

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Boulder

**PHA Number:** CO016

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2000

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The mission of the Housing Authority of the City of Boulder (HACB) is to develop and manage affordable housing for people of low and moderate incomes; to add to both affordability and sustainability of the HACB portfolio by building and/or acquiring new housing; and to seek out service partnerships to contribute to a healthy quality of life and a sense of community at each of our properties.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

*"The Mission of HACB is to develop---*

**Goal 1            Acquire and develop new housing which responds to identified community affordable housing needs .**

*---and manage---*

**Goal 2            Effectively manage current operations and future growth.**

**Goal 3            Maintain a portfolio of a minimum of 1,000 units which are affordable to very low-income people.**

*---and seek our service partnerships to contribute to a healthy quality of life and a sense of community."*

**Goal 4            Strive to create a sense of community in all properties HACB builds, owns, and manages.**

**Goal 5**

**Be responsive to housing and welfare reform initiatives and seek program opportunities that encourage self-sufficiency.**

## Goals, Objectives and Timeline 1999 - 2004

HACB's goals and objectives support the Mission: "*--- to develop and manage affordable housing for people of low and moderate incomes; add to both affordability and sustainability of its portfolio by building and/or acquiring new housing; and seek out service partnerships to contribute to a healthy quality of life and a sense of community at each of its properties.*"

### **GOAL 1: ACQUIRE AND DEVELOP NEW HOUSING WHICH RESPONDS TO IDENTIFIED COMMUNITY HOUSING NEEDS.**

#### **GUIDING PRINCIPLES:**

- Pursue a mixed-income strategy in which at least 20% of new development will provide housing for households earning < 60% of AMI.
- Evaluate every development for the opportunity to provide the maximum number of units affordable to households earning < 30% AMI.
- Work in partnership with the private sector, non-profits and service agencies to develop housing that is affordable and appropriate for the community.
- Work collaboratively with the larger Boulder community, and utilize existing information sources, to identify housing needs.
- Continue to provide housing that is affordable to entry level and service workers.

#### **ACTION OBJECTIVES :**

##### **Years 1999 - 2000**

- a) Develop the Drive-In-Theater (4650 Broadway) so that 35% of the units are permanently affordable to low and moderate income households.
- b) Develop the Foothills property so that 40% of the units are permanently affordable to low- and moderate-income households.
- c) When possible, acquire properties in geographic areas within the city of Boulder where there are a limited number of affordable units, and where services, shopping, public transit, schools and employment are in close proximity.

##### **20 Units or more per year**

##### **Year 2000+**

- d) Evaluate the feasibility of acquiring temporary housing units for families at the top of HACB's waiting list to facilitate a more rapid turn over of units in the public housing portfolio.

## **GOAL 2: EFFECTIVELY MANAGE CURRENT OPERATIONS AND FUTURE GROWTH.**

### **GUIDING PRINCIPLES:**

- Enhance asset management and capital improvement-planning strategies.
- Increase and maintain staff development opportunities.
- Selectively invest operating reserves in current and new development and current operations.

### **ACTION OBJECTIVES:**

#### **Years 1999 - 2000**

- a) Refinance properties to enhance the short- and long-term financial position of the HACB.
- b) Understand the most effective organizational role for Diversified Properties.
- c) Develop a strategy to fund all properties with sufficient replacement and operating reserves.
- d) Pursue new office space to consolidate operations into one location.
- e) Develop a public relations and marketing strategy designed to support current partners and HACB's primary objectives.

#### **Year 2000+**

- f) Achieve new efficiencies through reorganization of management systems and employment of current technologies, while continuing to meet the goals of HUD's management assessment instruments, including but not limited to:
- Complete computerized budget process
  - Complete records storage project
  - Complete conversion to integrated software
  - Adjust HUD accounting procedures to be fully GAAP compliant
- g) Evaluate the opportunity to redevelop public housing properties consistent with a mixed-income strategy, assuring, however, that redevelopment will not result in a loss of housing that is affordable to the current households served by the public housing program.
- h) Establish a non-profit organization to provide HACB with more flexibility in shifting its reliance on the federal government to the greater community.

**GOAL 3: MAINTAIN A PORTFOLIO OF A MINIMUM OF 1,000 UNITS WHICH ARE AFFORDABLE TO VERY LOW-INCOME PEOPLE.**

**GUIDING PRINCIPLES:**

- Pursue rent strategies in which rents are set as low as possible and can sustain operations with or without HUD subsidy.
- Structure new development so it breaks even in the first three years of operation and generates cash flow that can be used to provide financial support to those properties whose rental income is insufficient to sustain operations.
  - Evaluate entrepreneurial activities which would support the continued provision of quality, community-based housing for people of low incomes and would also create employment opportunities for our residents.
  - Enhance the partnership with the City of Boulder so that policies become more favorable toward the production and retention of housing that is affordable to low-to- moderate-income households, and to the increase of the land supply and resources devoted to housing.

**ACTION OBJECTIVES:**

Evaluate a strategy in which assisted units and moderate units are mixed and distributed across the entire portfolio.

**GOAL 4: STRIVE TO CREATE A SENSE OF COMMUNITY IN ALL PROPERTIES HACB BUILDS, OWNS, AND MANAGES.**

**GUIDING PRINCIPLES:**

- Enhance management strategies which recognize a respectful relationship between residents, their community, and HACB staff.
- Through design, provide opportunities to create and sustain a sense of community so that residents of Housing Authority properties can become an integral part of the neighborhood.

**ACTION OBJECTIVES:**

**Years 1999 - 2000**

- a) Successfully implement a site-based management model and integrate operations at the property level.
- b) Implement initiatives that encourage collaboration among residents, staff, neighborhoods, and the greater community to create healthier HACB communities.

**GOAL 5: BE RESPONSIVE TO HOUSING AND WELFARE REFORM INITIATIVES AND SEEK PROGRAM OPPORTUNITIES THAT ENCOURAGE SELF-SUFFICIENCY.**

**ACTION OBJECTIVES:  
Years 1999 - 2000**

- a) Develop partnerships with service agencies so that a response framework is established that provides a maximum of choice and responsibility to residents while they live with HACB. In partnership with these agencies, HACB will provide access to:
  - 1. Information
  - 2. Advocacy
  - 3. Mediation
  - 4. Facilitation
  - 5. Referral
  - 6. Enrichment
  - 7. Education
- b) Facilitate partnerships which provide access to economic development and other service opportunities for HACB residents.

**Year 2000**

- c) Evaluate, promote and develop resident self-sufficiency programs at targeted sites that leverage both public and private funding resources.

**Year 2001**

- d) Seek long-term funding to fully staff and support resident self-sufficiency programs that are implemented by the Housing Authority of the City of Boulder in partnership with other community-based organizations and employers

**Year 2002**

- e) Create new community and supportive service programs that are designed to promote upward mobility, independence and improved quality of life at targeted housing developments.

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

**Executive Summary**

This Annual Plan covers the period January 1, 2000 through December 31, 2000. It is written in eighteen sections, as described in the Table of Contents. All sections are included in this submittal.

Our preparation of this Plan began in 1998 with a strategic planning process. The result of that process was both a Business Plan and a Strategic Plan. The Strategic Plan is submitted in its entirety as the "Five Year Plan".

Our Annual Plan says that Boulder will continue to be an expensive housing market, requiring family incomes greater than \$100,000 to purchase a home and greater than \$35,000 to rent a two-bedroom apartment. The Housing Authority will continue to effectively manage our existing inventory of 505 assisted housing units, 270 reduced rent and market units and 500 Section 8 vouchers. At the same time, we will actively contribute to the City's goal of making 10% of its housing stock affordable by acquiring and developing new property.

Our Annual Plan references all of the new changes required with the adoption of the 1998 Quality Housing and Work Responsibility Act.

The Public Hearing on this plan was held on September 13, 1999 at 6:30 pm at 700 Walnut, Canyon Pointe Apartments.

**iii. Annual Plan Table of Contents**

## Table of Contents

### Annual Plan

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  7. Capital Improvement Needs
  8. Demolition and Disposition
  9. Designation of Housing
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  11. Homeownership
  12. Community Service Programs
  13. Crime and Safety
  14. Pets (Inactive for January 1 PHAs)
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  16. Audit
  17. Asset Management
  18. Other Information

### Attachments

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

#### Required Attachments:

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

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
HMO	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
HMO	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
HMO	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
HMO	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
HMO	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
HMO	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
HMO	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
HMO	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
HMO	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
HMO	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
HMO	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
HMO	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
HMO	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
HMO	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
HMO	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
HMO	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
HMO	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
HMO	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
HMO	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
HMO	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	4,989	5	5	5	5	5	2
Income >30% but <=50% of AMI	3,606	5	5	3	4	2	2
Income >50% but <80% of AMI	5,574	3	5	3	3	2	2
Elderly	6,532	5	2	2	2	0	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Families with Disabilities	N/a	5	5	3	5	0	4
African Americans							
Hispanic							
Asian/Pacific Islander							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1997
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1999
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	957		120
Extremely low income <=30% AMI	957	100%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	517	54%	
Elderly families	106	11%	
Families with Disabilities	335	35%	
Hispanic	310	30%	
Caucasian	565	59%	
African American	58	6%	
Asian/American Indian	48	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	42%		
2 BR	39%		
3 BR	16%		
4 BR	3%		
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$187,135	
b) Public Housing Capital Fund	\$458,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$114,000	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	\$107,500	
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$941,865	
<b>4. Other income (list below)</b>		
Laundry, maintenance etc. . .		
<b>4. Non-federal sources (list below)</b>		
<b>CHAP—Community Housing Assistance Program</b>	\$107,500	
<b>Total resources</b>		

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number): 20
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?0

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

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists?

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

Safety

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

## B. Section 8

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

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

### (1) Eligibility

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

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

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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)--Address of last known address for applicant.

**(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:

To accommodate a disability, for a hard-to-house family, verified medical reason.

**(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) Limited referrals from Community Outreach Resource ground (CORE). Comprised of service partners in the community.

