

WHA Plans

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

**WHA Plan
Agency Identification**

WHA Name: The Housing Authority of the City of Walsenburg, CO

WHA Number: CO003

WHA Fiscal Year Beginning: 04/01/00

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

Main administrative office of the WHA

Display Locations For WHA Plans and Supporting Documents

The WHA Plans (including attachments) are available for public inspection at:

Main administrative office of the WHA

WHA Plan Supporting Documents are available for inspection at:

Main administrative office of the WHA

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

A. Mission

The mission of the WHA is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination and to insure a better and safer quality of living for the Walsenburg Housing community.

B. Goals

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

WHA Goal: Expand the supply of assisted housing

Objectives: Acquire or build units or developments

It is the goal of the Walsenburg Housing Authority to develop and build twenty-one more two and three bedroom homes within the next five years. To do this we will work with local and regional lenders to provide the necessary capital to complete our goal.

WHA Goal: Improve the quality of assisted housing

Objectives: Improve public housing management: (PHAS score)
We will continue to maintain our already consistent high quality of living for our residents. The goal of maintaining a safe and economic home for lower income residents will be maintained and improved during the next five years.

Provide replacement public housing: Replacement public housing will be accomplished whenever a home is sold to a resident. This will be accomplished by turning the sale of the home into a site built home with equal and additional amenities.

WHA Goal: Increase assisted housing choices

Objectives: Implement public housing or other homeownership programs:

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

WHA 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)

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

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

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

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

WHA 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:

Annual WALSENBURG HOUSING AUTHORITY Plan
WHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Streamlined Plan:

High Performing WHA
Small Agency (<250 Public Housing Units)

ii. Executive Summary of the Annual WHA Plan

[24 CFR Part 903.7 9 (r)]

The Housing Authority of the City of Walsenburg has two major goals to begin working on for the FYE 3/31/2001.

1. The acquisition by management of 30 units of Low Income Tax Credit Housing entitled The Spanish Peaks Apartments. It is our intention and goal to manage these apartments for the Huerfano County Economic Development Group.
2. The development or acquisition of twenty-one (21) units of low rent public housing with operation funding for these units.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

Required Attachments:

Admissions Policy for Deconcentration

Optional Attachments:

Comments of Resident Advisory Board or Boards

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X A	WHA Plan Certifications of Compliance with the WHA Plans and Related Regulations	5 Year and Annual Plans
X B	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the WHA 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 WHA's involvement.	5 Year and Annual Plans
X C	Consolidated Plan for the jurisdiction/s in which the WHA 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
X D	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X E	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X F	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X G	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X H	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X I	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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> 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
X J	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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
	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
X K	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 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the WHA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	337	3	3	3	5	1 to 3 B/R	Huerfano County
Income >30% but <=50% of AMI	697	3	4	3	5	1 to 3 B/R	Huerfano County

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	882	3	4	3	5	1 to 3 B/R	Huerfano County
Elderly	139	4	5	3	5	1 B/R	Huerfano County
Families with Disabilities	45	4	5	4	5	1 to 3 B/R	Huerfano County
Race/Ethnicity White	1941	3	3	3	5	1 to 5 B/R	Huerfano County
Race/Ethnicity Black	5	3	3	3	5	1 to 5 B/R	Huerfano County
Race/Ethnicity American Ind/Alaska	6	3	3	3	5	1 to 5 B/R	Huerfano County
Race/Ethnicity Asian/Pacific Isl.	0	N/A	N/A	N/A	N/A	N/A	Huerfano County

What sources of information did the WHA 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: Revised 1997.
U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
American Housing Survey data
Indicate year: N/A
- Other housing market study
Indicate year: 1994
Other sources: (list and indicate year of information)

HOUSING NEEDS

The City of Walsenburg, Colorado does not have a Consolidated Plan for its jurisdiction. Therefore the Housing Authority of the City of Walsenburg will use the Consolidated Plan of the State of Colorado along with its own survey conducted for the needs of further decent, safe and affordable housing within the jurisdiction of the Housing Authority.

Lack of affordable vacant housing for rental units in the single and multi-unit exists in housing areas in Walsenburg. Walsenburg currently lacks an adequate supply of rental housing

affordable to those households earning less than 50% of the median family income. In addition, there is a notable lack of two and three bedroom rental units for larger extremely low and low income families.

The Walsenburg housing market has sufficient demand to support 63 new units with 35 two-bedroom and 28 three-bedroom units. The market area consists primarily of the City of Walsenburg, although the project can also expect to draw tenants from the rest of Huerfano County, as well as from new households coming into the area to take advantage of the new jobs that have opened up in Walsenburg over the last two years. The major factors that affect the rental housing market in Walsenburg are summarized below.

1. The City of Walsenburg and Huerfano County are expected to experience consistent population and household growth over the next decade.

Population in Huerfano County grew at an annual rate of 3.1% between 1990 and 1996, rising from 6,009 in 1990 to an estimated 7210 in 1996 and currently 7626 in the County, of which 3950 live in Walsenburg. Over the next five years the county's population is expected to continue to grow at a rate of between 2.0% and 2.5%. According to the projections by the Colorado Department of Local Affairs, by 2002, the population of Huerfano County will be 8,201.

In 1990, the City of Walsenburg had 1,382 households, of which 430, or just over 30% were renters. As of December 1996, the city had 1640 households, with 500 renter households. This represents an increase of 11 to 12 renters per year.

The vacancy rate for single-family units, as per 1990 census data provided by HUD, is 4% which is consistent with current information.

The current rental vacancy rate is just under 2% as a result of decreased supply of rental properties in Walsenburg as well as the southern Colorado region.

There are no FHA Section 502 or 515 units in Walsenburg.

2. Within the last two years Walsenburg has gained about 200 new jobs.

There are two major developments in Walsenburg that have brought new jobs to the area. The first is a 750-bed privately operated correctional facility that employs 186 people. The starting salary for approximately 60% of the new employees is \$16,000.00.

The second development is KanBuild Manufacturing, a manufactured home factory in Walsenburg employing 125 people. The typical hourly rate for employees at Kan Build is \$7.25, which translates to an annual salary of just over \$15,000.

In addition, other jobs in the community have been generated as a result of the new positions at the prison. Most of these new jobs are in the services or retail sector as these are the types of jobs needed to support an influx of new households to a community.

3. Many of the housing units in Walsenburg, including apartments, are in unattractive, aging structures.

Many of the housing units in Walsenburg are quite old. In 1990, 55% of housing units in Walsenburg were over 50 years old. Most existing rental units are old houses, or old hotels or motels that have been converted into apartment units. These structures have very low curb appeal and the units are quite small. The demand for new units should be strong, even if the rents are slightly higher than those for older apartments.

In the period between 1980 and 1990 the number of housing units in Huerfano County grew by 12.9 percent, reflecting both a decline in average family size and a trend toward the construction of second homes in Huerfano County. In Walsenburg the number of housing units decreased by 5.6 percent. In LaVeta the number of units increased by 42.7 percent, more than three times the total County average increase. In unincorporated Huerfano County the number of housing units increased by a significant 28.9 percent during this 1980 to 1990 period.

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Public Housing			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	45		36
Extremely low income <=30% AMI	28	62.22%	
Very low income (>30% but <=50% AMI)	11	24.44%	
Low income (>50% but <80% AMI)	6	13.33%	
Families with children	27	60.0%	
Elderly families	5	11.1%	
Families with Disabilities	13	28.9%	
White	43	95.6%	
Black	1	2.2%	
American Ind/Alaska	1	2.2%	
Asian/Pacific Isl.	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	20	44.44%	
2 BR	15	33.33%	
3 BR	6	13.33%	
4 BR	4	8.89%	
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No			
If yes:			
How long has it been closed (# of months)? N/A			
Does the WHA expect to reopen the list in the WHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the WHA permit specific categories of families onto the waiting list, even if generally closed? X No			

C. Strategy for Addressing Needs



The Housing Authority intends to negotiate with the Huerfano County Economic Development group to manage 30 units of tax credit housing units. Currently these units are full and will provide the Housing Authority with additional income but not provide additional low income housing. Our strategy of increasing our housing stock will be to investigate Rural Housing Development funds or the Department of Housing of the State of Colorado to build an additional twenty one (21) units of public housing.

Local funding is not available so our strategy will be finding funding from the above two housing groups.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

X Employ effective maintenance and management policies to minimize the number of public housing units off-line.

X Reduce turnover time for vacated public housing units.

X 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.

X Undertake measures to ensure access to affordable housing among families assisted by the WHA, 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.

- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

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

- X Leverage affordable housing resources in the community through the creation of mixed - finance housing

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

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

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

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

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

- X Employ admissions preferences aimed at families who are working
- X 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:

- X Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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

- X** 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.

