

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: Housing Authority of Cochise County _____ PHA Code: <u>AZ034</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2012</u>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>493</u> (plus 50 HUD-VASH)				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> 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 for the next five years:				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
<b>6.0</b>	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Please see the attached Administrative Plan.</p> <p>No significant changes were made to the Administrative Plan.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Housing Authority of Cochise County, 100 Clawson Avenue, Bisbee, Arizona 85603</p> <p>Audit Finding 2011-1 Deficiencies Over Tenant File Maintenance:</p> <p>The Housing Specialist and Executive Director are conducting quality control reviews of tenant files. Check lists for new admission and annual recertification are utilized. An extensive check list is utilized by the Executive Director during quality control. Please see attached letter from HUD regarding the audit review.</p>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				

8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																		
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>HACC currently has 527 families on the waiting list. Of those applicants, 57 are elderly, 146 are handicapped/disabled, and 347 are families. Of the 527 families on the waiting list, only 14 are low income, while the rest are extremely low or very low income. The ethnicity break down of the waiting list is as follows: 135 Hispanic, 408 White, 92 Black, 8 Indian/Alaskan, 8 Asian, 3 Pacific Islander, and 8 Mixed. HACC's jurisdiction covers Cochise and Graham Counties, spanning nearly 11,000 square miles, including Bisbee, Douglas (outside the City of Douglas), Sierra Vista, Hereford, Palominas, Tombstone, Willcox, Benson, Safford, Thatcher, and surrounding areas. Within our county, Bisbee is a tourist attraction; Sierra Vista is the home to Fort Huachuca Army Base, and two large Border Patrol stations at the ports of entry in Naco and Agua Prieta, Mexico. Because of this, the rental market is high, making it difficult to find affordable housing. Payment Standards for 2011 are:</p> <table border="0" data-bbox="235 814 1198 1031"> <thead> <tr> <th><u>Cochise County</u></th> <th><u>Sierra Vista</u></th> <th><u>Graham</u></th> </tr> </thead> <tbody> <tr> <td>0 BR: \$484</td> <td>\$532</td> <td>\$559</td> </tr> <tr> <td>1BR: \$561</td> <td>\$617</td> <td>\$602</td> </tr> <tr> <td>2 BR: \$704</td> <td>\$774</td> <td>\$674</td> </tr> <tr> <td>3 BR: \$972</td> <td>\$1,069</td> <td>\$932</td> </tr> <tr> <td>4 BR: \$1,195</td> <td>\$1,315</td> <td>\$1,073</td> </tr> </tbody> </table> <p>Due to the vastness of our county, moving to the very rural areas where housing is more affordable means trading affordable rent for being close to hospitals, grocery stores, pharmacies, public transportation, etc...</p> <p>Cochise County has some of the oldest housing stock in the West. 58% of the housing in the city of Bisbee was built before 1940 and 91% before 1978. In Douglas and surrounding areas, 21% of the housing was built prior to 1940 and 78% before 1978. Sierra Vista is our largest city with newer homes and units, with more expensive rents and limited affordable housing.</p>	<u>Cochise County</u>	<u>Sierra Vista</u>	<u>Graham</u>	0 BR: \$484	\$532	\$559	1BR: \$561	\$617	\$602	2 BR: \$704	\$774	\$674	3 BR: \$972	\$1,069	\$932	4 BR: \$1,195	\$1,315	\$1,073
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9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p>																		

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

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

Goal 1: Explore feasibility to apply for 25 Housing Choice Vouchers (HCV) to administer to the HUD-Veterans Affairs Supportive Housing (VASH). **Progress: HACC was awarded 25 HUD-VASH vouchers in August 2010. Ten additional vouchers are ported in to Cochise County from Tucson. 25 additional vouchers were awarded in April 2012.**

Goal 2: Explore the feasibility to apply for the Homeownership Voucher Program.  
**Progress: HACC will continue to pursue this option. However, it does not seem to be a feasible option at this time due to the economy.**