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0  
 \$1-\$25  
 \$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold): More than \$250/month gross income
- Other (list below)

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

**(2) Flat Rents**

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

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

Fair Market Rents

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

- \$0  
 \$1-\$25  
 \$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	383	50
Section 8 Vouchers	200	40
Section 8 Certificates	311	62
Section 8 Mod Rehab	8	3
Special Purpose Section 8 Certificates/Vouchers (list individually)	50	0
Public Housing Drug Elimination Program (PHDEP)	200	
Other Federal Programs(list individually)		

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

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

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

**1. Maintenance Policy and Operations Manual**

(2) Section 8 Management: (list below)

**1. Administrative Plan for the Section 8 Program**

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) 1

-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**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Walnut Place
1b. Development (project) number:	C006P016003
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" 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)	9/9/97 Approved
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:	95
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> (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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (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. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

Policy creating our Healthy Communities Initiative

b. Economic and Social self-sufficiency programs

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

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


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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		45

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

Broadway, Kalmia, Iris/Hawthorne, Madison

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

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

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

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

The HACB intends to provide one unit at each of its properties for an officer-in-residence program. The program will begin with the properties identified as part of our PHDEP/Healthy Communities program, and based on those results, expand or contract. Officers' rent shall be determined based on our actual cost to operate a unit of that size.

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment,

rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

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

- Attached at Attachment (File name) Resident comments
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) City of Boulder

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
- Other: (list below)

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

**D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan Table Library

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

### Annual Statement

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

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

Original Annual Statement

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

**Annual Statement**

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

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

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

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

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
CO-16-5	ARAPAHOE	-0-	0%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site: Repair roads, parking areas & walkways		\$ 7,390	2000
Building Exterior: Laundry Entrance Retrofit (ADA/504)		\$11,883	2000
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 6,000	2000
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 3,000	2001
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 4,000	2002
<b>Total estimated cost over next 5 years</b>		<b>\$32,273</b>	

## 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
CO-16-7	BROADWAY	1	2%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)

<b>Site: Replace existing playground equipment</b>	<b>\$ 7,200</b>	<b>2000</b>
<b>Building Exterior: Replace sliding doors and frames</b>	<b>\$10,000</b>	<b>2000</b>
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	<b>\$ 8,000</b>	<b>2000</b>
<b>Site: Dumpster enclosure</b>	<b>\$ 4,000</b>	<b>2001</b>
<b>Dwelling Units:</b>		
<b>Replace bi-fold doors with maint. free doors.</b>	<b>\$ 9,000</b>	<b>2001</b>
<b>Non-routine vacancy prep. (rehab.)</b>	<b>\$ 8,000</b>	<b>2001</b>
<b>Mechanical and Electrical: Frost protection for water lines in exterior walls.</b>		
	<b>\$18,000</b>	<b>2001</b>
<b>Site: New roofs, gutters and downspouts</b>		
	<b>\$42,000</b>	<b>2002</b>
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>		
	<b>\$ 8,000</b>	<b>2002</b>
<b>Dwelling Units:</b>		
<b>Doors replacement</b>		
<b>Non-routine vacancy prep. (rehab.)</b>	<b>\$ 9,000</b>	<b>2003</b>
	<b>\$ 8,000</b>	<b>2003</b>
<b>Dwelling Units:</b>		
<b>Replace Interior Sliding/Folding Doors with more substantial doors</b>		
	<b>\$ 8,894</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>	<b>\$140,094</b>	

**Table Library**

## 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
CO-16-6	DIAGONAL CT.	-0-	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Site: Install fence, repair & seal asphalt and concrete walkways		\$15,000	2000
Mechanical and Electrical: Install insulation on exposed water pipes			
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 3,000	2000
Site: Replace and upgrade playground		\$ 6,000	2000
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 7,500	2001
Site-Wide Facilities: Replace laundry room floor		\$ 6,000	2001
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 5,800	2002
Site: Repair & seal patios to prevent water leaking into crawl space		\$ 6,000	2002
		\$18,000	2003
<b>Total estimated cost over next 5 years</b>		<b>\$67,300</b>	

**Table Library**

## 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
C0-16-4	IRIS/HAWTHORN	-0-	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 8,000	2000
Dwelling Units: Non-routine vacancy prep. (rehab.)		\$ 8,000	2001
Building Exterior: New roofs		\$ 15,000	2001
Dwelling Units: Minor structural repairs in two-story units		\$ 19,000	2002
Replace sliding entrance doors and frames		\$ 9,500	2002
Site: Landscaping		\$ 4,000	2003
Dwelling Units: Structural enhancement and siding replacement		\$130,000	2003
Non-routine vacancy prep. (rehab.)		\$ 9,000	2003
<b>Total estimated cost over next 5 years</b>		<b>\$202,500</b>	

## 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	
CO-16-2	KALMIA, MADISON, MANHATTAN, NORTHPORT	2	1.15%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

<b>KALMIA</b>		
<b>Site:</b>		
Landscaping/reseeding	\$ 1,000	2000
Repair roads, parking areas and walkways	\$ 9,200	2000
Replace playground equipment	\$ 7,200	2000
<b>Mechanical and Electrical: Replace/install insulation on exposed water pipes and under floor in crawl area</b>	\$ 20,000	2000
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 8,000	2001
<b>Site: Picnic shelter</b>	\$ 20,000	2001
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 8,000	2001
<b>Dwelling Units:</b>		
Non-routine vacancy prep. (rehab.)	\$ 8,000	2002
Heavy duty storm doors	\$ 16,000	2002
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 8,000	2003
<b>Partial Replacement of Siding</b>	\$134,726	2004
<b>MADISON</b>		
<b>Site:</b>		
Replace dumpster enclosure	\$ 4,000	2000
Landscaping/reseeding	\$ 2,000	2000
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 6,000	2000
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 6,000	2001
<b>Site: Parking lot and concrete walkway renovation</b>	\$ 30,000	2002
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 6,000	2002
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	\$ 6,000	2002
<b>Dwelling Units: Replacement of siding</b>	\$129,676	2003

**Table Library**

Total estimated cost over next 5 years	\$989,806	
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## 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	
CO-16-3	WALNUT PL.	1	1.05%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

<b>Site: Parking lot and concrete walkway repairs</b>	<b>\$ 2,000</b>	<b>2000</b>
<b>Mechanical and Electrical: Replace 2 gas-fire boilers</b>	<b>\$39,000</b>	<b>2000</b>
<b>Building Exterior: Minor repairs to balconies</b>	<b>\$ 5,300</b>	<b>2000</b>
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	<b>\$ 9,000</b>	<b>2000</b>
<b>Site-Wide Facilities: Parcel post boxes</b>	<b>\$ 4,000</b>	<b>2000</b>
<b>Mechanical and Electrical:</b>		
<b>Install additional hot water circulating pump</b>	<b>\$ 4,100</b>	<b>2001</b>
<b>Install gas fired 75kW generator for backup power</b>	<b>\$30,000</b>	<b>2001</b>
<b>Building Exterior: Window replacement</b>	<b>\$59,000</b>	<b>2001</b>
<b>Interior Common Areas: Hallway carpet replacement</b>	<b>\$30,000</b>	<b>2001</b>
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	<b>\$ 6,000</b>	<b>2001</b>
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	<b>\$12,000</b>	<b>20032002</b>
<b>Dwelling Units: Non-routine vacancy prep. (rehab.)</b>	<b>\$ 6,000</b>	
<b>Total estimated cost over next 5 years</b>	<b>\$206,400</b>	

**Table Library**



**HOUSING AUTHORITY OF THE CITY OF BOULDER**

**ADMINISTRATIVE POLICY**  
**ADMISSIONS AND CONTINUED OCCUPANCY PLAN**

**FOR**

**OWNED AND MANAGED HOUSING**

**Board Approved: June 1, 1998**  
**Revised and Approved: March 1, 1999**  
**Revised July 1999**  
**Board Approved: September 27, 1999**

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## **PURPOSE**

The purpose of this Administrative Policy for Owned and Managed Housing of the Housing Authority of the City of Boulder (HACB) is to establish policies for providing housing in a manner that is consistent with HUD requirements but which are not a mere restatement of HUD-mandated policies and procedures.

This Policy covers both admission and continued ~~participation~~ occupancy in the HACB's owned and managed housing. Changes in the plan will be approved by the HACB's Board of Commissioners and submitted to the Department of Housing and Urban Development.

The HACB is responsible for complying with all subsequent changes in HUD regulations pertaining to the HACB's owned and managed properties. If such changes conflict with this Policy, HUD regulations will have precedence.

### **Partnership with HUD and CHFA**

The HACB works in conjunction with HUD in the administration of the Glen Willow property and with the Colorado Housing and Finance Authority (CHFA) in the administration of North Haven and Canyon Pointe. The HACB will defer to the policies of HUD and CHFA if differences between two policies exist.

## **NONDISCRIMINATION/504 POLICY**

The Housing Authority of the City of Boulder (HACB) will conduct the admissions and continued occupancy processes in a manner in which all persons interested in admissions to assisted housing are treated fairly and consistently.

The HACB will not discriminate because of race, color, national origin, religion, sex, age, handicap, or familial status. The HACB is bound by the nondiscrimination requirements of Federal, State, and local law. We will abide by the nondiscrimination requirements of:

- A. **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination based on race, color, creed, sex, religion, national origin, familial status or disability in programs receiving Federal financial assistance;
- B. **Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination based on handicap in programs receiving Federal financial assistance.
- C. **The Age Discrimination Act of 1975**, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
- D. **Executive Order 11063**, which requires 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.
- E. **Fair Housing Amendments Act of 1988**, which prohibits security deposits that are based on age or handicap except in cases with elderly persons where such practices will not discriminate against families with children. A tenant must obtain the landlord's permission to modify a dwelling and the landlord may withhold permission until a responsible contractor is obtained. There can be no discrimination against families. The rule permits landlords to reject handicapped persons as tenants if they pose a social risk but not on the grounds of their handicap.