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

(2) Reasons for Selecting Strategies

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

- X** Funding constraints
- X** Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- X** Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the WHA

Influence of the housing market on WHA 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)

X Subsidy allotment for any new development.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$143,000	
a) Public Housing Operating Fund		
b) Public Housing Capital Fund	-\$215.00	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	-0-	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$210.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	\$100.00	
4. Non-federal sources (list below)		
Total resources	\$568,100.00	

3. WHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

(See Occupancy and Policy Attachment)

A. Public Housing

(1) Eligibility

a. When does the WHA verify eligibility for admission to public housing?

b.

When families are within a certain number of being offered a unit:

When families are within a certain time of being offered a unit:

X Other: Eligibility verified at the time application is received.

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

- c. **X Yes** Does the WHA request criminal records from local law enforcement agencies for screening purposes?
- d. **X Yes** Does the WHA request criminal records from State law enforcement agencies for screening purposes?
- e. **X Yes** Does the WHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the WHA 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** WHA main administrative office
- WHA development site management office

c. If the WHA 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 WHA operate in the coming year?0

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

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

- X** WHA main administrative office

All WHA 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** Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the WHA:

(4) Admissions Preferences

- a. Income targeting:
- No:** Does the WHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the WHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: If elderly or disabled family desires to be located closer to family members because family assists resident.

c. Preferences

1. **X No:** Has the WHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the WHA 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 WHA 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.

N/A 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

- The WHA-resident lease
- The WHA's Admissions and (Continued) Occupancy policy
- WHA briefing seminars or written materials

b. How often must residents notify the WHA of changes in family composition?

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

(6) Deconcentration and Income Mixing

- a. **No:** Did the WHA's analysis of its family (general occupancy) development to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. **X No:** Did the WHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the WHA 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 WHA 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 8

(1) Eligibility N/A

- 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 subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3. If the WHA 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 WHA 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 WHA requests approval for this preference through this WHA Plan

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

- The WHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the WHA 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 WHA contained? (select all that apply)

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

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

- Through published notices
 Other (list below)

4. WHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies:

- X** The WHA 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))

b. Minimum Rent

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

\$0

\$1-\$25

X \$26-\$50

2. **X No:** Has the WHA adopted any discretionary minimum rent hardship exemption policies?

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

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

1. **X No:** Does the WHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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

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

e. For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

e. Ceiling rents

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

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)

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

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

Market comparability study

Fair market rents (FMR)

95th 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 WHA such that the changes result in an adjustment to rent? (select all that apply)

2.

Never

At family option

Any time the family experiences an income increase

X Any time a family experiences an income increase above a threshold amount of \$100.00

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

(2) Flat Rents

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

The section 8 rent reasonableness study of comparable housing

X Survey of rents listed in local newspaper

X Survey of similar unassisted units in the neighborhood

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).**

N/A

(1) Payment Standards

Describe the voucher payment standards and policies.

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

At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

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

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

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

Annually

Other (list below)

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

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent?

\$0

\$1-\$25

\$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7.9 (e)]

The Housing Authority of the City of Walsenburg is a high performer with 129 units.

A. WHA Management Structure

N/A An organization chart showing the PHA’s management structure and organization is attached.

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

B. HUD Programs Under WHA 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
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)	N/A	

C. Management and Maintenance Policies

N/A (1) Public Housing Maintenance and Management: (list below)

N/A (2) Section 8 Management: (list below)

6. WHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

N/A

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which WHA office should residents or applicants to public housing contact to initiate the WHA grievance process?

- WHA main administrative office
- WHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

N/A

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based

assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

3. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

The WHA plans to use Capital Funds for the following activities:

1. Operations
2. Sprinkler systems at three elderly sites
3. Air conditioners (swamp coolers) at twenty-nine elderly apartments
4. Continued capital improvements with CIAP 907-98 funds.

Select one:

- X** The Capital Fund Program Annual Statement is provided as an attachment to the WHA Plan at Attachment CIAP 907-98 Annual Statement.

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

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

-or-

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

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

X No: a) Has the WHA 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

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

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

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

2. Activity Description

Yes No: Has the WHA 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 <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

1. **X No:** Has the WHA designated or applied for approval to designate or does the WHA 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 WHA is eligible to complete a streamlined submission; WHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

1. **X No:** Have any of the WHA'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. WHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the WHA

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

4. Activity Description

- Yes No: Has the WHA 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 Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(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. **X No:** Does the WHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the WHA is eligible to complete a streamlined submission due to high performer status. **High performing WHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

12. WHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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. WHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X No: Has the WHA 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)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

X No: Does the WHA 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. **N/A** If the WHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the WHA plans to take to achieve at least the minimum program size? If no, list steps the WHA will take below:

C. Welfare Benefit Reductions

1. The WHA 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
--

13. WHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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 WHA used to determine the need for WHA 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
- WHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

We have 28 scattered sites within the Walsenburg city limits which includes 49 family units and 80 elderly and disabled. Our Stacy Drive Complex consisting of 30 units of family housing has the most incidents reported by the Police Department and by other residents of Stacy Drive. Most incidents are confined to our Laundry facility. We have experienced graffiti on the playground wooden fence and two other sites within the city. Several cases of spousal abuse, and underage drinking parties occur each year. Alcohol abuse is a major problem and it is known that drugs are used at the Stacy Drive site but no arrests have occurred this year.

Several elderly sites experienced graffiti in the past year.

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

1. List the crime prevention activities the WHA 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)

Our Stacy Drive complex with 30 units of family housing are affected the most. Currently volunteer residents are reporting all known or suspicious activities to the Executive Director and the Police Department.

C. Coordination between WHA and the police

1. Describe the coordination between the WHA 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)

Our Stacy Drive Complex with 30 units of family housing are affected the most with interaction of the Police Department. Most incidents take place in the complex. It is obvious that having 30 units of low income housing so close together creates the most problems for the Housing Authority. The local Police Department patrols the area as much as possible and we receive police reports the following day. Involved tenants are then consulted prior to making a decision upon the severity of the incident. Warnings or terminations are then made.

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.

- N/A Is the WHA eligible to participate in the PHDEP in the fiscal year covered by this WHA Plan?
- N/A Has the WHA included the PHDEP Plan for FY 2000 in this WHA Plan?
- N/A This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

(See Attachment Number ____) (**HUD's final Pet Policy is not available at this time**)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. **Yes** Is the WHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?
(If no, skip to component 17.)
2. **Yes** Was the most recent fiscal audit submitted to HUD?
3. **No:** Were there any findings as the result of that audit?
4. **N/A** If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. **N/A** 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)]

1. **N/A** Is the WHA 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 WHA Plan?
2. What types of asset management activities will the WHA undertake? (select all that apply)
X Not applicable
Private management
Development-based accounting
Comprehensive stock assessment
Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. **X Yes:** Did the WHA receive any comments on the WHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the WHA **MUST** select one)
X Attached at Attachment (File name) **Resident Advisory Board Comments**
 Provided below:
3. In what manner did the WHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the WHA Plan were necessary.
X The WHA changed portions of the WHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the WHA Board

1. **X No:** Does the WHA 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. **X Yes** Was the resident who serves on the WHA 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)
X Candidates were nominated by resident and assisted family organizations
X Candidates could be nominated by any adult recipient of WHA assistance
Self-nomination: Candidates registered with the WHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of WHA assistance

Any head of household receiving WHA assistance

Any adult recipient of WHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of WHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all WHA 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: Walsenburg, CO

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

The WHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

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

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

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

The Housing Authority of the City of Walsenburg intends to pursue managing 30 units of Low Income Tax Credit Housing to both adequately provide housing to the community and to improve the viability of the Housing Authority. This housing was provided by the Colorado Housing and Finance Authority (CHFA). It began operations in October 1998 with the first occupancy in November 1998.

The Housing Authority entered into a Cooperation Agreement with the City of Walsenburg on March 21, 1989 whereby the Housing Authority of the City of Walsenburg would endeavor (a) to secure a contract or contracts with the Government for loans and annual contributions covering one or more Projects comprising approximately of 40 units of low-rent housing and (b) to develop or acquire and administer such Project or Projects, each of which shall be located within the corporate limits of the Municipality.

On The Housing Authority of the City of Walsenburg was awarded \$1,000,000 for acquisition of fifteen (15) homes with moderate rehabilitation. The Housing Authority purchased fifteen (15) homes, did rehabilitation to them and had occupancy of them on July 1, 1992.

