

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 2002 - 2006  
Annual Plan for Fiscal Year 2002

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

## **PHA Plan Agency Identification**

**PHA Name:** Wellington Housing Authority

**PHA Number:** CO 014

**PHA Fiscal Year Beginning:** 01/2002

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:** Main administrative office of the Management Agency – Fort Collins Housing Authority

### **Display Locations for PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:  
Main administrative office of the PHA – Fort Collins Housing Authority,  
Management Agent  
Wellington Public Library

PHA Plan Supporting Documents are available for inspection at:  
Main business office of the PHA – Fort Collins Housing Authority, Management Agent

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2002 - 2006**  
[24 CFR Part 903.5]

**A. Mission**

The mission of the Wellington Housing Authority 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.

**B. Goals**

**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.

PHA Goal: Improve the quality of assisted housing

Objectives:

- HUD shall recognize the Wellington Housing Authority as a high performer under the Public Housing Assessment Program (PHAS) by December 31, 2004.
- Improve public housing management:
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (public housing lease rates and turnover.)

**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.

**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:
- Continue administering the Family Investment Center program.

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

**PHA Goal: Work as a partner and resource with other community groups to develop and meet common goals by:**

- Building rapport with other civic agencies:
- Taking a leadership role in coordination efforts:
- Identifying voids in the availability of facilities or programs in our community:
- Providing resources to the community regarding housing issues:
- Linking residents to public and private resources:
- Active involvement and understanding of local and national housing issues and trends:
- Development of relationship between the City of Wellington and other governmental entities.

**PHA Goal: Hire and retain knowledgeable, skilled staff by:**

- Contract Management with the Fort Collins Housing Authority who will in turn,
- Providing competitive wages:
- Conducting training and development activities which reflect the Mission for staff and the Board of Commissioners:
- Attending local, State, and national meetings and training programs:
- Encouraging active staff participation in policy development:
- Utilizing staff skills to the maximum capacity:
- Providing cross-training opportunities.

**PHA Goal: Develop a positive public image and promote community awareness of Housing Authority Programs by:**

- Educating the public
- Developing presentations to the public regarding goals attained, impact of services provided, and demonstration of accountability of public funds
- Active involvement of the Board of Commissioners in public relations.

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

**i. Annual Plan Type:**

**Standard Plan**

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

[24 CFR Part 903.7 9 (r)]

The Wellington Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. We have adopted the mission statement to guide the activities of the Wellington Housing Authority. We have also adopted goals and objectives for the next five years. Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

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

Highlights of this plan include:

- Housing Needs
- Financial Resources
- Programmatic Policies and Procedures which have been newly adopted or revised
- Asset Management
- Safety and Crime Prevention

In addition to the Plan, which follows, you will find the required HUD form, summarizing this plan, which will be submitted electronically on an annual basis.

In summary, we are on course to improve the condition of affordable housing in Wellington Colorado.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

## **Table of Contents**

### **Annual Plan**

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- ii. Table of Contents
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  5. Operations and Management Policies
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  15. Civil Rights Certifications (included with PHA Plan Certifications)
  16. Audit
  17. Asset Management
  18. Other Information

### **Attachments**

#### Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2001 Capital Fund Program Annual Statement

#### Optional Attachments:

- Comments of Resident Advisory
- PHDEP
- RASS Follow Up Plan

## Supporting Documents Available for Review

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies N/A check here if included in Section 8	Annual Plan: Rent Determination

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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 State of Colorado Consolidated Plan 2000**

The Consolidated Plan was written in 2000 and is a five-year strategic plan to identify and address community planning and housing needs. Based on the analysis of data, a number of needs were identified:

1. The community needs affordable rental and ownership housing units for very low, low and moderate income households,
2. The community needs to provide households the opportunity to purchase a home,
3. The community needs to expand homeless services in the community,
4. The community needs to provide additional transitional housing units, permanent supportive housing units and emergency shelter beds,
5. The community needs to provide housing for special needs households and,
6. The community needs to improve and increase services for seniors, disabled, indigent children, those affected by substance abuse and those needing employment training. Funding to meet these needs is provided, in part, by the State of Colorado HOME Investment Partnership programs along with Federal, State and other local funding.