## **SPECIAL ASSISTANCE**

It is the policy of the Housing Authority of the City of Boulder (HACB) to provide assistance to all its clients and residents allowing equal dissemination of all information relating to its programs and activities. Upon request, communicative services are available to all individuals with special needs.

For assistance or information, individuals who are deaf or hearing impaired may contact the HACB during normal business hours by calling the TDD phone number, **(303) 441-3150**, which is located in

the Administration Office.

In the event of an after-business hours emergency, Housing Authority residents who are TDD/TTY users may contact **Colorado Relay Service** which is a communication service provided free of charge. By dialing **1-800-659-2656**, TDD/TTY users may contact their Resident Manager, Assistant Resident Manager, or Maintenance Department via a trained TDD/TTY operator who will relay messages to and from the party which is being contacted.

If staff personnel are unable to communicate information relating to the programs or activities offered by the HACB or meet the needs of a client or resident, alternative communicative resources can be requested. All HACB policies, forms, lease agreement, house rules etc. are available in large print upon request. If requested via the HACB's reasonable accommodation policy, information relating to policies and activities of the HACB can be tape recorded or transcribed in Braille.

## **PRIVACY RIGHTS**

Applicants and participants will be required to sign the Federal Privacy Act and HUD Authorization for Release of Information, Form 9886, in conjunction with the HUD 50058 form which states under what conditions HUD will release tenant and owner information. The HACB's policy regarding release of information is in accordance with these documents.

| [All information provided to the HACB by an applicant or resident is confidential.](#) Requests for information must be accompanied by a written release request in order for the HACB to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law.

## **REASONABLE ACCOMMODATION POLICY AND PROCEDURES**

### **A. POLICY**

The HACB complies with the Department of Housing and Urban Developments (HUD) regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988). Any resident with a disability has an opportunity to request a reasonable accommodation which will ensure the resident's full use and enjoyment of their unit and allow equal opportunity to participate in, and enjoy the benefits of, a program or activity receiving Federal financial assistance. The HACB will review each reasonable accommodation request on a case by case basis. The HACB however, is not required to take any action that would result in a fundamental alteration in the nature of a program or activity or in undue financial and administrative burdens. Forms for reasonable accommodations may be obtained from the HACB Management Office. The HACB reserves the right to verify any claimed disability.

### **B. GUIDING PRINCIPLES**

1. The person requesting the reasonable accommodation is usually an expert in regard to his or her own disability and the accommodations that may be appropriate. Generally, the HACB presumes that the information the person provides concerning his or her own needs is accurate and the method proposed for accommodating those needs is the most appropriate.
2. This procedure for evaluation and responding to requests for a reasonable accommodation relies on a cooperative relationship between the HACB and the applicant/resident. The process is not adversarial.
3. The form "Request for Reasonable Accommodation" is designed to help us and applicants/residents. If an applicant/resident cannot complete the form due to his/her disability, the HACB will still respond to the request for an accommodation.
4. If the accommodation is reasonable (see procedure 3 below), the HACB will grant the accommodation.
5. When the reasonable accommodation is requested by an applicant in order to overcome information that disqualifies the applicant from participating in the HACB's housing policy, or by a resident in order to overcome a lease violation, the HACB will utilize the Tenant Assistance Program Model. (Attachment A)

If the accommodation is reasonable and produces a reasonable expectation of

success, the HACB will grant the request.

6. Reasonable accommodations will be focused on the individual and designed to address each person's situation.
7. Communications under this policy will be in plain language, in a format appropriate to meet the communication needs of the person with disabilities.
8. If a tenant needs a physical modification to a unit as a reasonable accommodation, the HACB will normally pay for the modification unless it causes an undue financial and administrative burden.

**C. PROCEDURE 1—Communication with Applicants and Residents**

1. All applicants will be provided information regarding the reasonable accommodation policy of the HACB at the time of application.
2. All residents will be provided information regarding the reasonable accommodation policy of the HACB at the time of recertification, upon notice of a lease violation, and upon request.
3. All decisions to grant or to deny reasonable accommodations will be communicated in writing and in the form requested by the individual.

**D. PROCEDURE 2—Sequence for Making Decisions**

1. Is the applicant/resident a qualified person with disability?
  - a. If NO, the HACB is not obliged to make a reasonable accommodation and may deny the request.
  - b. If YES, go to step 2.
  - c. If more information is needed, the HACB will request additional information either in writing or through a request for a meeting.
2. Is the requested accommodation related to the disability?  
If necessary, request information with a written request for information letter.

3. Is the requested accommodation reasonable? The HACB will make this determination by following Policy 3—Guidelines for Determining Reasonableness.
  - a. If YES, the HACB will approve the request for reasonable accommodation. A written description of the accommodation will be prepared and included in the approval letter.
  - b. If NO, the HACB may deny the request. Denial will be made in writing.
  - c. If more information is needed, the HACB will either write for more information or request a meeting.

**E. PROCEDURE 3—Guidelines for Determining Reasonableness**

1. In accordance with Principle #1, in most instances the HACB will accept the judgement of the person with a disability that an accommodation is needed. However, the HACB retains the option to require the person with disabilities to verify the need for an accommodation to enable him/her to access and use the housing program. Verifying documentation must be current within sixty days, must verify the need for the accommodation and explain how the accommodation will satisfy the stated disability. Verification provided by any certified practitioner familiar with the resident’s disability will be accepted.
2. In accordance with principle #1, in most instances the HACB will accept the judgement of the person with disabilities that the requested accommodation is the most appropriate for him or her. However, the HACB retains the option to investigate equally effective alternatives to the requested accommodation, and/or alternative methods of providing the requested accommodation.
3. If a number of potential accommodations would clearly satisfy the needs of the person with disabilities, the HACB retains the option to select the accommodation which is most convenient and cost-effective for the organization. This includes the option to select a change in procedure or policy, rather than to make a structural change, when the procedure change would be equally effective.

The following steps refer to requested accommodations which are needed, and which represent the most appropriate means of accommodating the disability:

4. Does the requested accommodation constitute a fundamental alteration. If so,

the HACB will deny the request.

5. Does the requested accommodation create undue financial and administrative burdens for the HACB? If so, the HACB will comply with the request only up to the extent that we can do so without creating undue burdens. The HACB reserves the right to have outside counsel assist in the determination of administrative or financial burden.

## **I. ELIGIBILITY FOR ADMISSION**

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

### **FAMILY:**

- A. A "family" may be a single person or a group of persons.
- B. A "family" may or may not include children.
- C. 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 is a family.

### **ELDERLY FAMILY:**

A family whose head of household or spouse:

- A. at least 62 years old; **or**
- B. handicapped; **or**
- C. disabled.

### **Handicapped Person:**

A person who has a physical or mental impairment which is expected to be of long-continued duration; which substantially impedes his/her ability to live independently, and is of such nature that the disability could be improved by suitable housing conditions. (Section 3(b)(3), United States Housing act of 1937, as amended: Lower-Income Public Housing; and section 8, U.S. Housing Act of 1937, Housing Assistance Payments Program).

### **Disabled Person:**

A person disabled within the meaning of Section 223 of the Social Security Act or Section 102(b)(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970. As stated in Section 223 of the Social Security Act or 102(b)(5) of the Developmental Disabilities; Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which

can be expected to result in death or which has lasted or can be expected to last for a continuous period

### **CONTINUALLY ASSISTED FAMILIES**

It is the policy of the HACB to remove a family's application from all waiting lists once the family has received housing assistance through the Housing Authority. Upon lease signing or upon HAP Contract execution for the Section 8 program, an applicant will be removed from all other waiting lists. Families that want to remain on a different waiting list may do so, but the family must inform the HACB at the time of lease signing. Preference will be granted and families will be given the opportunity to transfer assistance when and after (Refer to Transfer Policy—Section VIII):

- A. The family's application gets to the top of the waiting list; and
- B. The family satisfies any and all debt to the Housing Authority or files a written request for an informal hearing regarding any outstanding debt, follows through the informal hearing review and satisfies any requirements made by the informal or legal hearing; and
- C. There is a suitable size unit or subsidy available for transfer.
- D. The family has been in the first program for 12 months.

[If a family transfers to another unit, transfers to the Section 8 program, or moves out, the family must relinquish the current unit to the HACB. Remaining family members who were not a part of the original lease and who have been a part of the household for less than one year, may not remain in the unit. The lease may not be transferred to a remaining family member who meets the above definition.](#)

### **ELIGIBLE IMMIGRATION STATUS**

In order for an applicant to be eligible to receive housing assistance, at least one family member must be a United States citizen, national, or a certain category of eligible non-citizens. Once an applicant reaches the top of the waiting list, the initial screening of the applicant and his/her family will include declaration or verification of citizenship or eligible immigration status. Eligible immigration status categories are available in the July 26, 1995 Non Citizen Rule Federal Register. Documentation to prove citizenship consists of the following: 1) a signed declaration of eligible immigration status; 2) applicable Immigration and Naturalization Service (INS) documents; and 3) a signed verification consent form.

To qualify under this requirement, an applicant must declare citizenship or submit evidence of citizenship or eligible immigration status to the Housing Authority once the applicant reaches the top of the waiting list. If an applicant family does not declare citizenship, provide proof of eligible immigration status, or be in the process of receiving eligible status, housing assistance will be denied to that applicant. If there are members of the family who do not contend to be citizens or have eligible immigration status, then that family's housing assistance payment will be pro-rated.

At any time in the future that the family composition changes, proof of citizenship or eligible immigration status must be provided for that individual to be added to the lease and subsidized.