Following the completion of the purchase and rehabilitation of the fifteen homes the Housing Authority had \$236,000 left from the grant. On January 17, 1996 HUD gave the Housing Authority approval to use the remaining \$236,000 to build two duplex apartments. These units were built and occupied in December 1996

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

The Housing Authority now having completed nineteen (19) of the forty (40) units authorized under the Cooperation Agreement between the City of Walsenburg and the Housing Authority of the City of Walsenburg allows the Housing Authority to secure or acquire twenty one (21) more units of low rent public housing. The Housing Authority will undertake a review of how funding for twenty one (21) more units of low income housing might be obtained. The Housing Authority will also seek other sources of financing both for construction or acquisition and operation funds for these twenty (21) units to help meets the needs of affordable housing within the city limits.

D. Other Information Required by HUD

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

Attachments

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

1. Rental Housing Market Need Survey December 1994.

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 CO06P003907-98 FFY of Grant Approval: (1998)

Capital Fund Grant Number CO06P003908-99 FFY of Grant Approval: (1999)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$215,856.00
3	1408 Management Improvements	\$4000.00
4	1410 Administration	\$14,840.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$29,682.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$176,790.00
10	1460 Dwelling Structures	\$217,660.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$9,040.00
12	1470 Nondwelling Structures	\$14,400.00
13	1475 Nondwelling Equipment	\$6,150.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$3,600.00
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$692,018.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	\$15,000.00
23	Amount of line 20 Related to Security	\$6,320.00

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
CO06P003907-98	CIAP Project Administration	1410	\$14,840.00
CO06P003907-98	Architect/Engineer	1430	\$29,682.00
CO06P003907-98	Replace sewers, sidewalks, patios, walls	1450	\$176,790.00
CO06P003907-98	Replace kitchen cabinets, furnaces, Security lights, roofing, windows	1460	\$217,660.00
CO06P003907-98	Replacement of ranges & refrigerators	1465	\$9,040.00
CO06P003907-98	Roofing, windows, rain gutter	1470	\$14,400.00
CO06P003907-98	Install Computer & printer	1475	\$6,150.00
CO06P003908-99	Operations, Admin. & Maintenance	1406	\$215,856.00

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)
CO06P003907-98	12/31/99	12/31/00
CO06P003908-99	12/31/00	12/31/01

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				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 01 April 2000, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the WHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes the Analysis of Impediments to Fair Housing Choice, for the WHA's jurisdiction and a description of the manner in which the WHA Plan is consistent with the applicable Consolidated Plan.
3. The WHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the WHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The WHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The WHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The WHA will carry out the plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The WHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the WHA's involvement and maintain records reflecting these analyses and actions.
7. For WHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The WHA shall take reasonable measure to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The WHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

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

8. The WHA will comply with the prohibitions against discrimination on the basis of age

- pursuant to the Age Discrimination Act of 1975.
9. The WHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 10. The WHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 11. The WHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
 12. The WHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
 13. The WHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The WHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The WHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities. In accordance with 24 CFR Part 58.
 16. With respect to public housing the WHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The WHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 18. The WHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
 19. The WHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
 20. The WHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize Capital Grant Funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the WHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the WHA and at all other times and locations identified by the WHA in its WHA Plan and will continue to be made available at least at the primary business office of the WHA.

Walsenburg Housing Authority
PHA Name

CO003
PHA Number

Signed/Dated by PHA Board Chair or other authorized PHA official

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PART I

DEFINITIONS

1. Adjusted Income: Annual income less:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly family or disabled family but has a member (other than head of household or spouse/ who is a person with a disability, disability assistance expenses in excess of three (3) percent of annual income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of assistance to the person with disabilities;
- D. For an elderly family:
 - 1) That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three (3) percent of annual income;
 - 2) That has disability assistance expenses greater than or equal to three (3) percent of annual income, an allowance for disability assistance expenses computed in accordance with paragraph (c) of this section, plus an allowance for medical expenses that is equal to the family's medical expenses;
 - 3) That has disability assistance expenses that are less than three (3) percent of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three (3) percent; and;

2. Annual Income:

A. Annual income is the anticipated total income from all sources received by the Family head and spouse/co-head (even if temporarily absent) and by each additional member of the Family, including all net income derived from assets, for the twelve (12) month period following the effective date of initial determination or reexamination of income, exclusive of certain types of income as defined in Paragraph C, of this Section.

B. Annual income includes, but is limited to:

- 1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- 2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family;
- 3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. All allowances for depreciation is permitted only as defined in Paragraph (B) (2), of this Section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets

based on the current passbook savings rate, as determined by HUD;

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c) (14) of this section;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay, except as defined in Paragraph (C) (3) of this section;
6. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:
 - (a) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - (b) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions and gifts received from persons not residing in the dwelling; and
8. All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c) (7) of this policy.

C. Annual Income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children;
3. Lump-sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, deferred periodic payments received in a lump sum from SSI and Social Security, except as defined in Paragraph (B) (5), of this section;
4. Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of Live-in Aide, as defined in #13 of this section;
6. The full amount of student financial assistance paid directly to the student or to the educational institution;
7. The special pay to a family member in the Armed Forces who is exposed to hostile fire;
8. (a) Amounts received under training programs funded by HUD;

- (b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain self-sufficiency (PASS);
 - (e) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
 - (e) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 - (e) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
9. Temporary, nonrecurring or sporadic income (including gifts);
 10. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
 11. Earnings in excess of \$480 for each full-time student 18 years old or older excluding
 12. Adoption assistance payments in excess of \$480 per adopted child;
 13.
 - (a) The earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (42 U.S.C., or any comparable Federal, State, or local law during the exclusion period.
 - (b) For purposes of this paragraph, the following definitions apply:
 - (A) Comparable Federal, State or local law means a program providing employment training and supportive services that---
 - (1) Is authorized by a Federal, State or local law;
 - (2) Is funded by the Federal, State or local government;
 - (3) Is operated or administered by a public agency; and
 - (4) Has as its objective to assist participants in acquiring employment skills.
 - (B) Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member

begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

(C) Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job;

14. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid in the dwelling unit;
16. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR apply. (5.609)

(D) A PHA may adopt additional exclusions for earned income pursuant to an established written policy.

(E) Any amounts that are excluded from annual income under this paragraph may not also be deducted in determining adjusted income as defined in Sec. (5.611).

(F) Housing agencies do not need HUD approval to adopt optional earned income exclusions.

(G) In the calculation of Performance Funding System operating subsidy eligibility, housing agencies will have to absorb any loss in rental income that results from the adoption of any of the optional earned income exclusions discussed above, including any variations.

18. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

3. **Dependent:** A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

4. **Disabled family:** Means a family whose head or spouse, or sole member is a person with disabilities. The term disabled family may include persons with disabilities living with one or more persons who are determined to be essential to the care or well-being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly.

5. **Disabled person:** A person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), or who has a physical, mental or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his/her ability to live independently; and is of such a nature that ability to live independently could be improved by more suitable housing conditions or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). This includes a developmental disability as defined in section 6001 of this title. Such term shall not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic age for acquired immunodeficiency syndrome.

6. **Disability assistance expenses:** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

7. **Displaced person:** A person displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

8. **Drug-Related criminal activity:** The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

9. **Elderly Family:** A family whose head, spouse, or sole member is an elderly person. This includes an elderly person, two or more elderly persons living together, and one or more elderly persons living with one or more persons who are determined to be essential to the care or well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly.

10. **Elderly Person:** Means a person who is at least 62 years of age.

11. **EO Plan:** The Equal Opportunity Housing Plan (EO) establishes policies for implementing civil rights requirements.

12. **Extremely low income:** A family whose Annual Income does not exceed 30% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 30 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

13. **Family:** A family may be: (1) a single person or a group of persons; (2) a family with a child or children; (3) a group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

14. **Family unit size:** The appropriate number of bedrooms for a family. Family unit size is determined by policy in the occupancy standards.

15. **Handicapped Assistance Expenses:** Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled Family member and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

16. **Live-in Aide:** A person who resides with an elderly, disabled, or handicapped person(s) and who; (a) is determined by the PHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary supportive services.

17: **Local Preference:** A preference used by the PHA to make a priority applicant selection for housing in the selected project. Primary preference will be to applicants identified as elderly or disabled as defined in this document. Secondary preferences are weighted equally and will be given consideration in reference to the date and time of day of the application. Secondary preferences to be considered:

- a. Involuntary Displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)
- b. Substandard housing
- c. Homelessness
- d. High rent burden

18. **Lower Income Family:** A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower on the facts of its finding that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes.

19. **Medical Expenses:** Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by any insurance.

20. **Monthly Adjusted Income:** One-twelfth of adjusted income.

21. **Net Family Assets:**

a. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

b. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under Sec. 5.609.

c. In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

22. **Occupancy Standards:** Standards established by a PHA to determine the appropriate number of bedrooms for families of different sizes and compositions.

