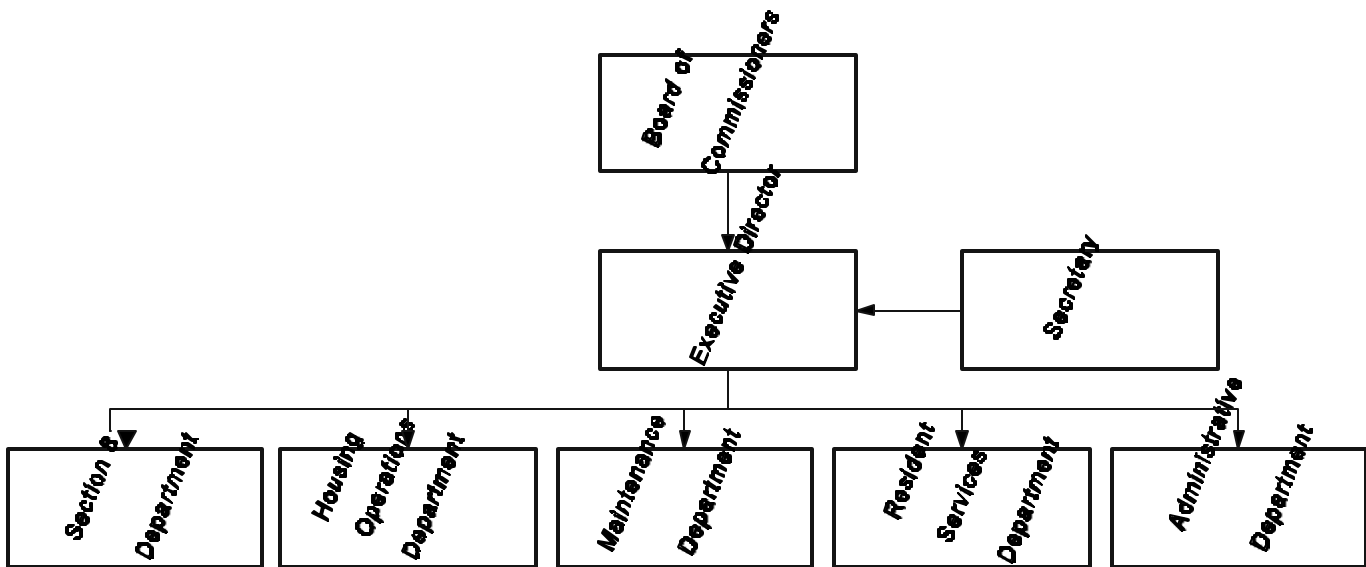
x An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

The Alamosa Housing Authority operates a tenant-based program. It operates both Section 8 Certificate and Section 8 Voucher Programs. In total we are able to assist **199** families. On average, **50** certificates or vouchers are surrendered each year and new families are assisted under these programs.

Finally, attached is an organizational chart of the Alamosa Housing Authority.

**ALAMOSA HOUSING AUTHORITY  
ORGANIZATION CHART**



**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>
		<b>100 or 50%</b>
Public Housing	199	199
Section 8 Vouchers	N/a	
Section 8 Certificates	N/a	
Section 8 Mod Rehab	N/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)		N/a
Public Housing Drug Elimination Program (PHDEP)		N/a
Other Federal Programs(list individually)		
Colorado Division of Housing Section 8 Certificates	50	50

**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)

## **OPERATION AND MANAGEMENT**

The Alamosa Housing Authority has the following Policies that govern our operations:

- Admissions and continued Occupancy Policy
- Section 8 Administrative Plan provided by the Colorado Division of Housing
- Blood Borne Disease Policy (included in Maintenance Policy-Appendix B)
- Capitalization Policy
- Check Signing Policy
- Criminal Records Management Policy (included in ACOP-Appendix A)
- Disposition Policy
- Drug Free (included in Personnel Policy-Appendix B)
- Equal Housing Opportunity (included in all policies)
- Ethics Policy (included in Personnel Policy-Appendix C)
- Facilities use Policy
- Fund Transfer Policy
- Grievance Procedures
- Hazardous Materials Policy (included in Maintenance policy-Appendix C)
- Investment Policy
- Maintenance Policy (including Pest Policy as Appendix A)
- Minority business Enterprise Goals
- Natural Disaster Policy
- Pest control (included in maintenance Policy-Appendix A)
- Personnel Policy
- Procurement Policy
- Terms of Eviction (included in ACOP-Appendix B)

The required pest Control policy is contained in our Maintenance Policy.