**ADMISSION RESTRICTIONS INCLUDE DENIAL OF PARTICIPATION FOR:**

- A. Failing to repay previous debt to the HACB or any other Housing Authority.
- B. Committing fraud in connection with any HUD program, or failing to disclose previously committed fraud in connection with any HUD program.
- C. Providing false information on the application.
- D. Unsuitability. Taking into consideration past performance such as previous eviction for non-payment of rent, breach of lease or use of assisted unit for illegal purposes.
- E. A history of criminality. History of criminality or other acts which would adversely affect the health, safety or welfare of other residents.
- F. Applicant noncooperation. Refusing or failing to complete required forms or to supply requested information.
- G. ~~\_\_\_\_\_G.\_\_\_\_\_~~ Applicants who appear on HUD's List of Suspensions, Debarments, and Limited Denials of Participation.
- H. [Any applicant arrested or convicted for pedophilia at any time in his/her life will be denied admission.](#)
- I. Any applicant or family member who is required to register as a sex offender will be denied admission. This includes lease additions of family members. Children

under the age of 18 who are registered sex offenders will not be permitted to live in properties owned by the HACB.

**INCOME FOR ADMISSION**

- A. Annual gross income cannot exceed the applicable Area Median Income (AMI) limits as published by HUD at the time of admission.

Applicable income limits are posted and available upon request.

- B. Definitions:  
 Extremely Low Income Limit: 30 % of AMI  
 Very-Low Income Limit: 50% of AMI  
 Low-Income Limit: 80% of AMI

- C. Applicants otherwise eligible must have annual income below the current HUD published income limits. Public housing sites may accept applicants earning up to 80% of Area Median Income.

<u>Housing Site</u>	<u>Average Median Income Limit (%)</u>
Public Housing	
Arapahoe	80%
Broadway	80%
Diagonal	80%
Kalmia	80%
Manhattan	80%
Madison	80%
Northport	80%
Iris/Hawthorne	80%
Walnut Place	80%
Canyon Pointe	80%
Glen Willow	50%
North Haven	80%
Section 8 Program	50%

- D. Income Targeting  
 The HACB will administer the Public Housing program so that 40% of new admissions to the program earn less than the extremely low income limit (30% of AMI). The HACB will determine the number of admissions at less than 30% of AMI based on the number of admissions from the previous calendar year. This number will be determined annually in January.

**ADDITIONAL ADMISSION CRITERIA FOR CANYON POINTE, NORTHPORT, WALNUT PLACE AND NORTH HAVEN APARTMENTS**

- A. Canyon Pointe: Eligible applicants must be 62 years or older or disabled.
- B. Northport: Eligible applicants must be 62 years or older or disabled.
- C. Walnut Place: Eligible applicants must be 50 years or older. If the applicant is between 50 and 61 years, the applicant must be disabled. All tenants placed at the Walnut Place Apartments must be 50 years or older due to the building's designation as Elderly Only. (Designation applicable September 1997 through September 2002.)
- D. North Haven: Eligible applicants must be referred by Boulder County SafeHouse.

**II. MANAGING THE WAITING LIST**

**A. Order of Applicants on the Waiting List:**

1. Local Preferences

a. Residency Preference

Applicants who are residents or work in the city of Boulder receive priority on the waiting list. To be eligible for this preference by working, an applicant must be regularly employed in the city of Boulder for the past six months. To qualify for living in the city of Boulder, an applicant must be able to document residency in the city of Boulder for the past six months. Students receiving work study income are not considered employed for this priority.

b. Singles Preference

A single person who is elderly (62 years of age), disabled or displaced will be admitted before other single person(s).

2. All other things being equal, applicants will be placed on the waiting list by date and time of application.

3. Points will be awarded on the waiting list in the following manner. Those applicants with the least points will reach the top of the waiting list first:

- a. 5 pts—families, elderly, disabled, or persons displaced by a natural disaster as defined by the Federal Emergency Management Agency who live or work in the City of Boulder.
  - b. 10 pts—elderly or disabled individuals who do not live or work in the city of Boulder.
  - c. 15 pts—families who do not live or work in the City of Boulder
  - d. 20 pts—single persons (not elderly, disabled, or displaced) who live or work in the City of Boulder
  - e. 25 pts—single persons (not elderly, disabled, or displaced) who do not live or work in the City of Boulder.
4. Current residents who need to transfer to another unit within the owned and managed portfolio due to family composition or reasonable accommodation will be given priority over applicants on the waiting list.

B. Special Admissions—Non Waiting List

The HACB has memorandums of understandings or contracts with the following service agencies in Boulder County for the provision of housing to targeted populations in need: Boulder County SafeHouse, Boulder County Project Self-Sufficiency, Center for People with Disabilities, and the Community Outreach Effort (CORE). (CORE participants are Boulder County Mental Health Center, Boulder County Social Services, Center for People with Disabilities, and Emergency Family Assistance.) The HACB accepts limited referrals from these agencies for units within its Owned and Managed portfolio in order to facilitate housing accessibility to families who require the support of social service agencies.

- C. To the extent possible due to availability, the HACB will provide housing to those families or individuals who have been displaced due to a natural disaster in an area declared a federal disaster area.

~~D. Within the public housing program, applicants will be selected on the basis outlined in Section 1 - Eligibility For Admission. Elderly and disabled persons will be selected for units designed and/or designated for their use. ~~All tenants placed at the Walnut Place housing site must be 50 years or older due to the building's designation as Elderly Only (Designation applicable September 1997 through September 2002).~~~~

E.

- E. The HACB maintains separate waiting lists for Canyon Pointe, Glen Willow,

and North Haven due to separate funding sources.

F. Qualification and Verification

1. No information recorded on an application is verified until a unit will be available within 60 days. The HACB takes, at face value, family certification, and places them on the waiting list according to the information provided.
2. Before the family is provided assistance, the family's eligibility will be verified.

G. Broad Range of Income Policy

Consistent with the regulations described by HUD, the objective of the Broad Range of Income Policy is to assure that each of the HACB's housing sites include families that are generally representative of the range of income of low income families in the City of Boulder. The goal of the HACB is to meet the objectives and provisions of the Broad Range of Income Policy while following the waiting list ranking mechanisms established by the Housing Authority. (Broad Range of Income spreadsheets and targets are available at the HACB upon request.)

**III. APPLYING FOR ADMISSION**

A. How to Apply for Housing

1. Any person requesting an application for housing assistance will be provided the opportunity to fill out an application as long as the waiting list is open. If the waiting list is open, applications may be mailed or made in person at the main office of the HACB.
2. The application will be reviewed for completeness, dated, time-stamped, and initialed by staff when the application is received.
3. Individuals who have a disability that would prevent them from making application may contact the HACB to make special arrangements to complete their application.
4. The applicant is responsible for updating the HACB with any change of address or change in family composition within ten days. Failure to do so may result in applicant's removal from the waiting list.

B. Notification of Applicant Status

1. Each applicant will be notified either verbally or in writing when his or her application has been received and placed on the waiting list.
2. Each applicant determined to be ineligible shall be promptly notified by the HACB in writing of the reasons for the determination. This notice shall state his/her right, upon request within a reasonable time, to an informal review. For this purpose the HACB may use a form letter, filling in appropriate information described in the preceding sentence.
3. The HACB's communication with the applicant will in no way lead applicants to believe that the estimated date of housing assistance availability is exact. All communication will stress that the estimated date of housing assistance availability is subject to factors that are beyond the HACB's control such as turnover, additional funding etc. . .

C. Final Determination and Notification of Eligibility

1. Applicants on the waiting list will be requested to fill out a personal declaration form when the HACB estimates that housing assistance will be available in 60 days. This form will be completed in the applicant's handwriting whenever possible.
2. It is the responsibility of the applicant to provide documentation to verify the information placed on the original application.
3. An applicant's misrepresentation of any information on the application will be sufficient reason for denial of admission.

D. Removal from Waiting List and Purging

1. The HACB will update the waiting list annually through the Purge Process to ensure that the waiting list is current and accurate.
2. The HACB will mail a letter to the applicant's last known address, requesting information regarding the applicant's continued interest in maintaining a place on the waiting list. If the applicant did not notify the HACB of a move, as required, the HACB will not be responsible for the applicant's failure to receive the update request.

3. The update request letter will include a deadline date by which applicants must contact the HACB of their continued interest, by mail or in person. If the HACB fails to receive the applicant's notice of continued interest by the deadline date, the applicant's name will be removed from the waiting list.
4. If the letter is returned by the Post Office, with the forwarding address noted, the HACB will re-send the letter.
5. Applicants will be given 15 business days to return the notice of continued interest. The HACB does not accept responsibility for mail delays.
6. If there is no response within 15 business days, the HACB will send a termination notice to the applicant at the last known address with an opportunity for an informal review.

#### **IV. TENANT SELECTION AND ASSIGNMENT**

##### **A. Resident Screening Criteria:**

The screening process applies to all potential residents of HACB owned and/or managed properties.

Once eligibility has been determined based on the criteria set forth by HUD/CHFA/ regulation, the HACB shall evaluate each applicant to determine eligibility utilizing the Screening Criteria. Management may deny admission to any otherwise eligible applicant whose behavior as an applicant or behavior in present or prior housing interfered with other residents or staff by diminishing their enjoyment of the premises by adversely affecting their health, safety, or welfare, or by adversely affecting the physical environment or financial stability of the property. Relevant information regarding behavior to be considered may include, but is not limited to, the following criteria:

1. **FINANCIAL OBLIGATIONS**—An applicant's past performance in meeting financial obligations:
  - a. **Rental Payment History**—Obtain continuous landlord references, current within the past two years that addresses the frequency of late payments and any monies due at time of move-out. (Absence of rental history for the past two years, refer to Paragraph 1.b.)