23. **Owner:** Owner has the meaning provided in the relevant program regulations. As used in this subpart, where appropriate, the term “owner” shall also include a “borrower” as defined in 24 CFR part 885.

24. **Public Housing Agency:** A state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

25 **Single Person:** A person who lives alone or intends to live alone and who does not qualify as an elderly family or a displaced person or as the remaining member of a tenant family.

26 **Tenant Rent:** The amount payable monthly by the family as rent to the PHA or owner, as applicable. Where all utilities (except telephone) and other essential housing services are supplied by the PHA or owner, tenant rent equals total tenant payment.

27 **Total Tenant Payment:** The monthly amount calculated as defined in Part 8 of this Policy.

28 **Very Low-Income Family:** A lower income family whose annual income does not exceed 50 percent of the median income for the area as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher and lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

29 **Waiting List Admission:** An admission from the PHA waiting list

30 **Welfare Assistance:** Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

PART 2

ELIGIBILITY REQUIREMENTS

1. Profile Requirements:

To be eligible for admission, an applicant must meet the following qualifications:

A. **Income Limits:** To be financially eligible, the applicant family must meet the income limits as defined in Appendix A; and

B. **Family:** A family may be:

(1) a single person who is:

- (a) eligible, by age (62 years or older) or
- (b) disabled as defined in Part I (5)

(2) a group of persons consisting of two or more elderly persons or disabled persons living together or

(3) one or more elderly or disabled persons living with one or more live-in aides

C. **Single Person Family:** A single person family may be

(1) an elderly person

(2) a disabled/handicapped person

2. Non-economic Eligibility Criteria:

In determining eligibility, the following factors shall apply:

A. Whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety, or welfare of other residents, or the physical

environment, or the financial stability of the project. A record of any of the following may be sufficient cause for the Authority to deny eligibility:

- (1) an applicant's past performance in meeting financial obligations, especially rental payments;
- (2) a record of disturbance of neighbors, destruction of property, or unacceptable living or house-keeping habits;
- (3) a history of criminal activity involving crimes of physical violence to persons or property or a record of other criminal acts which would adversely affect the health, safety, or welfare of other residents;

B. In determining eligibility for admission, the Authority shall rely upon sources of information which may include, but not be limited to the applicant (by means of interviews and/or home visits), Authority records, previous landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police department or CBI records where warranted by particular circumstances.

C. Prior to the execution of any lease between the Authority and applicant, the Authority will certify in writing that the family meets all conditions governing eligibility.

D. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects eg: evidence of rehabilitation; evidence of the applicant's family's participation in or willingness to participate in social service or other appropriate counseling service programs and availability of such programs.

Ineligible Families: Applicants for recertification who are ineligible by reason of income exceeding the maximum limit for occupancy shall be notified in writing of such ineligibility and given six (6) months notice to vacate. During this period such tenants will pay rent in accordance with the approved rent schedule.

If a tenant, after expiration of the six (6) months' vacate notice is unable to find standard housing at a rent he can afford to pay, although he has made every effort to do so, he may be allowed to remain in occupancy for the duration of this situation. The increased rent will be in accordance with the approved Rent Schedule.

Documentation as to the tenant's efforts to find suitable housing must be placed on file not less than every six (6) months.

3. Notification of Ineligibility: The PHA must notify, in writing, any applicant determined ineligible for admission to a project of the reasons for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, an opportunity for an informal hearing on such determination.

PART 3

VERIFICATIONS

As a condition of admission to, or continued occupancy of low income housing under the public housing program, the PHA shall require the family head and other such family members as it designates to execute a HUD approved release and consent authorizing any depository or private source of income, or any Federal, State or local agency, to furnish or release to the PHA and to HUD such information as the PHA or HUD determines to be necessary

The PHA shall also require the family to submit directly documentation determined to be necessary. Information or documentation shall be determined to be necessary if it is required for purposes of determining or auditing a family's eligibility to receive housing, for determining the family's adjusted income or tenant rent, for verifying related income, or for monitoring compliance with equal opportunity requirements.

The use of disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purposes directly connected with the administration of this part or applying for assistance.

Tenant files will contain documentation of all verifications.

PART 4

TENANT SELECTION

The Tenant Selection Plans have been designed by the PHA to take into consideration the needs of individual families for low-income housing and the statutory purpose in developing and operating a socially and financially sound low-income housing program which provides a decent home and a suitable living environment which fosters social diversity in the tenant body.

It shall be the policy of the Housing Authority of the City of Fort Morgan, in order to reach new admissions targets, to avoid concentrating very low-income families in certain public housing projects or in certain buildings and to promote income mixing in public housing developments. In order to achieve deconcentration, the Authority will bring higher income tenants into lower income projects and lower income tenants into higher income projects. **(Deconcentration Policy)** .Board Resolution 158 10-25-99.

The **HOUSING AUTHORITY OF THE CITY OF FORT MORGAN** will conduct the admissions process in a manner in which all persons interested in admission to Public Housing are treated fairly.

The PHA will not discriminate at any stage of the admission and the occupancy process because of race, color, national origin, religion, creed, sex, age, handicap and familial status. The PHA is bound by the nondiscrimination requirements of Federal State and local laws. The PHA will abide by the nondiscrimination requirement of:

- a. TITLE VI of the Civil Right Act of 1964**, which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance.
- b. FAIR HOUSING AMENDMENTS ACT OF 1988**, which prohibits discrimination based on race, color, religion, origin, or sex, familial status & handicap in the sale, rental or advertising of housing.
- c. Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination based on handicap in programs receiving Federal financial assistance.
- d. The Age Discrimination Act of 1975**, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
- e. Executive Order 11063**, which required HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed), or sex in housing receiving Federal financial assistance.

The Housing Authority of the City of Fort Morgan shall not discriminate against any applicant because of race, color, sex, national origin, religious preference, or political affiliation. No preference will be shown any applicant because of political affiliation or acquaintance with any public official at the Federal, State or local level. In addition there shall be no discrimination against any applicant receiving part or all of his/her income from public assistance, providing such applicants are otherwise eligible and qualified for admission.

Each applicant will be assigned his/her appropriate place on a **waiting list** in sequence based upon date and time his/her application is received, suitable type or size of unit, and factors affecting local preference or priority established by the local Authority's regulations. At a given time, the applicant first on the waiting list shall be offered a suitable unit. If the applicant rejects the unit offered they will be placed at the bottom of the waiting list for the first rejection and removed from the waiting list after the third rejection. In implementing the above plan, should the applicant present to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship not related to considerations of race, sex, religion, color, national origin or language, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name at the bottom of the list.

Elderly and disabled families as defined in this document will be given **first priority** for occupancy to fill available units of suitable size. The Authority, in selecting eligible applicants to fill available units of suitable size will give secondary preference to applicants who are otherwise eligible for assistance and who, at the time they are seeking housing assistance, are involuntarily displaced, living in substandard housing or paying more than 50 percent of family income for rent and utilities defined in this policy.

DEFINITION OF SECONDARY PREFERENCES:

1. **Involuntary Displacement:** An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his/her housing unit as a result of one or more of the following actions:
 - a. **Displacement by disaster:** An applicant's unit is uninhabitable because of a disaster, such as a fire or a flood.
 - b. **Government action:** Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program.
 - c. **Housing Owner's Action:** Action by a housing owner that forces the applicant to vacate a unit. An applicant does not qualify as involuntarily displaced because action by a housing owner forces the applicant to vacate its unit unless: 1) the applicant cannot control or prevent the owner's action; 2) that action occurs although the applicant met all imposed conditions of occupancy; and the action taken by the owner is other than a rent increase.

The reasons for a tenant's involuntary displacement by owner action includes, but is not limited to the following: 1) conversion of the unit to non-rental/residential use; 2) closing of the unit for rehabilitation or any other reason; 3) notice by owner to vacate a unit because the owner wants the unit for personal or family use or occupancy; 4) sale of the unit, in which an applicant resides under an agreement which requires the unit to be vacant when possession is transferred; 5) any other legally authorized act that results or will result in withdrawal of the unit from the rental market.