Goal 3: Co-sponsor Fair Housing workshops with Southwest Fair Housing Council for tenants, realtors, landlords, and housing staff.  
**Progress: HACC co-sponsored Fair Housing workshop in April 2011. In addition, HACC is on the planning committee and participating in a landlord/tenant forum in March 2012.**

Goal 4: Maintain high status with voucher management (SEMAP).  
**Progress: HACC continues to increase utilization for the HCV vouchers and continue to raise SEMAP score. HACC is currently a High Performer.**

Goal 5: Continue to operate Housing Rehabilitation, Emergency Home Repair, and HOPWA rental assistance.  
**Progress: HACC was awarded the HOME/HTF Rehab Grant through 2012. HACC continues to offer EHR through collaboration with Cochise County Government CDBG grant. HACC continues to offer HOPWA rental assistance, serving 44 households. HACC was awarded a renewal grant beginning February 2012.**

Goal 6: Explore the feasibility of applying for Lead-Based Paint Hazard Control Grant.  
**Progress: HACC ED has met with the County Administrator and Deputy County Administrator and plans to apply for the LBPH Control Grant after the next NOFA is published in collaboration with multiple departments within Cochise County.**

Goal 7: Continue FSS Program  
**Progress: HACC continues to offer an FSS Program with 30 active participants and 5 graduations, each earning escrow. HACC was awarded the 2011 renewal grant for the FSS Coordinator.**

Goal 8: Continue Section 8 HCV, operating at 100% utilization of the budget authority.  
**Progress: HACC is operating above 100% of our budget authority and currently utilizing NRA each month for HAP.**

Goal 9: Continue to expand partnerships with Housing Rehabilitation, Emergency Home Repair, and Lead-Based Paint Hazard Control Programs when applicable.  
**Progress: HACC entered into a new partnership with a local electric company, Sulphur Springs Valley Electric Cooperative, Inc. to administer a Weatherization grant to low-income families in their service area.**

Goal 10: Explore the viable options that would allow Section 8 staff to travel remotely for services.  
**Progress: HACC was on remote site when the HCV waiting list was opened in December 2010. HACC now has a presence in Sierra Vista the second Thursday of each month.**  
**Progress: HACC has teamed up with Planning and Zoning to administer field work for Emergency Home Repair and Rehab. We anticipate sending an inspector to HQS training and to begin teaming up with them for HQS inspections as well.**

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

Substantial Deviations and Significant Amendments or Modifications are defined as discretionary changes in the plans of policies of the Housing Authority of Cochise County which fundamentally change the mission, goals, objectives, or plans of the agency, and which require the formal approval of the Board of Supervisors.

In accordance with 903.7(r)(2), the Housing Authority of Cochise County defines Significant Amendment and Substantial Deviation/Modification as:

The PHA:

- (1) May not adopt the amendment or modification until the PHA has duly called a meeting of its board of directors (or similar governing body) and the meeting, at which the amendment or modification is adopted is open to the public; and
  - (2) May not implement the amendment or modification, until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures, as provided in 903.23.
- (b) Each significant amendment or modification to a PHA Plan submitted to HUD is subject to the requirements of 903.13, 903.15, and 903.17.

10.0

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

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

## Instructions form HUD-50075

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

### 1.0 PHA Information

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

### 2.0 Inventory

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

### 3.0 Submission Type

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

### 4.0 PHA Consortia

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

### 5.0 Five-Year Plan

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

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

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

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

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

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

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

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

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



## **Housing Authority of Cochise County**

100 Clawson Avenue Old Bisbee High School – First Floor

P O Box 167  
Bisbee, AZ 85603

**Anita M. Baca**  
Executive Director

TEL (520) 432-8880  
FAX (520) 432-8890  
TTD (520) 432-8360

### **Resident Advisory Board Meeting**

**August 9, 2012**

**8:00 AM**

**100 Clawson Avenue**

**Bisbee, AZ 85603**

#### **CALL TO ORDER**

The Resident Advisory Board meeting was called to order on August 9, 2012 at 8 a.m. by Anita Baca, Executive Director at 100 Clawson Avenue.