- b. Leasing/Credit History—Qualified applicants who have no prior leasing experience or stable employment history shall be given all due consideration with regard to personal references from three reliable sources other than relatives or friends (ie—clergyman, teachers, police, employer, medical provider, etc.) However, it is the applicant’s responsibility to verify their living arrangements for the past two years.
2. CAPACITY TO COMPLY—The HACB may deny admission to an applicant (including applicants who wish to join an existing household within the apartment community) for one or more of the following conditions:
- a. Not of legal age (18 years or older) or legally emancipated, or legally competent to enter into a rental agreement.
  - b. Serious or repeated (one or more) violations of prior lease agreements within the past two years, as verified by prior landlords, which served as a basis for termination of the lease by the landlord.
  - c. Arrest or conviction of the applicant or member of the applicant’s household in the past five years for a felony (ie—murder, rape, burglary, child abuse, controlled substance possession/distribution/manufacturing)
  - d. Arrest or conviction of three or more misdemeanors in the past five years
  - e. The applicant will have the opportunity to remove said convicted household member from the application to determine eligibility.
- NOTE: If the applicant is housed, the convicted household member will not be allowed to reside with the applicant.*
- f. An applicant’s unwillingness to cooperate with management as verified by past rental history.
3. Sex Offender Policy
- It is the policy of the HACB to not allow any person convicted of a sex offense to live on HACB properties. Any applicant required to register as a sex offender will be denied admission. This policy also applies to minors.

4. Willingness to Care for the Apartment  
Management may deny admission to applicants (including applicants who wish to join an existing household within the apartment community) who have demonstrated an unwillingness to care for the apartment as verified by current and previous landlord references.

5. Exceptions to Capacity to Comply  
The following are exceptions to the capacity to comply noted in Subsection 2 of this section.

a. Live-In Aides are not required to comply with the above capacity to comply with one exception. Live-in aides with a record of criminal activity, as previously described, will not be admitted to the household. A criminal background check will be run on any potential live-in aide.

b. Move-in of the Live-In Aide must not result in overcrowding. A live-in Aide is not listed on the Rental Agreement and has no right to the apartment as a remaining member of a household.

c. One remaining household member must be of legal age (18 years or older or an emancipated minor), legally competent, agree to accept full financial responsibility of the apartment and be capable of full compliance with the rental agreement. The Remaining Household Member(s) must notify the management staff within fifteen (15) days after the absence or removal of the Head of Household of their desire to remain in possession of the apartment as a Remaining Household Member(s).

*NOTE: The remaining household member(s) must transfer to the appropriate size apartment according to the HACB's occupancy standards and transfer policy.*

C. Tenant Assignment:

1. Each applicant will be offered a unit of suitable type and size. If the applicant refuses a public housing unit, the applicant's name will go to the bottom of the public housing waiting list. If the applicant refuses a unit at Canyon Pointe, Glen Willow, or North Haven, the applicant will be removed from that particular waiting list.

2. An applicant would not be considered to have been offered a unit if:
  - a. The unit is not of the proper size and type and the applicant would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting a disabled applicant needing such a unit.)
  - b. The applicant is unable to move at the time of the offer and presents clear evidence that substantiates this to the HACB's satisfaction. Examples:
    - A doctor verifies that the applicant has undergone surgery and needs a time to recuperate;
    - A court verifies that the applicant is serving on a jury which has been sequestered.
  - c. Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, national origin, or language, such as making employment or day care facilities inaccessible, the applicant presents clear evidence which substantiates this to the HACB's satisfaction.
3. The HACB will maintain a record of the units offered, including location, date, and circumstances of each offer, and each rejection or acceptance. The HACB will note the reasons for any rejection.

V. **ANNUAL INCOME/ADJUSTED INCOME/TOTAL TENANT PAYMENT**  
**(Applicable to both Applicants and Residents)**

A. Definition of Total Family Income and Assets

1. Includes anticipated total income from all sources received by the family head and spouse (even if temporarily absent), and by each additional member of the family, including all net income derived from assets income anticipated for the twelve (12) month period following the effective date of the initial determination or reexamination.

a. Income includes, but is not limited to the following:

- (1) Gross amount of wages and salaries, overtime pay, commissions, fees, tips, and bonuses, and other compensation for personal services;
- (2) Net income from operation of a business or profession;
- (3) Interest, dividends and other net income of any kind from real or personal property (where net Family Assets exceed \$5,000 annually, see paragraph 3 below);
- (4) Full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits;
- (5) Unemployment, disability compensation, worker's compensation and severance pay;
- (6) Welfare Assistance;
- (7) Alimony, child support payments and regular contributions or gifts received from persons not residing in the dwelling;
- (8) All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the unit, who is head or spouse or other person whose dependents are residing in the unit);

2. Annual Income does not include:

a. Sporadic income that is temporary, or of a non-recurring nature includes the following:

- (1) Sporadic gifts;
- (2) Amounts reimbursed for the cost of medical expenses;
- (3) Lump sum assets such as inheritances, insurance payments, one time lottery winnings, or SS or SSI delayed payments;
- (4) Portions of educational scholarships provided for tuition, fees,

books, equipment, materials, supplies, transportation and miscellaneous personal expenses

- (5) Hazardous duty pay of a family member in the Armed Forces;
- (6) Hostile Fire/Imminent Danger Pay;
- (7) Holocaust reparation payments;
- (8) Earnings in excess of \$480 for each full-time student;
- (9) Adoption assistance payments in excess of \$480 per adopted child;
- (10) Earnings/benefits from public funded employment training and supportive services;
- (11) Refunds or rebates for property taxes on dwelling units;
- (12) Amounts paid by the State to offset costs of keeping a developmentally disabled member at home.

b. Other income not used in determining Annual Income:

- (1) Income from employed children (including foster children) under the age of 18 years;
- (2) Payment received for care of foster children;
- (3) Relocation payments paid under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
- (4) Allotments received for coupons under the Food Stamp Act;
- (5) Payments to volunteers under the Domestic Volunteer Service Act of 1973;

- (6) Payments received under the Alaskan Native Claim Act;
- (7) Income from land in trust for certain Indian Tribes;
- (8) Payment of allowances for Federal Energy Assistance Program;
- (9) Amounts received from programs funded in whole or in part under the Job Training Partnership Act;
- (10) Settlement claim funds of the Grand River Band of Ottawa Indians;
- (11) The first \$2,000 of per capita share awarded from Court of Claim or Indian Tribes;
- (12) Amounts received from training programs funded by HUD;
- (13) Amounts received by a disabled person that are disregarded in determining supplemental security income eligibility and benefits because they are set aside under a plan to achieve self-support (PASS programs);
- (14) Amounts received to cover out-of-pocket expense necessary to participate in a publicly-assisted program;
- (15) Income of a live-in aide;
- (16) Payments made to individuals under Title V of the Older Americans Act;
- (17) Earned Income Tax Credit Refunds;
- (18) Reimbursement costs under the Child Care and Development Block Grant Act of 1990;
- (19) Agent Orange Settlement Fund payments;
- (20) Grants/Scholarships under Title IV of the Higher Education Act of 1965;

(21)  
of 1980.

Maine Indian Claim Settlement

3. Net Family Assets include cash, stocks, bonds, savings, value of equity in real property, and other forms of capital investments excluding the cost that would be incurred in disposing of the assets.
  - a. Any income distributed from a trust fund shall be included in determining annual income (excluding personal automobile and household furnishings).
  - b. Any assets disposed of for less than fair market value will be included if disposed of two (2) years preceding the date of application or reexamination.
  - c. When 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 upon current passbook savings rates as determined by HUD.
  - d. Applicants or residents who have assigned, conveyed, transferred or otherwise disposed of any asset and retained any legal interest therein, shall have the value of such assets based upon current passbook savings rates as determined by HUD.
  - e. In all cases it shall be the responsibility of the applicant or tenant to provide the necessary documentation to establish the legal ownership of equity in any assets.

B. Adjusted Income

Adjusted income means Total Family Income minus the following:

1. \$480 for each member of the family residing in the household, (other than the head of household or spouse) who is under 18 years of age or who is 18 years of age or older and is disabled, handicapped or a full-time student;
2. \$400 for any elderly family;
3. Medical expenses in excess of 3 percent of annual family income for any family with an elderly head of household;

4. Non-reimbursed child care expenses to the extent necessary to enable another member of the family to be employed or to further their education. The amount deducted shall not exceed the amount of income received from such employment. (This provision applies only to child care for children under 13 years of age.)
5. Handicapped assistance expense in excess of 3 percent of annual family income to the extent it is required for apparatus or attendant care for a handicapped member of the family, the combined medical expense and handicapped assistance expense in excess of 3 percent of annual family income will be deducted.
6. Unreimbursed medical expenses for non-disabled/non-elderly families who have a handicapped family member if the deduction enables the handicapped person to be employed.
7. Child support payments of up to \$480 per child per year who do not reside in the assisted household.
8. Alimony payments of up to \$550 per year.

C. Total Tenant Payment

1. Total Tenant Payment is the monthly rent amount determined by the following:
  - a. Total Tenant Payment shall be the highest of the following:
    - (1) 30 percent of monthly adjusted income (1/12 of annual adjusted income); or
    - (2) 10 percent of monthly gross income; or
    - (3) \$50 Minimum Rent.
    - (4) Flat Rent
2. Flat Rent
  - a. Flat Rent:

Flat rent is a rent that is not based on income. The HACB has chosen to set flat rents for the public housing program at the Fair Market Rent (FMRs) as established annually by HUD. Current FMRs are available upon request from the HACB.

b. Tenant Choice

All public housing residents may choose to pay either the income based rent (the greater of C, 1, a, (1), (2), (3)) or the flat rent. This choice will be provided to all residents via the annual recertification lease amendment form.

c. Flat Rent Applicable for Failure to Recertify

Resident rent shall be set at the flat rent if the resident fails to recertify by the annual recertification date.

d. Switching Rent Method Due to Financial Hardship

If a tenant selected to pay the flat rent, the resident may have the rent switched to an income based calculation under the following circumstances:

- (1) Reduction in income due to the unanticipated loss of a job.
- (2) Death of a wage earner in the household.
- (3) Extraordinary or unanticipated<sup>1</sup> expenses due to medical costs, child care, transportation, education.

Once the tenant switches to an income based rent calculation, the HACB will not switch rent back to flat rent until the next annual recertification.

3. Minimum Rent Hardship Exemption

The HACB will work with residents paying minimum rent to avoid eviction if the family experiences a short or long-term hardship due to the following circumstances:

- a. Reduction in income due to the unanticipated loss of a job.
- b. Death of a wage earner in the household.