Such reasons do not include the vacating of a unit by a tenant as a result of actions taken by the owner because the tenant refuses: 1) to comply with HUD program policies and procedures for the occupancy and under-occupied or overcrowded units; or 2) to except a transfer to another

housing unit in accordance with a court decree or in accordance with policies and procedures under a HUD-approved desegregation plan.

d. **Displacement by inaccessibility of unit:** An applicant family is involuntarily displaced if: 1) a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and 2) the owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation

e. **Displacement because of HUD disposition of project:** A displacement because of disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

2. **Substandard Housing:** Given to residents of inadequate housing and for the homeless.

a. A Housing unit is substandard if it:

(1) is dilapidated; (**A housing unit is dilapidated if: (a) the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or (b) the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair, or rebuilding. The defects may involve original construction, or may result from continued neglect or lack of repair or from serious damage to the structure).**)

(2) does not have operable indoor plumbing

(3) does not have a useable, flush toilet inside the unit for the exclusive use of the family

(4) does not have a useable bathtub or shower inside the unit for the exclusive use of the family

(5) does not have electricity or has unsafe or inadequate electrical service;

(6) does not have a safe or adequate source of heat;

(7) should, but does not, have a kitchen, or;

(8) has been declared unfit for human habitation by an agency or unit of government

3. **Homeless family** includes any person or family that: a) lacks a fixed, regular and adequate nighttime residence; and also b) has a primary nighttime residence that is: **a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing...an institution providing temporary residence for persons intended to be institutionalized; or ...a public or private place not designed for or intended for use as sleeping accommodations for human beings.** A “homeless family” does not include individuals imprisoned or detained by an Act of the Congress or a State law.

4. **Rent Burden:** Given to families or individuals paying more than 50% of their income for rent for at least 90 days. The definition of rent includes:

5. **Domestic Violence** of a recent or continuing nature that results in the applicant: 1) vacating a unit because of domestic violence; or 2) living in a unit with an individual who engages in such domestic violence. “Domestic Violence” means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant’s household. For an applicant to qualify as involuntarily displaced because of domestic violence: 1) the PHA must determine that the domestic violence occurred recently or is of a continuing nature; and 2) the applicant must certify that the person who engaged in such violence will not reside with the applicant family unless the PHA has given advance written approval. If the family is admitted, the PHA may deny or terminate assistance to the family for breach of this certification.

a. The monthly amount due under a lease or occupancy agreement between a family and the family’s current landlord.

b. The cost of family-purchased utilities determined, at the option of the applicant, either by 1) the PHA utility allowance, or; 2) the average monthly utility payments actually made for the most recent 12 month period or if information is not obtainable for the entire period, for an appropriate recent period, reduced by any amounts paid by any energy assistance program.

An applicant does not qualify for a “rent burden” preference if: 1) the applicant has been paying more than 50 percent of income for rent for less than 90 days; and 2) the applicant is paying more than 50 percent of family income to rent a unit because the applicant’s housing assistance for occupancy of the unit, under any of the following programs, comply with applicable program policies and procedures on the occupancy of under-occupied and overcrowded units. (The Section 8 programs or Public and Indian Housing programs under the United States Housing Act of 1937; the Rent Supplement Program under Section 101 of the Housing and Urban Development Act of 1965; or Rental Assistance Payments under Section 236 (f) (2) of the National Housing Act).

Tenant Transfers: Reassignment or transfers to other dwelling units shall be made without regard to race, color, national origin, religion, creed, sex, age or handicap as follows:

1. Tenants shall not be transferred to a dwelling unit of equal size within a project except for alleviating hardships as determined by the Executive Director or his/her designee.
2. Transfers within the project shall be made to correct occupancy standards.
3. Transfers required to comply with occupancy standards shall take precedence over new admissions.

Additional selection criteria:

1. Once a priority has been established, selection will be determined by time and date of application on a first come, first serve basis from the applicants eligible for dwellings of appropriate size.
2. When there are no eligible families with a priority for appropriate bedroom size, then the process of first come, first serve by time and date of application will be the determining criteria.
3. Applicants will not be placed on the official waiting list until all required information and documentation have been received and verified.

4. An application for admission, not completed within 90 days, with all information verified, will be determined inactive. An applicant with unusual circumstances may request, in writing, an extension of time. **All other eligibility requirements apply.**

Applicant Files

1. An **inactive** file will be disposed of in one year from the date it has been classified as inactive.
2. **Ineligible** or **withdrawn** files will be disposed of two years from the date the files were classified as such.
3. **Terminated** tenant files will be disposed of five years after audit.

PART 5

OCCUPANCY STANDARDS

Dwelling units will be assigned as follows: (These standards will determine the number of bedrooms required to accommodate a family of a given size, except that such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy.

1. No more than two (2) persons would be required to occupy a bedroom;
2. Persons of different generations, persons of opposite sex, (other than spouse/co-heads) and unrelated adults would not be required to share a bedroom;
3. A live-in care attendant who is not a member of the family should not be required to share a bedroom.

Following is the range of persons per bedroom:

<u>NUMBER OF BEDROOMS</u>	<u>NUMBER OF PERSONS</u>	
	Minimum	Maximum
1	1	2
2	2	4

If, because of a physical or mental handicap of a household member or a person associated with that household, a family may need a unit that is larger than the unit size suggested above, a larger unit may be assigned only during the term of that special requirement.

Such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy by temporarily assigning a family to a larger size unit than is required. such family will be transferred to the proper size unit as soon as one becomes available.

Tenants who request to move from one apartment to another due to health problems (steps on B & C rows) shall have a doctor's statement requesting the need for such . It will be the tenant's responsibility to pay for their move and the cleaning of the vacated apartment.

When the Housing Authority requests that a tenant move for any reason other than being in an ineligible apartment (such as one person in a two bedroom apartment) the cost of the move shall be the Housing Authority's responsibility.

Transfers will be made to meet occupancy standards if it does not create a tenant hardship. When transfers are necessary, they take priority over new admissions.

PART 6

WAITING LIST

1. **One (1)** waiting list will be maintained for all low rent projects. The waiting list will consist of apparently eligible applicants, based on type and size of unit required, factors affecting priorities, and date and time the application was received. Application forms will be completed to the extent that all factors of eligibility are included and the Authority can make a determination of the apparent eligibility status of the applicant.

2. Contact will be made semi-annually with apparently eligible persons on the waiting list to keep a current list of persons actually remaining interested in, and apparently eligible for housing.

PART 7

SCHEDULE OF RENTS

For tenants in occupancy on or after August 1, 1982, the Total Tenant Payment will be determined as follows:

Income-Based Rent (rounded to the nearest whole dollar):

1. 30% of monthly adjusted income; or
2. 10% of monthly income; or
3. Welfare Rent (If the family receives welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing cost, is specifically designated by such agency to meet the family's housing cost the monthly portion of such payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage); or
4. Minimum rent \$50.00 (established by policy)
5. Minimum rent financial hardship (established by policy-Board Resolution 159 - 10-25-99)
6. Flat Rent (rent established at "rental value": **reasonable market value for apartment size identified**).

One Bedroom: \$550.00 Two Bedrooms: \$620.00

Families will be given a choice between income-based and flat rent schedules on an annual basis. Families will be given sufficient information to make an informed choice. The PHA will provide both the

income-based and flat rent for the unit. Families will be given a worksheet noting the process for determining the income-based rents.

PART 8

ADDITIONAL CHARGES

1. **Security Deposit:** Each tenant is required to pay a security deposit in an amount determined by the Authority. The security deposit is part of the lease agreement and may be either paid in full prior to occupancy or paid in equal installments as determined at the time the lease signed. The security deposit will be held until the tenant moves out and will be returned within twenty-one (21) days with interest if the following conditions are met:

- a. There is not unpaid rent or other charges for which the tenant is liable;
- b. The apartment and all equipment are left reasonably clean and all trash and debris has been removed by the tenant;
- c. There is no breakage or damage which is not due to normal wear; and
- d. All keys issued to the tenant have been returned to the Management Office when the tenant vacates the unit.

The security deposit may not be used during occupancy to pay charges. The current statutory rate of interest for security deposits will be accrued and included with the total security deposit balance. This interest amount can be applied toward unpaid rent or other charges. The amount of Security Deposit required is defined in Appendix B.

2. **Excess Utilities:** The Authority will charge each tenant for excess utility usage as defined in Appendix C.

PART 9

LEASING

1. Prior to admission a lease shall be signed and dated by the family head and spouse/co-head and by the Authority.

2. The lease is to be current at all times and must be compatible with Authority Policies as well as State and Federal law.

3. Notices of rent adjustments will be issued to amend the dwelling lease and signed and dated by both the Authority and the tenant. This procedure provides formal acknowledgment of the rent change and documents that appropriate notice has been provided to tenants who incur rent increases. Documentation will be included in the tenant file to support proper notice.

4. Schedules of special charges for services, repairs and utilities, and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the project office and shall be furnished to applicants and tenants on request. Such schedules, rules and regulations may be modified from time to time, provided that at least thirty (30) day written notice is given, to each affected tenant setting forth the proposed modification, the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration prior to the proposed modifications becoming effective. A copy of such notice shall be:

- a. Delivered directly or mailed to each tenant; or
- b. Posted in at least three conspicuous places within each structure or building on which the affected dwelling units are located, as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project.