#### **ATTENDEES**

No one was in attendance.

#### **COMMENTS**

N/A

No one was in attendance.

#### **CHALLENGED ELEMENTS**

No elements were challenged.

#### **ADJOURNMENT**

Meeting adjourned at 8:15 a.m. by Anita Baca, Executive Director at 100 Clawson Avenue

#### **Board of Commissioners**

Chair: Jennifer "Ginger" Ryan      Vice Chair: R. Keith Newlon  
Melissa Herrera-DiPeso      Sarah Montoya-Lewis      Kathleen A. Calabrese





## Housing Authority of Cochise County

100 Clawson Avenue Old Bisbee High School – First Floor

P O Box 167  
Bisbee, AZ 85603

Anita M. Baca  
Executive Director

TEL (520) 432-8880  
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### HOUSING AUTHORITY OF COCHISE COUNTY BOARD OF COMMISSIONERS

#### Board of Commissioners

#### Resolution 12-02

**Resolution for adopting the Streamlined Annual Plan for Fiscal Year 2012 and the Section 8 Housing Choice Voucher Administrative Plan for Fiscal Year 2012 with no Significant Revisions, Version 2.**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires the Housing Authority of Cochise County (HACC) to submit an Annual Plan and prepare an Administrative Plan, and

**WHEREAS**, HACC has prepared an Annual Plan in accordance with all HUD regulations and requirements, and has prepared an Administrative Plan for Fiscal Year 2012, and

**WHEREAS**, the Annual Plan and Administrative Plan have been properly posted and an appropriate public hearing has been held,

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of Commissioners of HACC approves the Annual Plan for Fiscal Year 2012 and the Administrative Plan for Fiscal Year 2012, with no significant revisions.

**PASSED AND ADOPTED** by the HACC Board of Commissioners this 16<sup>th</sup> day of August, 2012

Jennifer "Ginger" Ryan  
Chairperson, Board of Commissioners

#### Board of Commissioners

Chair: Jennifer "Ginger" Ryan    Vice Chair: R. Keith Newlon  
Melissa Herrera-DiPeso    Sarah Montoya-Lewis    Kathleen A. Calabrese



OFFICE OF PUBLIC HOUSING

U.S. Department of Housing and Urban Development

Phoenix Field Office  
One North Central, Suite 600  
Phoenix, Arizona 85004-4414  
[www.hud.gov/arizona.html](http://www.hud.gov/arizona.html)

June 18, 2012

Ms. Anita Baca  
Executive Director  
Housing Authority of Cochise County  
P.O. Box 167  
Bisbee, AZ 85603-0167

Subject: Housing Authority of Cochise County – AZ034  
Audit Review for Fiscal Year Ended June 30, 2011

Dear Ms. Baca:

This letter transmits the results of the independent audit report prepared by Malcolm Johnson and Company, P.A. for the Housing Authority of Cochise County for the fiscal year ended June 30, 2011. The audit report included one finding related to the housing choice voucher program administered by Housing Authority of Cochise County.

We are in receipt of your May 21, 2012 corrective action documentation to cure the audit review finding below.

**Finding 2011-1 Deficiencies in Internal Control Over Tenant File Maintenance**

**PHA Response:**

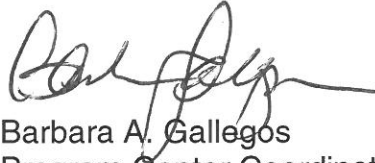
The PHA provided evidence that the Executive Director is conducting quarterly quality control reviews of tenant files. The PHA has also developed a checklist for each tenant file. Copies of the file checklist for each quality controlled new admission and annual recertification was provided.

**HUD Response:**

You have provided the requested information. Your response and actions are acceptable and therefore the audit review is closed.

Should you have any questions concerning this matter, please contact Pete Koziol, Financial analyst at 602-379-7151.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barbara A. Gallegos', with a long horizontal flourish extending to the right.

Barbara A. Gallegos  
Program Center Coordinator  
Phoenix Office of Public Housing