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<sup>1</sup> Extraordinary or Unanticipated expenses must be verified and approved by the HACB.

- c. Extraordinary or unanticipated<sup>2</sup> expenses due to medical costs, child care, transportation, education.

4. Disallowance of Earned Income

Per HUD regulation, the HACB will not increase a resident's rent for a period of 12 months if the increase occurs under the following circumstances:

- a. The increase in income is attributable to a family member who had been previously unemployed for the past twelve months.
- b. The increase in income is attributable to a family member who had been participating in a self-sufficiency program during the past twelve months.
- c. The increase in income is attributable to a family member who had been receiving welfare during the past six months.

If the rent increase is due to the above circumstances, the rent will not increase during the first twelve months. The rent will increase by 50% during the second twelve months. The rent will increase to its correct amount at the beginning of the third twelve months.

**VI. VERIFICATIONS (Applicable to both Applicants and Residents)**

A. Family Composition and Family Type

- 1. At initial eligibility, the applicant must provide copies of birth certificates as proof of family composition. (Colorado Driver's License or State ID card also acceptable.)
- 2. Verification of a disability may be required in order to determine if an applicant's disability is in accordance with definitions of handicapped and disabled as provided in Section I.
- 3. Full-Time Student verification is required from a school official in order to qualify for the dependent deduction for those dependents who are 18 years of age or older.

A. Income and Assets

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<sup>2</sup> Extraordinary or Unanticipated expenses must be verified and approved by the HACB.

1. All income, asset information, and residency status information necessary for admission and continued occupancy will be verified by the HACB. Written inquiries will include a statement of the purpose of the inquiry and a statement by the applicant to permit the source to release information.
2. When an applicant or tenant reports annual income that appears to be less than adequate for the family's needs, or if the family appears to be eligible for income that is not reported to be received, (i.e., AFDC, Welfare, unemployment compensation, child support, etc.) the absence of such income will be verified.

A. Medical Expenses

1. To receive a medical deduction, the applicant must verify the deduction by a qualified professional. Medical deductions may include (but are not limited to) the out-of-pocket expenses that is not paid or reimbursed by medical insurance of
  - a. On-going therapy or treatment.
  - b. On-going prescriptions or over-the counter medications or supplements that are prescribed by a physician.
  - c. The balance of any medical bill that the applicant or resident anticipates they will pay during the next 12 month period.
2. Medicare costs may be verified by the Department of Social Security. Homecare costs may be verified by the provider, the Department of Social Services, or a paid receipt.

A. Child Support and Alimony Payments

Child support and alimony payments must be verified via cancelled checks, direct deposit statements etc. . . Court orders are not acceptable forms of documentation.

A. Preferred Method and Form of Verifications

1. All verification will be obtained prior to initial lease date. For all subsequent reexaminations the verification process will begin 120 days prior to the initial lease date to ensure that current and accurate data are being used in calculating rents.
2. All increases and decreases in income which affect rent between admission and

reexamination will be verified in accordance with the above provisions.

E. File Documentation

1. Applicant/Tenant must furnish verification or provide authorization for the HACB to obtain verification from a third party of all statements regarding income, assets and allowances. Certification by signing the Application for Admission or the Recertification Application will normally be considered sufficient verification of family composition.
2. All income, assets, and each applicable deduction or exemption will be verified at the time of admission and at each subsequent reexamination. If written third party verification is not possible, a review of documentation provided by the family may be accepted. (ie--benefit checks, income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States Savings Bond redemption values, and other supporting documents.)
3. The HACB will request additional information prior to determining eligibility, such as, but not limited to the following:
  - a. The verification of past rental history;
  - b. Written personal reference letters.
4. Minors under the age of 18 will not be allowed to sign a lease unless the minor has been legally emancipated.

**VII. OCCUPANCY STANDARDS**

- A. The following standards will determine the number of bedrooms required to accommodate a family of a given size, except that such standards may be waived for legitimate reasons on a case by case basis and as necessary to achieve or maintain full occupancy:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
0	1	1
1	1	2
2	2	4
3	3	6
4	6	8
5	8	10

- B. Two children of opposite sex under six years of age may be permitted to occupy the same bedroom. At admission, one child under two years of age may be permitted to occupy parent's bedroom.
- C. Every family member, regardless of age, is to be counted as a person. A mother and an unborn child will be placed on a two bedroom waiting list.
- D. The HACB must be told immediately and in writing when guests will live in the unit for seven days or longer. Per the lease agreement, a guest may not stay for two (2) fourteen consecutive day periods in a six month period of time. A visitor or additional family member added to the lease will be screened and must be approved by the Eligibility Coordinator.
- A. An empty unit is considered abandoned and in violation of the lease if unoccupied for over 30 days, unless otherwise approved by the HACB.
- G. F. The unit is to be the primary residence of the tenants and no one else unless approved by the HACB. The unit may not be sublet by the tenant.
- G. Live In Aide  
A live-in aide who is not a member of the family will not be listed on the lease as a household member. The income of the aide will be not be counted as income for the household. When the family requests a live-in aide, the transfer to accommodate the live-in aide will be done in accordance with the transfer policy.

When the lease is terminated, the live-in aide will have no rights to the unit.

### **VIII. TRANSFERS**

The HACB strives to provide appropriate housing to current residents before placing applicants from the waiting list. The HACB will attempt to offer residents in need of a transfer, a unit of appropriate size within their current site and within their current program. If no unit is available, then another site or program may be offered.

- A. Transfers will only be made in the following situations:
  1. Family composition does not match the HACB occupancy standards.
  2. There is a need to reasonably accommodate the needs of a

disabled family.

3. There is a documented safety issue that necessitates a new unit.

B. The following criteria will also be applied for a unit transfer:

1. To be eligible for a unit transfer, one year of tenancy must have been completed.

2. ~~\_\_\_\_\_2.~~ Families must be suitable for the size of available units based on the Housing Authority of the City of Boulder Occupancy Standards.

3. A new lease will be executed for the new residence at the time of transfer.

3. A resident has one right of refusal for a transfer unit. The 2<sup>nd</sup> available unit of the appropriate size, type, etc. . . must be accepted.

4. The tenant has seven (7) days to move from the first unit to the transfer unit. Each additional day that the first unit is occupied over the seven days, the tenant will be charged a daily pro-rated rent for occupying the initial unit.

- ~~\_\_\_\_\_3. A new one year lease will be executed for the new residence at the time of transfer.~~

5. Deposit must be made in full for the new residence. The existing deposit will be refunded within 30 days of move-out minus any tenant charges.

6. Screening as described in this policy will be conducted.

7. If a unit, which has been modified to accommodate disabled individuals, is occupied or offered for occupancy to a resident not requiring such accommodations, resident herein agrees to be relocated to a similar unit, upon availability, in order to accommodate resident/applicant requiring such accommodations. HACB will incur only utility connection fee expense for gas and electric. Further, the HACB will not be responsible for security deposits that may be required.

8. If an appropriate unit does not become available within six months of the need for a transfer being documented, or if the HACB is not able to accommodate the reason for the transfer request, then the HACB may offer Section 8 assistance.

9. If a resident declines the first available unit of appropriate size, then the next available unit of the appropriate size must be accepted.

10. ~~9.~~ If a resident declines the offer of a transfer, the resident's name will be placed at the bottom of the transfer list.

11. A resident will be transferred only once because of a request for reasonable accommodation. After the first transfer request, the Housing Authority will approve the resident for the Section 8 program. More than one transfer will be considered a financial burden.

## **IX. LEASING**

- A. Prior to admission, the lease shall be signed by all adult family members (over the age of 18 or an emancipated minor) and subsequently executed by the HACB.
- B. After the lease is signed, a physical move-in inspection of the unit will be made by the prospective tenant and HACB staff to note any deficiencies.
- C. The lease is to be current at all times and must be compatible with HACB policies as well as State and Federal Law. At annual recertification, residents will be required to sign a lease amendment or new lease agreement.
- D. Notices of rent adjustments that are issued to amend the dwelling lease shall be signed by the HACB and the tenant.
- E. If, through any cause, the signer of the lease ceases to be a member of the tenant family, the lease is to be voided and a new lease agreement executed and signed by the new head of household provided the family remains eligible.
- F. If at any time during the life of the lease agreement, there is a change in the resident's family composition that results in the need to amend provisions of the lease, one of the following will be undertaken.
  - 1. The existing lease will be canceled and a new lease executed, or
  - 2. An appropriate rider will be prepared and made a part of the existing lease; or
  - 3. Appropriate insertions are to be made within the instrument; and
  - 4. All copies of riders and insertions are to be signed by all parties involved and a copy maintained in the tenant file.

G. A Security Deposit will be required and shall be payable at the time the lease is signed. The amount of security deposit will be that amount as approved by the Authority's Board or as regulated by specific HUD regulations. (For all owned and managed properties, the security deposit is \$125 for families and \$100 for elderly and disabled persons. Refer to Attachment B).

1. Security deposits must be paid in full at the time of move-in.
2. Security Deposits will be deposited in the General Fund and will be used for all tenant charges, unless otherwise deemed by HUD.
3. Interest will be paid to the tenant on the Security Deposit within 30 days of lease termination. Where not regulated, interest on Security Deposits will be paid to the Resident's Organization (if one exists) in the complex where the resident lives.
4. At the time a tenant vacates a leased unit, the HACB will conduct a physical move-out inspection of the unit to determine the condition of the unit. Reference will be made to the original move-in 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 or her forwarding address within 60 days. It shall be the responsibility of the tenant to advise the HACB of his/her new address.
5. If the unit is not clean or is damaged, the HACB has the authority to clean and/or make repairs. The tenant charges will be deducted from the Security Deposit. Any balance due the tenant will be refunded within 60 days.
6. 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 one month the HACB will take appropriate action to collect back payments and charges. If the tenant passes away, tenant charges will be assessed to the security deposit. If the tenant charges exceed the security deposit, the tenant's family will not be held accountable for the deceased debts.
7. When relocation or transfer is required to comply with occupancy standards, the following will apply:
  - a. A physical move-out inspection will be made by the HACB, referring to the original physical inspection notes, made at the time of the move-in.
  - b. If it is found that tenant damages exist, the damages will be corrected by either the tenant or the HACB. When appropriate; the charges will be

applied to the tenant's security deposit.