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	134		
Families with children	Unknown		
Elderly families	Unknown		
Families with Disabilities	39	34%	
Race/ethnicity W.	124	93%	
Race/ethnicity B.	3	02%	
Race/ethnicity I/A	7	05%	
Race/ethnicity A	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	52	39%	5%
2 BR	45	33%	5%
3 BR	36	27%	5%
4 BR	01	1%	5%
5 BR	N/A		
5+ BR	N/A		

### 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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

### 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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

Select all that apply

- X Apply for Section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**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

- X Retain rent policies to support and encourage work

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

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

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Retain rent policies to support and encourage work

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

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

Select all that apply

- X Apply for special-purpose vouchers targeted to the elderly, should they become available

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

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

Select all that apply

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

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

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

Select if applicable

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

**(2) Reasons for Selecting Strategies**

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

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

## **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 2001 grants)</b>	183,200	
a) Public Housing Operating Fund	73,300	
b) Public Housing Capital Fund	88,900	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	21,000	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	62,800	
<b>4. Other income (list below)</b>		
Interest	800	
Tenant Charges	4,200	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	251,000	246,000

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

[24 CFR Part 903.7 9 (c)]

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

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

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

X When families are within a certain time of being offered a unit: (3 months)

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

Other (describe)

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

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

e.  Yes X 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)

X Community-wide list

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

X PHA main administrative office – Management Agent Fort Collins Housing Authority

##### **(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)

X Two

b. X 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:

X 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)

- X Emergencies
- X Overhoused
- X Underhoused
- X Medical justification
- X Administrative reasons determined by the PHA (e.g., to permit modernization work)
- X Resident choice: (After all others.)

c. Preferences

1. X 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:

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

Other preferences: (select below)

2. Working families and those unable to work because of age or disability
  1. Residents who live and/or work in the jurisdiction
  2. Those enrolled currently in educational, training, or upward mobility programs
  2. Households that contribute to meeting income requirements (targeting)
  2. Those previously enrolled in educational, training, or upward mobility programs

3. Individuals who have lived in a SRO Mod Rehab unit for at least six continuous months, OR Families required to relocate from a public housing unit for occupancy or disability reasons.

Wellington residents will receive preference over others.

All applications are processed in order of Date and Time.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- X Any time family composition changes

**(6) Deconcentration and Income Mixing**

a.  Yes X 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 X 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)

d.  Yes X 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?

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)  
X Not applicable: Analysis showed that due to one elderly and one scattered sites project, de-concentration is not feasible. Also, majority of residents are at or below 30% of AMI.

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)  
X Not applicable: Analysis showed that due to one elderly and one scattered site project, de-concentration is not feasible. Also, majority of residents are at or below 30% of AMI.

## **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).**

Wellington Housing Authority does not administer a Section 8 program.

## **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)

X 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))

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:

Contained in the Admissions and Occupancy Policy

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:

Flat rents, Ceiling rents.

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

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

For all developments

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

Fair market rents (FMR)

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)

X At family option for income, anytime for composition.

g.  Yes X 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.)
- X Survey of rents listed in local newspaper
  - X Fair Market Rent

**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).**

Wellington Housing Authority does not administer a Section 8 program.

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- X Wellington Housing Authority contracts all management functions to the Fort Collins Housing Authority.

**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	42	8
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	42	8

### **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)
  - Admissions and Continued Occupancy Policy
  - FSS Program Policies
  - Grievance Procedures
  - Tenant Handbooks
  - Security and Crime Prevention
  - Pest Control
  - Move-out Procedures
  - Preventative Maintenance and Routine Maintenance Schedules
  - Annual Systems Inspections
  - Annual Unit Inspections
  - Schedule of Resident Charges
  - Companion/Service Animal Policy
- (2) Agency-wide
  - Disposition of Property
  - Capitalization Policy
  - Investment Policy
  - Drug-Free Workplace
  - Procurement Policy

## **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 X 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)
- X PHA main administrative office – Fort Collins Housing Authority, Management Agent
  - X PHA development management offices

### **B. Section 8 Tenant-Based Assistance N/A**

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

**Capital Fund Component 7  
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: (09/1999)

X  Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	9,000
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	3,526
10	1460 Dwelling Structures	60,500
11	1465.1 Dwelling Equipment-Nonexpendable	5,886
12	1470 Nondwelling Structures	10,000
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>	<b>88,912</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
PHA - Wide	Operations	1406	9,000
PHA - Wide	Irrigation Systems	1450	3,526
PHA - Wide	Vent Water Heaters	1460	2,000
PHA - Wide	Interior Trim	1460	3,000
PHA - Wide	Floor Repair/Replace	1460	12,000
PHA - Wide	Door Replace	1460	3,000
PHA - Wide	Interior Paint	1460	2,500
PHA - Wide	Plumbing Repair	1460	3,000
PHA - Wide	Air Conditioning	1460	7,000
PHA - Wide	Vinyl siding	1460	28,000
PHA - Wide	Appliances	1465	5,886
PHA - Wide	Storage Sheds	1470	10,000
	Total		88,912

