

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

Adams County Housing Authority

PHA Plan

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**

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

**PHA Plan
Agency Identification**

PHA Name: Adams County Housing Authority

PHA Number: CO-058

PHA Fiscal Year Beginning: January 1, 2002

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)
PHA Development Management Offices

ANNUAL PLAN

2002

[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)

Adams County's Housing Authority (ACHA) mission is to improve the quality of life for families in Adams County with programs which provide housing, personal development opportunities, counseling, financial assistance, and educational services through networking and collaboration of services; creating an environment conducive for growth and development for our clients and staff.

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: 250 over the next 3 years
 - Reduce public housing vacancies: by 5% per year over the next 5 years
 - Leverage private or other public funds to create additional housing opportunities: To create 100 units of affordable housing by the year 2003
 - Acquire or build units or developments: Develop 200 units by the year 2004
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) Implement strategies to attain 95%
 - Improve voucher management: (SEMAP score) Implement strategies to attain 95%
 - Increase customer satisfaction: Survey results are released annually. The Follow-up Plan strategies will be developed and implemented each year to increase customer satisfaction, measured by increased scores the following year.
 - Concentrate on efforts to improve specific management functions: Functional analysis completed by December 2001 (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: Continue to track effectiveness
 - Conduct outreach efforts to potential voucher landlords: Hold two briefing sessions each year for the next five years.
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs: Complete analysis on existing program and initiate expansion by June 30, 2001
 - 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: Continue existing efforts and monitor effectiveness annually.
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Continue existing efforts and monitor effectiveness annually
- Implement public housing security improvements: Develop strategies by meeting with law enforcement agencies and identify additional services to be in place by December 1, 2001
- 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: Continue participation with partnering agencies throughout PHA jurisdiction.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. Continue participation with partnering agencies throughout PHA jurisdiction.
 - 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: *
* ACHA will continue to work with County offices on strategies identified in the Consolidated Plan.

Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Executive Summary

The Adams County Housing Authority (ACHA) is pleased to submit its third year Agency Plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998. The Plan also includes subsequent regulations and final rules that have been more recently published.

Information contained in this plan regarding community needs, demographics and statistics have been drawn from Adams County's Consolidated Plan published in 2000; Housing Colorado: The Challenge for a Growing State published in 2000 by the State of Colorado Department of Local Affairs Division of Housing, Colorado's Status of Housing 2001 published in Spring 2001 by the Colorado Housing & Finance Authority (CHFA), the 2000 Census and statistical information collected from ACHA's programs and waiting lists.

The Housing Authority constantly looks for ways to improve the services and programs it provides in the community. Currently, the Authority is working to raise its score on HUD's Resident Service and Satisfaction Survey. The average score for FY 2000 was 78%, which was 12 percentage points higher than the previous year. In order to improve the score further, the following actions are planned:

- ?? Hire an additional maintenance worker to improve response time for repairs.
- ?? Hire a communications intern to improve communications with residents and develop agency-wide publications.
- ?? Strengthen the capital improvement plan to improve the physical conditions of the properties and to anticipate large capital expenditures.

The Agency Plan is presented in two sections:

Section 1: Five Year Plan

This section includes the PHA's Mission Statement, goals and objectives. The Housing Authority has considered the Mission Statement, goals and objectives of HUD in developing the Five Year Plan. Factors such as population, economy, housing market, agency funding and changing client needs could have a significant impact on ACHA in the years ahead. Statistical information has only recently been available from the 2000 Census; thus goals developed previously may need to be altered as the Authority operates through the 4th and 5th year of the 5 Year Plan. Also future funding shifts and potential regulatory changes under QHWRA could have a financial impact on ACHA. The Authority reserves the right to update and revise the contents of this section.

Section 2: Annual Plan

This section includes the components required to be submitted by a standard performing Housing Authority.

Please refer to the Table of Contents for the components included. Any required components that are not included in this submission are so indicated in the Table of Contents along with the location of the applicable materials and the date submitted to HUD, if required.

In this third year of required submission, the Housing Authority is committed to operating its programs in an efficient, cost effective manner and to continue to explore options authorized by the QHWRA, e.g., mortgaging of public housing properties. These options will be explored primarily as methods to increase the supply of affordable housing for very low and low-income households. Subsequent submissions will include the Housing Authority's plans to pursue these efforts.