- c. If the deposit is not adequate to cover the damages the tenant will make immediate arrangements to reimburse the HACB for the difference.
- d. This policy in no way alters the HACB to proceed with eviction when the tenant has clearly violated the lease requirements.

H. Inspections:

The HACB shall perform a physical, preventive maintenance inspection of all dwelling units no less frequently than once per year. Copies of the inspection shall be maintained in the unit file at the maintenance office.

**IX. RECERTIFICATION**

Annually, from the first of the same month in which the lease was signed, and at interim periods as circumstances may prescribe, the tenant will furnish information and certifications to the HACB as to family income, employment, and family composition, for use by the HACB. The annual recertification date will be used for determining if the rent should be changed and if the dwelling unit size is still appropriate for the tenant's needs.

A. Rent Adjustments

Rent as fixed at time of move-in will remain in effect for the one year unless any of the following occur:

- 1. A change of income occurs which results in a decrease in rent. All changes must be reported to the HACB in writing within ten (10) days of its occurrence.
- 2. A change in family composition must be reported in writing within ten (10) days of the date of the change.
- 3. If it is found that the tenant has misrepresented the facts upon which rent is based, and the tenant is paying less than they should have been charged, then the increase in rent will be made retroactive to the time the increase should have occurred. Payment arrangements must be made with the HACB or lease termination may occur.
- 4. If at the time of admission or reexamination, due to unusual circumstances,

projected annual income cannot be determined with any reasonable degree of accuracy, a temporary rent for a specified period not to exceed 90 days may be established. At the expiration of the specified period, or such earlier time that the income becomes stable, a new rent will be established.

**B. Interim Re-Examinations and Cut-Off Dates**

**1. Rent Decreases**

In the case of an interim reexamination that result in a rent decrease, the adjustment will become effective the first of the following month after the month it is reported if the change is reported by the 20<sup>th</sup> of the month. If the change is reported after the 20<sup>th</sup> of the month, then the decrease will take effect the first of the second following month.

If the rent decrease is due to welfare fraud or failure to comply with welfare requirements, then the HACB will not adjust the rent lower.

**2. Rent Increases**

In the event of rent increases, the HACB will provide the tenant with a 30 day notice of the increase, unless the rent increase results from a finding of intentional misrepresentation under subsection **A(3)** of this section.

The HACB will only adjust a rent increase if the family has an increase in income totaling more than \$250 gross income/month.

**C. Changes in rent resulting from a scheduled reexamination are to be effective on the anniversary date of the lease.**

**XI. MISREPRESENTATIONS**

The tenant is to be notified, in writing, of any misrepresentations or lease violations revealed through reexamination, rent review, or other occurrences.

The applicant/tenant certifies that accurate information has been provided on family composition, income, net family assets, allowances and deductions. Any misrepresentation is considered to be a violation of Federal regulations and may result in lease termination, applicant denial and/or punishment under Federal Law.

Allegations, complaints, or other observations that indicate a family is receiving more benefits than it is entitled to receive will be investigated by the HACB. False statements that result in the tenant paying less rent, or the HACB's overpaying of rental assistance will be vigorously

pursued by the HACB. After verification of these misrepresentations, the HACB will take all necessary steps to recover the un-entitled payments including administrative actions, or civil or criminal court actions, as it deems appropriate.

## **XII. REPAYMENT POLICY**

- A. The HACB's repayment policy specifies:
1. A written agreement shall/will be executed between HACB and tenant stating amount owed by tenant and the monthly payment.
  2. If one payments is not paid, then the entire amount of the repayment agreement is due. The HACB will pursue eviction for non-payment of rent or non-payment of monies owed under a repayment agreement. The HACB will only sign two payback agreements for non-reporting of income changes.
  3. A tenant will be charged a \$25.00 late fee on late payments.

## **XIII. TENANT COOPERATION AND COMMUNITY SERVICE RESPONSIBILITIES**

- A. All applicants or tenants must complete required forms and supply requested information in a timely fashion.
- B. Applicants and tenants are responsible for supplying complete and accurate information.
- C. Failure or refusal to do either of the above is grounds for termination or eviction.
- D. Community Service Responsibility  
Non-Exempt residents of public housing units (does not apply to Glen Willow, North Haven, and Canyon Pointe residents) are required to perform eight (8) hours of community service per month. The HACB will verify at annual recertification that any non-exempt family members have completed 8 hours of community service per month. Tenants must provide written third party documentation of the volunteer activity. The following categories of residents are exempt:
1. Any tenant 62 or older;
  2. Any tenant with a verified disability;
  3. Any tenant engaged in work activities;
  4. Any tenant participating in a welfare to work program;
  5. Any tenant attending school. (Note: 18 year old and older

students are not exempted when not attending school.)

The HACB will provide non-exempt residents with a list of referrals to organizations who need volunteers. The HACB will document all exemptions from community service in the file.

#### **XIV. LEASE COMPLIANCE AND LEASE TERMINATION**

The HACB will pursue lease compliance first, and eviction only when all avenues to cure the problem are explored and expended. If the HACB is forced to pursue eviction, the full procedural guidelines outlined in the Eviction Notebook will be followed. The following represents the HACB's policies regarding lease compliance and termination.

##### **A Grounds for Eviction**

1. The basis for eviction is the lease agreement between the HACB and the tenant. All other rules and regulations of the HACB are incorporated into the lease agreement by reference.
2. Grounds for lease termination may include, but not be limited to, any of the following:
  - a. The tenant must refrain from engaging in and to cause any member of the household, a guest, or any other person under Resident's control to refrain from engaging in any criminal activity or any alcohol abuse that **threatens the health or safety of other residents or of BHA employees** or the other **resident's right to peaceful enjoyment** of HACB's housing facilities and grounds.
  - b. Any drug-related criminal activity whether **on or off** the HACB's housing facilities and grounds. A drug-related criminal activity means the illegal manufacture, sale, distribution, use, possession with intent to manufacture, sell distribute, or use a controlled substance as defined in Section 102 for the United States Controlled Substances Act (21 U.S.C. 802).
  - c. Failure to pay rent;
  - d. Repeated failure to pay rent in a timely manner; (HACB policy establishes a repeated failure as late payment of 3 times or more in a six month period of time (Refer to Resolution 23)).
  - e. Failure to furnish information to HACB for purposes of rent or

dwelling unit redetermination;

- f. Misrepresentations of facts upon which rent or dwelling size is based;
- g. Repeated failure to meet with HACB after prior, written requests concerning redetermination of rent, dwelling unit size, or lease compliance;
- h. Failure to comply with any of resident's obligations under the Lease. Refer to Section 7 of the Lease for Resident's Obligations and Right to Use which sets forth tenant obligations such as:
  - ↳ Not assigning or subletting;
  - ↳ Notifying BHA in writing of any guests expected to occupy the premises for more than 7 consecutive days;
  - ↳ Acquiring written consent if using the dwelling for purposes other than a private dwelling;
  - ↳ Abiding by HACB's regulations;
  - ↳ Physically occupy the dwelling unit (except for reasonable absences);
  - ↳ Disposing of all garbage from the dwelling unit

### **C. Types of Eviction Notices and Documentation Needed**

- 1. HACB shall give written notice prior to termination of the Lease as follows:
  - a. 14-Day Notice/3-Day Notice combination in the case of failure to pay rent;
  - b. 3-Day only in the case of a substantial violation or criminal activity that falls under the *One Strike Policy* and threatens the health or safety of other Residents or HACB employees;
  - c. 30-Day/3-Day combination in all other

cases.

## 2. **Non-Payment of Rent**

### **Policy**

- a. Rent is due on the first, and late if not paid by 5:00 pm on the 5<sup>th</sup> (unless otherwise posted).  
If rent is not received by 5:00 pm on the 5<sup>th</sup>, then the tenant is given a 14 Day Notice and assessed a \$25.00 Late Fee--NO Exceptions.
- b. If the HACB receives payment of some rent, but the tenant owes more than \$25.00, then the tenant is given a 14 Day Notice and assessed a \$25.00 late fee.
- c. If the HACB receives most of the rent, but the tenant owes less than \$25.00, then the HACB will send a reminder letter to the tenant.  
Note--If the tenant's rent is less than \$25.00 and tenant does not pay, then the HACB sends 14 Day Notice and a Late Fee.
- d. **Work Order Charges**  
If the tenant is assessed work order charges over \$25.00 and does not pay, then the HACB sends a 14 Day Notice and \$25.00 Late Fee  
If the work order charge is less than \$25.00, then the HACB will send a reminder letter.

### **Procedure**

- a. Late Payment meeting held 7<sup>th</sup>-9<sup>th</sup> of the month.
- b. Finance sends out 14 Day Notices and Grievance Procedures. Notices signed by Director of Housing Services or other occupancy staff.
- c. If the HACB does not receive payment after 11 days, then the HACB posts a 3 day notice to run concurrently with last 3 days of the 14 day notice
- d. If still no payment is received; HACB writes a Request for Legal Assistance to the City Attorney's Office (CAO). The CAO files with the courts a non-payment

of rent eviction.

### 3. Lease Compliance Evictions

#### Information Gathering Procedure

- a. The HACB must gather documentation or accrue information to document lease violations. Sources of information--complaint forms from other residents, police reports etc. . .
- b. The HACB utilizes the Tenant Assistance Program (TAP) model if elderly or disabled involved. Team members to be involved if at a senior site.
- c. All lease violation letters MUST include reasonable accommodation language.