**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)
PHA - Wide	12/31/2001	12/31/2002

## 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 014	PHA – Wide	N/A	N/A	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			189,236	2002-2005
Prune/Replace Trees			5,000	2005
Playground, Landscape, Fencing			12,500	2002
Interior Trim			3,000	2002
Replace Flooring			12,000	2002
Replace Trim/Doors			15,000	2002
Storm Doors			3,000	2002
Vinyl siding			52,000	2002-2003
Repair Washer Boxes			4,000	2003
Cabinets/Counters			32,412	2002-2005
Interior Paint			2,500	2002
Appliances/ Water heaters			25,000	2002-2005
<b>Total estimated cost over next 5 years</b>			<b>355,648</b>	

### (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 x 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 X 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)
- Yes X 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 X 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 X 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 X 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.)

## **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 X 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.)

## **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 X 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.)

## **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 X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)
2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input 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**

Wellington Housing Authority does not administer a Section 8 program.

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

[24 CFR Part 903.7 9 (I)]

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:

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

Signed January 24, 2001

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

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

**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)

- X Public housing rent determination policies
- X Public housing admissions policies
- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Fort Collins Housing Auth. Family Self Sufficiency Program	Up to 40 families total	General application	PHA Main Office	Public Housing
PHDEP Services	42 families	General application	PHA Main Office	Public Housing

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0

### **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)
  - X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - X Informing residents of new policy on admission and reexamination
  - X Actively notifying residents of new policy at times in addition to admission and reexamination.
  - X Establishment of cooperative agreement with the TANF agency, Larimer County Workforce, regarding the exchange of information and coordination of services.
  - X Establishing a protocol for exchange of information with all appropriate TANF agencies.

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - X Residents fearful for their safety and/or the safety of their children
  - X Observed lower-level crime, vandalism and/or graffiti
2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).
  - X Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - X Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - X Resident reports
  - X PHA employee reports
  - X Sheriff's Department reports
3. Which developments are most affected? (list below)
  - Wellington Housing Authorities have mostly scattered sites.

**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)

- X Crime Prevention Through Environmental Design
- X Regular communication with Larimer Count Sheriff’s Department.

**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)

- X Sheriff’s involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Sheriff’s Dept. provide crime data to housing authority staff for analysis and action
- X Sheriff’s Officers have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Sheriff’s Officers regularly meet with the PHA management and residents
- X Other activities (list below)  
Detective assigned to fraud cases.

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

**1.1 Purpose**

The purpose of this policy is to ensure uniformity in application of the Housing Authority’s pet policy, and to ensure the welfare of all tenants and the sanitation of properties. This policy does not cover service/support animals for the disabled or Public Housing designated for the elderly or disabled.

**1.2 Registration**

All animals must be approved by the Housing Authority and registered with the Housing Authority. Within ten days of getting an animal a tenant must submit the following documentation to the Housing Authority:

- 1. Completed application.
- 2. A copy of the animal’s license or certification.
- 3. Completed veterinarian’s statement.
- 4. Payment of fee and deposit.

**1.3 Non-refundable Fee**

A non-refundable fee of \$50 will be charged to the tenant at the time of application submittal to cover the extra costs to the Housing Authority. This is a separate charge from the pet deposit.

**1.4 Pet Deposit**

A pet deposit of \$250 will be collected from the tenant at the time of application. At the time of move-out, any damages to the unit, building, grounds, flooring, walls, trim, finish, tiles, carpeting, etc. caused by the pet will be the full responsibility of the tenant, and will be collected from the pet deposit. If the pet deposit is not adequate to cover the cost of the damages caused by the pet, the excess amount will be charged to the

tenant. An itemized list of charges and any refund due the tenant will be sent within 60 days of the tenant's move-out date, provided the tenant has given proper written notice to the Housing Authority.

### **1.5 Sick or Injured Animals**

No sick or injured animal will be accepted for occupancy without consultation and written acknowledgement of a veterinarian as to the condition of the animal's ability to live in an apartment situation. Denial of the animal regardless of documentation and consultation is the prerogative of management. Admitted animals that suffer illnesses or injury must be immediately taken for veterinarian care at the tenant's expense.

### **1.6 Size**

Pets shall weigh no more than 50 pounds and shall be no more than 24 inches at the shoulder at the time of maturity.

### **1.7 Number Limitations**

No more than one animal is permitted in a unit, with the exception of birds, fish, or other small animals kept exclusively in a cage.

### **1.8 Inoculations**

All pets must be current in their vaccinations and inoculations. A veterinarian's statement to this effect must be submitted at the time of a tenant's annual certification.