5. Any modifications of the lease must be accomplished by a written rider to the lease signed by both parties.

6. If through any cause, the signer of the lease ceases to be a member of the tenant family, or there is a change in the tenant's status, one of the following will be undertaken:

- a. The existing lease is to be canceled and a new lease executed.
- b. An appropriate rider is to be prepared and made a part of the existing lease.
- c. Appropriate insertions are to be made within the instrument. All copies of such riders and insertions are to be signed by the tenant and the Authority.

7. A physical inspection of the unit will be made by the prospective tenant and Authority to note any discrepancies at the time of the move-in.

8. At the time a tenant vacates a leased unit, the Authority will cause a physical inspection to be made of the unit to determine the condition of the unit. Reference will be made to the original move-in physical inspection notes. If the unit is clean and without damage and all tenant accounts paid, the check will be issued to the tenant at his forwarding address. It shall be the responsibility of the tenant to advise the Authority of the new address.

9. If the unit is not clean and/or damaged, the PHA has the authority to clean and/or make repairs. The tenant charges will be deducted from the Security Deposit.

11. Any expense for cleaning and/or damage or other tenant charges in excess of the amount of the Security Deposit must be paid at once by the tenant. If not paid within a reasonable time the PHA will take appropriate action to collect back payments and charges.

PART 10

REEXAMINATION OF TENANT ELIGIBILITY AND RENTAL ADJUSTMENTS

1. The PHA must reexamine income and family composition of all tenant families at least once every twelve (12) months and determine whether the family's unit size is still appropriate.

2. The Authority will require a written NOTICE OF ANNUAL CERTIFICATION from each family, signed by the head of the family or the spouse/co-head which will advise the applicant/tenant of the

requirements needed for re-certification purposes. Such notice will also advise the tenant of the next re-certification date and any changes that must be reported to management within 10 days of the occurrence. Changes noted to be reported:

- a. Loss or addition of any household member. (Addition of a household member before written permission from management is a lease violation).
- b. Increase or decrease, loss or addition of any type of income or assets.
- c. Increase or decrease, loss or addition of any type of allowable deduction

Failure to advise management of any of the previously listed occurrences could cause temporary suspension or loss of housing assistance. The tenant will be held liable retroactively to the month following the date the action occurred causing a rent increase, and only after the new rent has been computed causing a rent decrease. **This NOTICE OF ANNUAL RECERTIFICATION is signed by both resident and management.**

3. **Verifications** will be followed as established in (Part 3) of this document.

4. The PHA shall not commence eviction proceedings, or refuse to renew a lease, based on the income of the tenant family unless: a) it has been identified, for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size at a rent not exceeding the tenant rent as defined by the Authority for the purpose of determining rents; or b) it is required to do so by local laws.

5. Once rent is established, such rental rate shall remain in effect until the next annual reexamination, special reexamination or an interim rent adjustment for an unanticipated change in income or family composition. Anytime any of the following circumstances occur, rent and income will be reviewed and rent adjusted as defined in Part 7 of this Policy:

- a. A decrease in Family Income which would lower the rent as defined in Part 8 of this Policy;
- b. A change in Family Composition which would increase or decrease the rent as defined in Part 8 of this Policy;
- c. A change in annual income in excess of \$100.

6. Increases in rent resulting from rent reviews are to be effective the first of the second month following the change. Decreases in rent resulting from rent reviews will be effective the first of the next month following the change.

7. If, upon reexamination, it is found that the size or composition of a family or household has changed so that the apartment occupied by the family contains a number of rooms less or greater than necessary to provide decent, safe and sanitary accommodations as described in the Occupancy Standards in Part 5, Management shall give notice of at least thirty (30) days to the tenant that the tenant will be required to move to another unit, as soon as one is available.

8. In the event it is found that a tenant has misrepresented to Management the facts upon which his/her rent is based, so that the rent paid is less than should have been charged, the increase in rent shall be made retroactive to the date the change should have been made. If Management determines that tenant has gained admission or remained in occupancy in the Housing Authority's project through tenant's willful misrepresentation of income or assets, Management shall notify the tenant that the tenant has thirty (30) days to find other housing and vacate the leased premises.

PART 11

LEASE TERMINATION

1. The tenant may terminate the lease by providing the Authority with one month's written notice as defined in the lease agreement.
2. The lease may be terminated by the Authority at any time by the giving of written notice for good cause such as but not limited to nonpayment of rent or other charges due under the Lease, or repeated chronic late payment of rent; failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Rent Recertification; assignment or subleasing of the premises or providing accommodation for boarders or lodgers; use of the premises for purposes other than solely as a dwelling unit for the Tenant and the Tenant's household as identified in the Lease, or permitting its use for any other purpose; failure to abide by necessary and reasonable rules made by the Landlord for the benefit and well-being of the housing project and the Tenants; failure to abide by applicable building and housing codes materially affecting health or safety; failure to dispose of garbage, waste and rubbish in a safe and sanitary manner; failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment, including elevators, in a safe manner; acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such acts, failure to pay reasonable charges (other than normal wear and tear) for the repair of damages to the premises, project buildings, facilities or common areas; any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; any drug-related criminal activity on or near such premises, or other good cause.

If the PHA proposes to terminate the Lease, written notice of the proposed termination will be given as follows:

- a. At least fourteen (14) days prior to termination in the case of failure to pay rent;
 - b. A reasonable time based on the urgency of the situation in the case of a creation of maintenance of a threat to health or safety of other Tenants or Landlord's employees;
 - c. At least thirty (30) days prior to termination in all other cases.
3. Notice of termination to tenant shall state reasons for the termination, shall inform the tenant of his/her right to make such reply as he/she may wish and of his/her right to request a hearing as defined in Part 12 of this Policy.
 4. Grievances or appeals concerning the obligations of the tenant or the Authority under the provisions of the Lease shall be processed and resolved as defined in Part 12, of this Policy, which is in effect at the time such grievance or appeal arises. The Authority is not required to provide for a grievance hearing when the tenant owed any outstanding rent or other charges to the Authority unless the grievance concerns the amount of such rent or charges and such amount is placed in escrow as required by the Grievance Procedure of the Authority.:

PART 12

GRIEVANCE PROCEDURES

I. DEFINITIONS:

- A. A "Grievance" shall mean any dispute which a tenant may have with respect to PHA action or failure to act in accordance with the individual tenant's lease or PHA regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- B. "Complainant" shall mean any tenant whose grievance is presented to the PHA or at the project management office in accordance with Sections (2) and (3a) of this Procedure.
- C. "Hearing Officer or Panel" shall mean a person or persons selected in accordance with Section (3b) of this Procedure to hear grievances and render a decision with respect thereto.
- D. "Tenant" shall mean any lessee or the remaining head of the household of any tenant family residing in housing accommodations covered by this Procedure.
- E. "Elements of Due Process" shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.
 - 1. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction.
 - 2. Right of the tenant to be represented by counsel;
 - 3. Opportunity for the tenant to refute the evidence presented by the Housing Authority including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
 - 4. A decision on the merits

II. INFORMAL SETTLEMENT OF GRIEVANCE

- A. Any grievance shall be personally presented, either orally or in writing, to the PHA office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing.
- B. The complainant or his representative must present the grievance within a reasonable time, not in excess of 10 days of the PHA action or failure to act which is the basis of the grievance.
- C. The PHA shall schedule the informal discussion referred to in the submission (a) above as promptly as possible, time and place reasonably convenient to the complainant, and shall inform the complainant thereof.
- D. A summary of the discussion dated and signed by the project manager, or other appropriated official, shall be prepared within a reasonable time, not in excess of five working days of the informal discussion. One copy shall be given to the tenant and one retained in the PHA's tenant file. The summary shall specify the nature of the complaint, the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor. The summary shall also specify the right of the complainant to a hearing and the procedures by which a hearing under section (3) may be obtained if the complainant is not satisfied.

III. PROCEDURE TO OBTAIN A HEARING

- A. Request for Hearing. If the complainant is dissatisfied with the proposed disposition of his complaint, as stated in the project manager's or other PHA official's informal discussion summary; he may submit a written request, to the PHA or to the project office within a reasonable time, not in excess of 10 days of the date of the summary. The written request shall specify:
 - 1. The reasons for the grievance; and
 - 2. The action or relief sought.
- B. Selection of Hearing Officer or Hearing Panel. Grievances shall be presented before a hearing officer or hearing panel. A hearing officer or hearing panel shall be selected as follows:
 - 1. The hearing officer shall be an impartial, disinterested person selected jointly by the PHA and the complainant. If the PHA and the complainant cannot agree on a hearing officer, they shall each appoint a third member. If the members

appointed by the PHA and the complainant cannot agree on a third member, such member shall be appointed by an independent arbitration organization such as the Center for Disputes Settlement of the American Arbitration Association, or by any other third party agreed upon the PHA and the complainant.