#### Procedure (Assuming HACB has documentation to pursue eviction):

- a. Adverse Action Letter Sent to Tenant  
Letter requests the tenant to come in for a meeting.
- b. If HACB decides to pursue eviction after the meeting, 30 day notice posted for tenant. Grievance Hearing information included with 30 Day Notice.  
Managers or property managers post notice.
- c. If tenant requests a grievance hearing, then the clock stops on the 30 day notice. Manager or property manager puts together file for grievance hearing.  
Choice of hearing officer sent to tenant. Hearing scheduled.
- d. Hearing held, and the HACB waits for decision of the Hearing Officer.
- e. If Hearing Officer decides against HACB, HACB drops 30 day notice and abides by ruling (typically). Usually, there are recommendations from Hearing Officer on how this situation could be resolved without an eviction.

- f. If Hearing Officer decides for the HACB, the HACB posts a 3 Day notice.
- g. With 3 Day Notice, tenant has the ability to "Quit" which means vacate the apartment within the 3 days. If the tenant does not quit, then the HACB pursues the eviction with the courts.
- h. If tenant stays, RFLA sent to CAO.
- i. RFLA received by CAO. The CAO files an eviction with the courts. Evictions filed on a Wednesday and go to court the following Friday.
- j. If eviction upheld, HA files immediately after court with Sheriff's department to have an officer supervise the removal of belongings.

#### **XIV. PET POLICY**

The HACB shall enforce a Pet Policy in accordance with HUD and Fair Housing provisions. This document is on file at the HACB Administration Office and available to the public. (Attachment C)

**ATTACHMENT A--TENANT ASSISTANCE PROGRAM**  
**Framework for Problem Solving for Complaints**

**1. Identify the Problem:**

**Four Point Framework:**

\_\_\_\_\_ I. Violations of financial responsibility, fraud, or contract obligations.

\_\_\_\_\_ II. Violations of the quiet and peaceful enjoyment of others.

\_\_\_\_\_ III. Threatening Behavior/Damage to the property.

\_\_\_\_\_ IV. Criminal or Illegal Activity—Substantial Violations

**Action Initiating Response:**

\_\_\_\_\_ Non Payment

\_\_\_\_\_ Complaint from Resident

\_\_\_\_\_ Incident Form

\_\_\_\_\_ Referral for Service

\_\_\_\_\_ Notation to File

**2. Review the Situation:**

\_\_\_\_\_ Is this the first incident?

\_\_\_\_\_ Need for a letter?

\_\_\_\_\_ Notify of right to reasonable accommodation?

\_\_\_\_\_ Impact on other residents, staff and financial stability of property?

\_\_\_\_\_ Thoughts on the cause of the problem?

**3. Identify Your Own Feelings About the Issue:**

\_\_\_\_\_ Utilize Site Team Meetings to explore the strong feelings the resident's behavior evokes.

4. **Clarify Your Role as Manager:**

\_\_\_\_\_ Identify any resident resource or support

\_\_\_\_\_ Identify Staff involved, ie—occupancy, resident manager, resident services, management

5. **Take Necessary Action:**

Four Point Framework/Lease Violation Course of Action

1. \_\_\_\_\_ Letter?

\_\_\_\_\_ Notify of Accommodation Rights

\_\_\_\_\_ Referral for Assistance

\_\_\_\_\_ Lease Violation Warning

2. \_\_\_\_\_ Meeting?

\_\_\_\_\_ Invite Advocate

\_\_\_\_\_ Notify of Accommodation Rights

\_\_\_\_\_ Referral for Assistance

\_\_\_\_\_ Written Agreement for Behavior Change

\_\_\_\_\_ Follow-up

3. \_\_\_\_\_ Referral?

\_\_\_\_\_ Referral Form Completed

\_\_\_\_\_ Resident Service Contract

\_\_\_\_\_ Follow-up

4. \_\_\_\_\_ Non-Lease Issue

\_\_\_\_\_ Spoke with Resident

\_\_\_\_Spoke with Complainant

**ATTACHMENT B**

**REQUIRED SECURITY DEPOSITS**

	<u><b>Non-Elderly</b></u>	<u><b>Elderly/Disabled</b></u>
<b>Public Housing</b>	<b>\$125</b>	<b>\$100</b>
<b>Canyon Pointe, Glen Willow, and North Haven</b>	<b>One Month's Rent or Minimum Rent</b>	<b>One Month's Rent or Minimum Rent</b>
<b>Pet Deposit</b>	<b>\$250 + \$250 non-refundable deposit</b>	<b>\$250**</b>

**\*\*Pet deposit is waived if pet is a companion animal as described in the Pet Policy**

## **Policy on Installation of Satellite Dishes**

- 1. Satellite dishes may not exceed one meter in diameter. You may not install any satellite dish larger than one meter (three feet three inches), measured across its widest part.**
- 2. Dishes may be installed only inside units or on residents' own patios or balconies. Satellite dishes may not be installed in locations other than your own leased space. This means that satellite dishes must be installed inside your unit, or on your patio or balcony. Also, no satellite dishes may be mounted on exterior walls, in common areas, on roofs, or at any other location outside of residents' own units.**
- 3. Satellite dishes may not be installed in ways that would enable them to fall on people from above. Satellite dishes may extend beyond the edge of a patio or balcony. Also, satellite dishes may not be mounted in windows or on window frames.**
- 4. Satellite dishes may not be installed in ways that damage units or buildings. No holes may be drilled in railings or exterior walls during the installation of satellite dishes (clamp-type mountings are permitted). Mounting satellite dishes in this way harms building weatherproofing and poses a risk to electrical wiring, water pipes, etc. . .**
- 5. Residents may not install satellite dishes themselves. Residents may have satellite dishes professionally installed with a member of the site maintenance staff present. To arrange for an installation, residents may call (303) 443-8330.**
- 6. Any improperly mounted or unsupervised installations of satellite dishes will be removed by the maintenance staff, and residents will be charged for the maintenance staff's time.**

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ 84,237
- B. Eligibility type (Indicate with an "x") N1 x N2 \_\_\_\_\_ R \_\_\_\_\_
- C. FFY in which funding is requested 2000 \_\_\_\_\_
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Housing Authority of the City of Boulder, Colorado will implement a comprehensive plan to further develop our Healthy Communities Initiative. This initiative focuses on understanding our neighborhoods, developing crime prevention factors specific to the neighborhood, providing site improvements, drug prevention activities, after school tutoring, recreational activities, increasing computer skills and sponsoring community meetings and events.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Broadway/Iris (2 sites combined)	58	198
Kalmia	53	175
Healthy Communities Initiatives (not site specific)	65	200

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**6 Months** \_\_\_\_\_ **12 Months** \_\_\_\_\_ **18 Months** \_\_\_\_\_ **24 Months** x **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	\$191,500	CO 06 DEP 0160196	0	none	complete
FY 1997	\$114,600	CO 06 DEP 0160197	11,312		6/2000
FY1998	\$112,800	CO 06 DEP 0160198	112,800		3/2001
FY 1999	\$ 84,237	CO 06 DEP 0160199	84,237		12/2001

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The PHDEP program is central to the Healthy Communities Initiative of the Housing Authority designed to engage and encourage residents to strategically examine and address concerns of crime, drugs and youth issues and overall “health of their neighborhoods”. The PHDEP will provide for staffing, service providers contracts and resources to build resiliency factors, mobilize residents to be involved in their communities as well as bring community resources such as the Boulder Police Department, the I Have a Dream ® Foundation of Boulder County, Parks and Recreation, and local Universities to effectively support a pro-active and preventative stance against substance abuse and crime. Evaluations are incorporated in the program through focus groups, resident surveys and evaluations, crime analysis, budget analysis and pre and post testing instruments.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 1999 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	4,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	6,000
9160 - Drug Prevention	19,237
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	55,000

<b>TOTAL PHDEP FUNDING</b>	84,327
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### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$4,000</b>		
Goal(s)	Hire off-duty officers to for additional patrols at targeted sites. during the summer months.						
Objectives	Reduce crime through Adopt A Site Program, public drinking, gang-related behaviors, reduce vandalism, and increase safety factors.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Employ Off-Duty Officers			5/2001	9/2001	\$,4000	\$25,000	Reduce crime during summer months.
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$6,000</b>		
Goal(s)							
Increase lighting and safety at targeted sites by unitizing CPTED factors.							
Objectives							
Respond to resident and neighborhood concerns and BPD recommendations.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.CPTED Objectives at target sites			3/2001	12/2001	\$6,000	\$3,000	Increase safety, control access, improves surveillance.
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$19,237</b>		
Goal(s)							
Provide Adult supervision and role models for on-site tutoring, \ recreational and educational activities that build resiliency factors in both youth and adult populations. Build a circular that focuses on leadership, character, and asset mapping for diverse neighborhoods. Interact and empower residents through community events and meetings that are site-specific to reduce conflict, substance abuse, and crime and increase decision-making skills. Provide access, opportunity and learning labs for all residents to learn computer skills.							
Objectives							
80 % of identified youth will participate in the after school programs. Increase individual assets and through life and leadership skills training. Provide computer lab access, training and evaluation.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Afterschool Tutoring/Recreation Program/Field trips	300	Youth 10-18	1/2001	12/2001	\$1,700	\$90,000	Improve school grades & attendance. Drop –out prevention.

2. Community Meetings Leadership, Sub-contracts & Assets Training	175	Families	1/2001	12/2001	\$12,367	\$25,000	Build community leadership skills and impact site norms. Decrease vandalism.
3. Computer Classes	35	Youth and Adults	4/2001	9/2001	\$5,000	\$3,000	Increase computer literacy.

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$55,000</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Staffing							
1. Community Organizers			1/2001	1/2001	\$55,000	45,000	Staff evaluations that met grant goals and objectives.
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	1	\$4,000		\$4,000
9120				
9130				
9140				
9150			1	\$6,000
9160			1, 2, 3	\$19,237
9170				
9180				
9190			1	\$55,000
<b>TOTAL</b>		\$4,000	\$80,237	\$84,237

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”