### **1.9 City Ordinances**

All owners are required to comply with all city ordinances covering animals.

In Fort Collins, these include the following sections of the city code:

- Section 4-51. Rabies vaccination required.
- Section 4-70. Improper care or treatment prohibited.
- Section 4-71. Removal of animal waste required.
- Section 4-73. Limitation on possession and feeding of wild or exotic animals.
- Section 4-93. Animals at large prohibited.
- Section 4-94. Disturbance of peace and quiet prohibited.
- Section 4-95. Public nuisance prohibited.
- Section 4-96. Vicious animals prohibited.

In Wellington, these include the following regulations:

- All pets must be licensed annually.
- All animals must be under the physical control of the owner at all times.
- All animals must be current in their rabies vaccination.
- Dogs who bark, whine, screech or howl for more than 10 minutes are deemed a nuisance.

### **1.10 Public Access**

Pets are not allowed in public lobbies, community rooms, TV lounges, laundry rooms, SRO units, or other public gathering places. Pets may not be tied up outside and left unattended and must be on a leash outside of the building.

### **1.11 Unit Care and Inspections**

The tenant agrees to maintain the unit in a sanitary and odorless manner. The owner or keeper of any animal shall be responsible for the immediate removal of any feces deposited by such animal. No

alterations may be made to the premises. The tenant agrees that the Housing Authority has the right to inspect the unit as frequently as deemed necessary. The Housing Authority will abide by the terms of the lease regarding proper notice to the tenant.

#### **1.12 Tenant's Absence**

The tenant agrees that if for any reason the animal is left unattended for more than twenty-four hours, the tenant will provide information on how the animal should be cared for. The Housing Authority may call the designated alternative care provider if the tenant is unable to do so, and that person will then be permitted to enter the premises and be required to remove the animal. If the alternative care provider cannot be reached, the animal may be placed in an appropriate boarding facility with all fees and costs borne by the tenant. Within five days of such an emergency, the tenant, his agent, family or estate must make arrangements with the holder of said animal as to its disposition and shall be responsible for all obligations, financial and otherwise. The tenant absolves the Housing Authority and its agents of any or all liability, financial or otherwise, for the actions taken on behalf of the tenant, or the well being of the animal. In the event the tenant can no longer care for the animal due to health deterioration, the tenant agrees to remove the animal from the premises.

#### **1.13 Animal Behavior and Violation of Policy**

Upon receipt of a verified animal complaint, the Housing Authority will issue a written warning to the tenant. Three verified complaints within any twelve-month period shall constitute a violation of this Pet Policy and the tenant may be required to remove the animal from the premises. The tenant must certify that the animal is no longer on the premises and will not return in the future. Misrepresentation of this certification or refusal to remove the animal will be grounds for eviction of the tenant. The Housing Authority reserves the right to act immediately in animal removal situations deemed an emergency.

#### **1.14 Unauthorized Pets**

If the Housing Authority discovers that a tenant has one or more pets which have not been registered and approved as required in this policy, the tenant will be notified to remove the pet(s) from the unit and will forfeit the right to have a pet in the future on Housing Authority property.

#### **1.15 Liability**

The tenant shall be strictly liable for the entire amount of any injury caused by their animal to the person or property of another tenant, staff, neighbor, or visitors of the Fort Collins Housing Authority.

## **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. X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes X 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 X 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)  
X Not applicable
3.  Yes X 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. X 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)  
x Attached at Attachment  
Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
X 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 X 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 X 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
- x Other: (describe) Selected by Board of Commissioners

#### b. Eligible candidates: (select one)

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

Resident Advisory Committee Comments – Attachment A  
PHDEP Plan – Attachment B  
RASS Follow Up Plan – Attachment C

## Public Housing Advisory Committee Meeting – September 18, 2001

In attendance:

Mary Carillo, Kristi Kahn, Julie Brewen, Ravenna Windwalker

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Note : Announcements regarding this meeting were sent out to all LIPH residents 2 weeks prior to the date of the meeting. In addition, letters were mailed directly to all past commissioners and prior attendees as well as to 22 FC households and 12 W households as recommended by Barbara Jensen-Imber.

### Capital Funding Issues –

Julie discussed proposed capital funding expenditures and asked for resident feedback. Kristi noted that she hoped there would be funding to explore window locks and stated that a pruning project might be necessary to address winter damage to tree limbs. Kristi also asked about the use of funding to purchase new accordion doors for the units – Julie noted to mention this to Jeff and explore where it might be addressed within the five year budget plan.

Julie will discuss this with Jeff and noted that the agency will probably begin contracting out landscaping this year.