2. In lieu of the procedure set forth in paragraph (1) of the subsection, a PHA may provide for the appointment of hearing officer or hearing panels by any method which is approved by the majority of tenants (in any building, group of building, or project, or group of projects to which the method is applicable) voting in an election or meeting of tenants held for the purpose.
 3. There shall be no relatives of the complainant on the Panel which hears his complaint; nor shall any PHA officer or employee whose duties and responsibilities involve him in any way with the grievance at issue, sit as a member of the Hearing Panel for that particular hearing.
- C. Failure to Request a Hearing. If the complainant does not request a hearing in accordance with section (3a), then the PHA's disposition of the grievance under section (2) shall become final, Provided, that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding.
- D. Hearing Prerequisite. All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in section (2) as a condition precedent to a hearing under this section. Provided, that if the complainant shall show good cause why he failed to proceed in accordance with section (2) to the hearing officer or hearing panel, the provisions of this subsection may be waived by the hearing officer or hearing panel.
- E. Escrow Deposit. Before a hearing is scheduled in any grievance involving the amount of rent which the PHA claims is due, the complainant shall pay to the PHA an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. The PHA in extenuating circumstances may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure, PROVIDED, that failure to make payment shall not constitute a waiver of any right the complainant may have to contest the PHA's disposition of his grievance in any appropriate judicial proceeding.
- F. Scheduling of Hearings. Upon complainant's compliance with subsections (a), (d) and (e) of this section, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the PHA. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate PHA official.

IV. PROCEDURES GOVERNING THE HEARING.

- A. The hearing shall be held before a hearing officer or hearing panel as appropriate.
- B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
 1. The opportunity to examine before the hearing and, at the expense of complainant, to copy all document, records and regulations of the PHA that are relevant to the hearing. Any document not so made available after request therefor by the complainant may not be relied on by the PHA at the hearing;
 2. The right to be represented by counsel or other person chosen as his or her representative;
 3. The right to a private hearing unless the complainant requests a public hearing, but this shall not be construed to limit the attendance of persons with a valid interest in the proceedings;

4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the PHA or project management, and to confront and cross examine all witnesses on whose testimony or information the PHA or project management relies; and
 5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. The hearing officer or hearing panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
 - D. If the complainant or the PHA fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his right to a hearing. Both the complainant and the PHA shall be notified of the determination by the hearing officer or hearing panel, PROVIDED, that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in an appropriate judicial proceeding.
 - E. At the hearing, the complainant must first make a showing of entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed.
 - F. The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the PHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly party and granting or denial of the relief sought, as appropriate.
 - G. The complainant or the PHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
- V. DECISION OF THE HEARING OFFICER OR HEARING PANEL.
- A. The decision of the hearing panel shall be based solely and exclusively upon evidence presented at the hearing and upon applicable PHA and HUD regulations and State and Federal law.
 - B. If both parties agree to prepare a proposed decision to the hearing panel, each party shall submit same to the hearing panel for its consideration.
 - C. The hearing officer or hearing panel shall prepare a written decision, including a statement of findings and conclusions, as well as the reasons therefor, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and the PHA. The PHA shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the PHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.
 - D. The decision of the hearing officer or hearing panel shall be binding on the PHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the PHA Board of Commissioners determines within a reasonable time (not in excess of 30 days of the date of the hearing panel's or officer's decision) and promptly notifies the complainant of its determination, that
 1. The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations, which adversely affect the complainant's rights, duties, welfare or status;

2. The decision of the hearing officer or hearing panel is contrary to applicable Federal, State or Local law, HUD regulations or requirements of the annual contributions' contract between HUD and the PHA.

VI. APPEALS FROM THE HEARING PANEL DECISION

- A. A decision by the hearing officer, hearing panel, OR Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any right the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter. In such proceedings, the PHA shall, by stipulation or other appropriate means, be limited to invoking against the complainant the grounds originally relied on by the PHA in its proposed disposition of the complaint or grievance.

VII. PHA EVICTION ACTIONS.

- A. If a tenant has requested a hearing in accordance with section (3) on a complaint involving a PHA notice of termination of the tenancy and the hearing officer or hearing panel upholds the PHA's action to terminate the tenancy, the PHA shall not commence an eviction action in a State or local court until it had served a notice to vacate on the tenant, and in no event shall the notice to vacate be issued prior to the decision of the hearing officer or the hearing panel having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him and he may be required to pay Court costs and attorney fee.

VIII. INAPPLICABILITY OF GRIEVANCE PROCEDURE.

- A. The provisions of this procedure are not applicable to any grievance concerning an eviction or termination of tenancy based upon a tenant's creation or maintenance of a threat to the health or safety of other tenants or PHA employees. The PHA may immediately commence an eviction action in accord with State law based on any of the grounds stated in this section.
- B. A Public Housing Agency (PHA) is not required to provide an administrative grievance hearing before evicting a public housing tenant for:
 1. Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other tenants or employees of the PHA: or
 2. Any drug-related criminal activity on or near such premises.

Adopted by Board Resolution April 1992; Board Resolution #117

APPENDIX A

INCOME LIMITS FOR OCCUPANCY

Program	1 person	2 persons	3 persons	4 persons
Extremely Low: ($\leq 30\%$ AMI)	10,150	11,400	12,700	13,700
Very Low: ($> 30\%$ but $< 50\%$ AMI)	16,900	19,050	21,150	22,850
Low : ($> 50\%$ but $< 80\%$ AMI)	27,050	30,450	33,850	36,550

APPENDIX B
SECURITY DEPOSIT

For tenants of elderly/disabled housing:	\$100.00
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For pets in elderly/disabled housing:	\$100.00
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APPENDIX C

EXCESS UTILITY CHARGES

Tenants in elderly/disabled housing using the following appliances and/or services are required to pay the following amounts:

<u>ITEM</u>	<u>AMOUNT PAID IN ADDITION TO RENT BY TENANT</u>	
Air conditioner:	\$6.00	per month (June-September)
Freezer	\$2.00	per month
Automobile Engine Heater	\$6.00	per month (October-March)
Television	\$12.50	per month

RESOLUTION 228-A ADOPTED 6/21/99

BE IT RESOLVED by the Housing Authority of the City of Walsenburg, CO that:

WHEREAS: The Housing Authority of the City of Walsenburg desires to prohibit concentration of low income families in Public Housing property and

WHEREAS: The Housing Authority of the City of Walsenburg desires to conform to the Quality Housing and Work Responsibility Act of 1998 and

WHEREAS: The Housing Authority of the City of Walsenburg desires to conform to Section 513 - Public housing and Section 8 Income Targeting - of the Quality Housing and Work Responsibility Act of 1998.

NOW THEREFORE be resolved that the Housing Authority of the City of Walsenburg, CO adopts public housing de-concentration requirements, annual requirements for admitting families with incomes below thirty percent (30%) of area median income, and related income targeting requirements.

ALSO be resolved that the Housing Authority of the City of Walsenburg, CO adopts the Prohibition of Concentration of Low Income Families in Public Housing (Deconcentration of Poverty). The Housing Authority will submit with their annual public housing agency plans an admissions policy designed to provide for de-concentration of poverty and income mixing, by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.

After discussion Commissioner Jerant moved that Resolution 228-A be adopted as introduced and read, seconded by Commissioner Ridge and the following vote was recorded:

AYES Jerant, Ridge, Downey, Sedillo,

NAYS _____, _____, _____, _____,

The Chairman thereupon declared the motion carried and the Resolution adopted.

Irene Sedillo (Chairman)

06/14/99

RESOLUTION 235-A ADOPTED 10/13/99

WHEREAS The Housing Authority of the City of Walsenburg desires to have a Maintenance Policy and,

WHEREAS The Housing Authority of the City of Walsenburg desires to have a Maintenance Policy separate from the personnel policy,

NOW THEREFORE The Housing Authority of the City of Walsenburg specifically requires that the Maintenance Superintendent:

Understanding the Housing Authority's program and recognizing both the responsibility to the Executive Director as well as the Authority Resident. This includes resolving problems, which may arise between employees and residents or employees under his supervision.

To supervise and conduct periodic housekeeping and maintenance inspections. To correct situations of damage to the apartments, vandalism, report poor housekeeping, and delinquency affecting the Housing Authority property.

To supervise and conduct periodic physical inspections as required by the Housing Authority and follow through to see that necessary repairs are made.

Understand all phases of mechanical work on the properties. This includes the testing and repair of controls of: plumbing, ranges, hot water heaters, boilers, refrigerators, and thermostats limit controls and furnaces.

Be responsible for the proper functioning of all-heating equipment and appliances

Supervise and be able to make minor repairs of all electrical systems.