Copies of these policies can be located at **Main Office of the Alamosa Housing Authority**  
**213 Murphy Drive**  
**Alamosa, Co 81101**

(2) Section 8 Management: (list below)

**The Alamosa Housing Authority adopts and follows the Section 8 Colorado Division of Housing Policies and Procedures.**

The Alamosa Housing Authority operates the following programs:

<b>PROGRAM</b>	<b>BRIEF DESCRIPTION</b>
Public Housing	199 Units of Public Housing
Section 8	50 certificates and vouchers through the Colo. Division of Housing
CIAP	Modernization
Meals on Wheels	with the South Central Nutrition Program
Commodity Supplemental Food Program	with the Tri County Senior Citizens Program
Bingo	Resident participation- Monday - Thursdays
Resident Pot Luck	Monthly meeting

The Alamosa Housing Authority has 199 public housing units in the following locations:

<b>DEVELOPMENT NAME</b>	<b>NUMBER OF UNITS</b>	<b>AVERAGE ANNUAL TURNOVER</b>
CO06P004001	40	30
CO06P004002	85	50
CO06P004003	58	15
CO06P004004	16	

## **6. PHA Grievance Procedures**

[24 CFR Part 903.79 (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.

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**



## **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? No

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)

- x 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?  
no

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)

- x 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-

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

## CAPITAL IMPROVEMENT PLAN

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached HUD forms are our Plan. The needs we currently have greatly exceed the resources we have to meet these needs. The prioritization decisions we have made were extremely difficult to make, but are in the best interest of our residents and the community.

This Plan is based on the best information that was available to the Alamosa Housing Authority at the time we prepared the Plan.

### **(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)no

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)

### **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.

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to**

**complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

- 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.) No

### 2. Activity Description

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

### **Demolition/Disposition Activity Description**

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

## **DEMOLITION AND/OR DISPOSITION**

The Alamosa Housing Authority has no plans to demolish or dispose of any of our public housing property in the next year.

### **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.) NO
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

Occupancy by families with disabilities

Occupancy by only elderly families and families with disabilities

3. Application status (select one)

Approved; included in the PHA's Designation Plan

Submitted, pending approval

Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)

New Designation Plan

Revision of a previously-approved Designation Plan?

6. Number of units affected:

7. Coverage of action (select one)

Part of the development

Total development

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

### **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.)

**NO**

2. Activity Description

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

### **Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to next question)

Other (explain below)

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

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

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

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

Units addressed in a pending or approved demolition application (date submitted or approved:

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:  
)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

### **11. Home ownership 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 home ownership programs administered by the PHA under

an approved section 5(h) home ownership 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 home ownership 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.)no

2. Activity Description

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

**Public Housing Home ownership Activity Description**

**(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

Approved; included in the PHA's Home ownership Plan/Program

Submitted, pending approval

Planned application

4. Date Home ownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)

5. Number of units affected:

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 Home ownership 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.)no

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 home ownership 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 Home ownership Option program in addition to HUD criteria?  
If yes, list criteria below:

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

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

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

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

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



Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation
Method (waiting list/random selection/specific criteria/other) Access (development office / PHA main office / other provider name) Eligibility (public housing or section 8 participants or both)		

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

a. Participation Description

**Family Self Sufficiency (FSS) Participation**

Program Required Number of Participants

(start of FY 2000 Estimate) Actual Number of Participants

(As of: DD/MM/YY)

Public Housing

Section 8

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

### **C. Welfare Benefit Reductions**

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

Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

Informing residents of new policy on admission and reexamination

Actively notifying residents of new policy at times in addition to admission and reexamination.