Mary asked if it were possible to purchase a second light for the parking area in the Jamith Pl cul de sac. Mary also mentioned some personal maintenance issues concerning re-keying her shed and Julie noted this information for maintenance.

Julie asked for feedback concerning sideways and pavement and Kristi noted that there appeared to be some heaving sidewalks near her home due to tree root growth. Jeff will examine these and report back to Julie.

Kristi and Mary asked whether the CO2 detectors in the units would be hardwired or plug in units. Julie will ask Jeff as it is unknown at this time.

Mary noted that the addition of sand and grating would improve the playground at Jamith and stated that another client was having difficulty with obtaining housing due to age restrictions. Julie took the information concerning the client and will have the Housing department explore this issue further and contact the client involved.

Resident Participation Funds –  
 Ravenna discussed the following proposal for the disbursement of the resident participation funds for 2001 & 2002 as follows

		Survey Development	Outreach and Promotional Activities	Client Assistance Funding	
Wellington LIPH RP Funds 2001	\$1,044.50	\$500.00		\$544.50	
Wellington LIPH RP Funds 2002	\$1,044.50	\$500.00		\$544.50	
Totals					
FC LIPH RP Funds 2001	\$3,830.75	\$500.00	\$2200.00	\$1,130.75	
FC LIPH Funds 2002	\$3,830.75	\$500.00		\$3,330.75	
Totals	\$9,750.50	\$2,000.00	\$2,200.00	\$5,550.50	

Kristi made a motion to accept the proposal which was seconded by Mary. The proposal was passed unanimously.

Agency Plain –

Julie discussed an overview of the Agency Plan and noted that it was identical to that submitted last year with the following exceptions:

1. De-concentration does not apply to our agency due to the nature of scattered sites
2. 20 Vouchers have been committed to the Northern Hotel project for seniors.

Improving Resident Participation –

Residents were asked for suggestions as to how to obtain more resident involvement in the advisory committee and offered the following suggestions:

1. Provide more explanation in the letters to allow residents to realize that their participation has an impact on decision making within the agency and affects them personally
2. Provision of childcare would be helpful to some families

A consensus was reached to maintain a quarterly meeting schedule with physical meetings during the months of March, June, and September with a newsletter and agenda by mail in December (due to the holidays)

# Wellington Housing Authority 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 \$** 21,000
- B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 X      R \_\_\_\_\_
- C. FFY in which funding is requested** 2002
- 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 Wellington Housing Authority PHDEP Plan consists entirely of Capital Improvements and minimal administrative costs to enhance the physical security of our LIPH units. These improvements shall include the installation of security doors, replacement of locks, and the installation and modification of landscaping to improve unit security and enhance tenant safety.

**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)
CO 014 001	26	99
CO 014 002	16	21

## 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  X  18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ 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					
FY 1997					
FY1998					
FY 1999 X	21,000	CO06DEP0140199	0	W	9/27/01
FY 2000	21,000	CO06DEP0140100	13,800		5/02
FY 2001	21,000	CO06DEP0140102	15,750		5/17/03

## 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.

Examination of the concerns of the resident population as well as evaluation of physical improvements required in our units by our maintenance staff suggests that PHDEP funding be used to enhance unit security through the implementation of capital improvements to our units. Materials will be purchased through our normal procurement policies and installation and labor bids will be solicited and contracted as per standard agency policy.

## B. PHDEP Budget Summary

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

FY 2002 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	\$18,900
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$ 2,100
<b>TOTAL PHDEP FUNDING</b>	<b>\$21,000</b>

## 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.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
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.							

9120 - Security Personnel						Total PHDEP Funding: \$	
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: \$</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: \$</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>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$ 18,900</b>		
Goal(s)							
Improve unit safety							
Objectives							
Replace doors, locks and increase unit security for tenant population							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Installation of Security Doors			1/2002	1/2004	8,000		Completed Installation
2. Landscaping			1/2002	1/2004	3,900		Project Completion
3. Lock Replacement			1/2002	1/2004	7,000		Completed Installation

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Education, prevention and activities aimed at residents and youth.							
Objectives							
Before, after-school, and summer activities access for public housing youth.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators


<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</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>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</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>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$ 2,100</b>		
Goal(s)							
Administrative costs							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Administration			1/2002	1/2004	2,100		Project completion
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>
9110				
9120				
9130				
9140				
9150	Activities 1, 2, 3	\$18,900	\$9,450	\$18,900
9160				
9170				
9180				
9190	Activity 1	\$2,100	\$2,100	\$2,100
<b>TOTAL</b>				100%

**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.”