Have a broad working knowledge of the project plumbing, utility systems and structures not requiring the assistance of a specialist.

Have a through understanding of ground maintenance and landscaping and to be able to supervise all grounds and landscape work for both lawn mowing and snow removal. Also coordinate purchases of lawn fertilizers and chemicals.

Have a through knowledge of materials and procure needed materials through the procurement policies and properly store these materials.

Coordinate and delegate authority to other employees for the Housing Authorities interior and exterior painting program.

Be responsible for the proper instructions to new tenants for the care and use of appliances and maintenance of their apartments.

Be responsible for the observance of all safety rules and regulations by those employees under his supervision.

Perform all other duties assigned by the Executive Director and delegate his authority to all other maintenance

The Chairman thereupon declared the motion carried and Resolution 235-A adopted.

Chairman

Irene Sedillo,

Date

SEAL

RESOLUTION 237-A ADOPTED 10/13/99

MANAGEMENT POLICY

WHEREAS: The Housing Authority of the City of Walsenburg desires to have a Management Policy and,

WHEREAS: The Housing Authority of the City of Walsenburg desires to have a Management Policy separate from the personnel policy,

NOW THEREFORE The Housing Authority of the City of Walsenburg specifically requires that the Executive Director:

Have authorization to make such general or specific delegations of the powers, duties, and functions delegated to him, to the employees of the Walsenburg Housing Authority as may be necessary or convenient to administer the operations and business affairs of the Walsenburg Housing Authority.

Be responsible for representing the entire administrative organization of the Walsenburg Housing Authority in its relations with the Board of Commissioners. Other Authority employees, however, may be required to meet with the Board to furnish information and to counsel on specific problems or render assistance on other matters.

Be responsible for contacts with the Board of Commissioners, Department of Housing and Urban Development officials, city officials and the press. No other Authority employee may make these contacts without the knowledge and permission of the Executive Director.

Be responsible for clearance with local, city, county and state officials.

Subject to the approval of the Board of Commissioners and subject to the limitations of the Bylaws of the Walsenburg Housing Authority, the Executive Director prepares, revises, and maintains a manual of policy and procedures which embodies the basic policies and procedures of the Walsenburg Housing Authority, including rules and regulations which establish a personnel policy. The rules and regulations, which govern such a program, shall provide a fair and impartial approach to employment based upon the fitness, training, experience, and the merit of the applicant or

employee without regard to race, color, creed or political affiliation. The Executive Director is delegated full authority to make all personnel activities in accordance with the rules and regulations as adopted by the Board of Commissioners and subject to the rules and regulation and Bylaws of the Walsenburg Housing Authority.

Approve all invoices for payment. Certify all check vouchers and journal vouchers. Sign all checks and periodically audit petty cash and the change fund.

Confer with the Fee Accountant relative to proper allocation of charges to accounts.

Prepare Annual Budget for consideration of the Board.

Prepare agenda for Regular and Special meetings of the Board and offer recommendations on various items. Act as the Secretary of the Walsenburg Housing Authority. Draws up Resolutions for Board Action. Prepares Annual Reports in such form as directed by the Board.

Signs all tenant leases and re-examinations after they are prepared.

Confers with tenants on problems and issue Notices to Vacate when necessary.

In conjunction with the Architect and HUD representatives, prepare Development Programs for new Projects. Invest surplus funds to the best possible advantage of the Walsenburg Housing Authority. Under direction of HUD arrange for necessary permanent and temporary financing. The Office of Executive Director performs and executes all duties and functions concerned with the over-all operation of the Walsenburg Housing Authority. Under the direct supervision of the Executive director, the employees of the Walsenburg Housing Authority will:

Prepare documents for and record the minutes of the meeting of the Board of Commissioners.

Prepare correspondence, reports, and other documents for the Executive Director.

Establish and maintain files for the Executive Director.

Initiate follow-up on unanswered memoranda.

Prepare agenda for staff meetings; record minutes of staff meetings and route copies to the employees.

Handle all telephone inquiries to the Executive Director relaying those that should be handled by other employees to the proper sources.

Evaluate the public relations aspects of all contacts with the Executive Director's office and act in the best interest of the program.

Receive and distribute the mail received at the Central Office of the Walsenburg Housing Authority.

The Administrative office will:

Collect Tenant Rent and Other Charges and deposit it in the Walsenburg Housing Authority Account.

Prepare reports for HUD with the Executive director's guidance.

Work with the Resident Advisory Council and add support from the Housing Authority.

Prepare all tenant re-examinations as required.

Be responsible for the safekeeping of the Walsenburg Housing Authority seal.

NOW THEREFORE be it resolved that the Housing Authority of the City of Walsenburg, CO has adopted a Management Policy.

After discussion Commissioner _____ moved that the Resolution be adopted as introduced and read. The motion was seconded by Commissioner _____, and the following vote was recorded.

AYES; _____, _____, _____, _____,

NAYS _____, _____, _____, _____,

The Chairman thereupon declared the motion carried and Resolution 237-A adopted.

Irene Sedillo, Chairman

Date

SEAL

RESOLUTION 238-A ADOPTED 10/13/99

BE IT RESOLVED that the Housing Authority of the City of Walsenburg desires to have a Pest Eradication Policy and

WHEREAS, The Housing Authority of the City of Walsenburg will incorporate this policy with the Maintenance Policy,

NOW THEREFORE the following steps will be taken to eradicate pests and roaches;

When eradicating pests traps will be used to capture such pests. Rat bait will also be used and placed in areas that will not be visible to the tenant or harmful to pets.

When eradicating bedbugs and roaches tenants must not be in their units on the day of the eradication.

If tenants unit has bedbugs in bedding or furniture the tenant must remove such items prior to the unit being fumigated.

Tenant must eradicate bedbugs from their bedding or furniture before returning the items to the interior of the unit.

Before unit is fumigated all food items should be sealed, placed in plastic bags, placed in refrigerator or covered in such a manner so as to prevent chemical fumes from penetrating such food items.

All cupboard doors should be opened to allow fumigation to penetrate all areas.

If tenants unit has roaches a bait or bomb will be used to eradicate such roaches.

Outside spraying for spiders, bugs, ants, etc. will be done in the spring during blooming season and early fall.

Inside spraying for spiders, bugs, ants, etc. will not be done by the Housing Authority personnel. Any inside spraying for spiders, bugs, ants, etc. may be done by the tenant using commonly purchased bug spray from any store

Prior notice of 24 hours will be given to the tenant before eradication begins.

Most bugs, roaches and other pests are encountered because of unkept and dirty areas of the units. Unclean food areas are a breeding area for roaches. Bedbugs and other insects may be brought into the units in used bedding, furniture, clothing, etc. Tenants are to be advised to keep units clean and inspect any used purchases before taking such items into the unit.

After discussion Commissioner _____ moved that Resolution 238-A be adopted as introduced and read, seconded by Commissioner _____ and the following vote was recorded.

AYES _____, _____, _____, _____,

NAYS _____, _____, _____, _____,

Irene Sedillo, Chairman
SEAL

Date

RESOLUTION 239-A ADOPTED 10/13/99

WHEREAS The Housing Authority of the City of Walsenburg desires to have a Rent Determination Policy and

WHEREAS The Housing Authority of the City of Walsenburg has set rent determination guidelines and

WHEREAS The Housing Authority follows the income guidelines and rent determination guidelines established by the Department of Housing and Urban Development,

NOW THEREFORE be it resolved that the Housing Authority of the City of Walsenburg adopts the Rent Determination Policy.

The Housing Authority of the City of Walsenburg will have a minimum rent and a flat rate rent for tenants.

The Total Tenant Payment is the greater of:

- 30% of the adjusted monthly income
- 10% of the monthly income
- Welfare rent in as-paid states
- The Minimum rent as established by the Walsenburg Housing Authority or
- A Flat Rate rent as established by the Walsenburg Housing Authority.

Adjustments will be made to rents as per the Admittance and Occupancy Policy.

The minimum rent for the Walsenburg Housing Authority will be \$50.00.

The Flat Rate Rent was developed by surveying rents listed in the local newspaper and by surveying similar unassisted units in the neighborhood.

The Flat Rent Decision is as follows:

0 B/R	\$200.00
1 B/R	\$300.00
2 B/R	\$350.00
3 B/R	\$400.00
4 B/R	\$450.00

The Flat Rent became effective October 1, 1999

After Discussion Commissioner _____ moved that Resolution 240-A be adopted as introduced and read, seconded by Commissioner _____ and the following vote was recorded.

AYES: _____, _____, _____,

NAYS _____, _____, _____, _____,

The Chairman thereupon declared the motion carried and the Resolution adopted.

Chairman

Irene Sedillo,

SEAL

Date