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

Establishing a protocol for exchange of information with all appropriate TANF agencies

Other: (list below)

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

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

## **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 use 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 anti-crime/anti drug programs  
Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program
  - Other (describe below)

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

**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)

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

#### **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?

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: \_\_\_\_)

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **PET POLICY**

In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), this Section is not being submitted until HUD completes its rule making process and we have had a chance to effectively deal with the new requirements.

### **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))?

no, skip to component 17.) Yes

2. Yes No: Was the most recent fiscal audit submitted to HUD? Yes

3. Yes No: Were there any findings as the result of that audit? No

(If

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)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

**Not Applicable -As a High Performing and Small, non troubled housing authority we are not required to complete this Section of the Annual Plan according to the February 18, 1999, Interim Rule.**

## **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? no
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: (provide name here)

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the

Consolidated Plan/s.

The ~~PHA has participated in any consultation process organized and offered by the Consolidated Plan~~ agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

#### **D. Other Information Required by HUD**

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

#### **Attachments**

### **CAPITAL IMPROVEMENT PLAN**

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached HUD forms are our Plan. The needs we currently have greatly exceed the resources we have to meet these needs. The prioritization decisions we have made were extremely difficult to make, but are in the best interest of our residents and the community.

This Plan is based on the best information that was available to the Alamosa Housing Authority at the time we prepared the Plan.

#### ***0.4 DECONCENTRATION POLICY***

It is Alamosa Housing Authority's policy to provide for Deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Alamosa Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income

levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and Deconcentration incentives to implement. The worksheet for the analysis can be found in **Appendix 1**.

**Appendix I**

**Income Limits and Deconcentration Worksheet**

<b>Development Name</b>	<b>Number of Units Under ACC</b>	<b>Number of Occupied Units</b>	<b>Number of Units Occupied by Very Poor Families</b>	<b>% Occupied by Very Poor Families</b>
-------------------------	----------------------------------	---------------------------------	---	---

**%Very Poor in**

**Census Tract**

**Target Number**

**Number Needed of below 30% of median area income**

**Number Needed above 30% of median area income**

Use this section to provide any additional attachments referenced in the Plans.

original Hard Copies submitted by mail to local HUD office.

1. Certification by State Local Office of PHA Plans Consistency with the Consolidated Plan original faxed copy by State of Colorado
2. PHA Certifications of Compliance with the PHA plans related Regulations Board Resolution to Accompany the PHA Plan
3. Certification for a Drug Free Workplace
4. HUD-50071- Certification of Payments of Influence Federal Transactions.
5. SF-LLL and SF-LLLa - Disclosure of Lobbying Activities
6. All policies and procedures

**PHA Plan  
Table Library**



**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name  
 HA-Wide Activities  
 General Description of Major Work Categories  
 Development Account Number  
 Total  
 Estimated

Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name  
 HA-Wide Activities  
 All Funds Obligated  
 (Quarter Ending Date)

All Funds Expended  
 (Quarter Ending Date)

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

**Optional 5-Year Action Plan Tables**

<b>Development Number (or indicate PHA wide) in Development</b>	<b>Development Name Number Vacant Units</b>	<b>% Vacancies</b>
---	---	--------------------

<b>Description of Needed Physical Improvements or Management Improvements (HA Fiscal Year)</b>	<b>Estimated Cost</b>	<b>Planned Start Date</b>
--	-----------------------	---------------------------

**Total estimated cost over next 5 years**

## **Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

### **Public Housing Asset Management**

#### **Development Identification Activity Description**

Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III
<i>Component 7a</i>	Development	Activities
<i>Component 7b</i>	Demolition / disposition	
<i>Component 8</i>	Designated housing	
<i>Component 9</i>	Conversion	
<i>Component 10</i>	Home- ownership	
<i>Component 11a</i>	Other (describe)	
<i>Component 17</i>		