The Five Year and Annual Plan were available for review at a Public Hearing held on October 15, 2001 as noted in the public notice published October 3, 2001 in the Rocky Mountain News. Additionally, a meeting was held with residents of Casa Redonda De Vigil on October 15, 2001 to discuss the plan and to receive their comments on ways to improve operations as Casa. ACHA believes that the public should have continued access to and the opportunity for on-going comments and suggestions to the Agency Plan. Therefore ACHA will continue to make the Plan available to the public and consider future comments for inclusion. Questions or approval notification should be addressed to the Executive Director, Donald R. May of the Housing Authority.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

<u>Annual Plan</u>	<u>Page #</u>
i. Annual Plan Type	1
ii. Executive Summary	1
1. Housing Needs	7
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	27
5. Operations and Management Policies	36
6. Grievance Procedures	38
7. Capital Improvement Needs	39
8. Demolition & Disposition	44
9. Designation of Housing	45
10. Conversions of Public Housing	46
11. Homeownership	48
12. Community Service Programs	50
13. Crime and Safety	52
14. Pets	54
15. Civil Rights Certifications	61
16. Audit	62
17. Asset Management	62
18. Other Information	65
19. Attachments	
A. Admissions Policy for De-concentration	66
B. Progress Towards Meeting (2000-2004) Five-Year Plan	67
C. Resident Membership of the PHA Governing Body	70
D. Membership of the Resident Advisory Board	71
E. Community Service Requirement	72
F. Organizational Chart	73

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 (Attachment A)
- FY 2002 Capital Fund Program Annual Statement (Section 7)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Year 2001 Progress Statement (Attachment B)
- Resident Membership of the PHA Board (Attachment C)
- Membership of the Resident Advisory Board (Attachment D)
- Community Service Requirement (Attachment E)

Optional Attachments:

- PHA Management Organizational Chart (Attachment F)
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
	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
X	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 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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
X	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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.

The following statement of housing needs is intended to be a broad picture of the housing landscape in Adams County. The statement includes demographics, statistics and the impacts that the lack of affordable housing has had on our community. Information cited in this statement has been pulled in part from the Consolidated Plan, Housing Colorado: The Challenge for a Growing State, Colorado's Status of Housing 2001 and the 2000 Census.

Adams County covers 1,187 miles on the northern tier of the 6-county Denver metropolitan area. The County is a diverse mix of large suburban municipalities, smaller communities and even smaller rural farming communities. The population of the county is centered in the larger municipalities – Thornton, Northglenn, Westminster, Commerce City, Federal Heights, Brighton, Aurora and Arvada. These communities have a diverse selection of high and low-end single family housing, mobile home parks and mixed priced rental housing. There are approximately 132,594 housing units in the county. Approximately 90,436 are owner-occupied and 37,720 are renter-occupied. The homeowner vacancy rate is 1.0% and the rental vacancy rate is 4.4%, for a total of only 4,438 vacant housing units throughout the county.

Adams County, like the rest of Colorado, has experienced unprecedented population growth in the last 10 years. The 2000 Census places the county's population at 363,857, a 37.3% increase since 1990, making it the fifth largest county in the state. This growth has placed extreme stress on many of the county's communities. Local planning departments have been overwhelmed with development permit requests, while local businesses have struggled to fill vacant positions, communities fought to preserve open space and workers searched in vain for affordable housing.

During the 1990's Colorado and the Denver metro area celebrated, along with the rest of the country, the largest economic expansion in the nation's history. This booming economy led to the influx of many of the new residents and the relocation of new businesses to the county. Many county residents have prospered during this time but there is a dark side to all of this growth and prosperity. Many households were left behind. 2000 Census data indicate that 10.4% of the population is living in poverty, with children under 18 representing 15.7% of the poverty population. The unemployment rate has only recently increased because of the softening economy, but is still

historically low. However, almost half of the county’s work force is in lower paying jobs – retail trade (19.1%) and services (18.1%). Many of these jobs pay at or near the current federal minimum wage of \$5.15 an hour.

Welfare rolls have dropped sharply since the passage and implementation of welfare reform. However, declining welfare rolls simply mean that fewer people are receiving benefits, not that they are employed or doing better financially. A recent report by the Colorado Coalition for the Homeless suggests that although more families are moving from welfare to work, many of them are faring poorly due to low wages and the lack of affordable housing. There is a growing population of the working poor.

The number of Adams County residents using different kinds of federal, state or local aid is evidence of the extreme difficulties many families are experiencing trying to establish a stable home for themselves. Data from the county indicates that 278 families were enrolled in Medicaid in January 2001; the Women and Infant Care Program (WIC) serves an average of 7946 clients a month (the eligibility for WIC services is 185% of the federal poverty guidelines for household income); 470 children are enrolled in Adams County Head Start Program; and the county has the highest percentage of individuals 60 and over whose source of income is Social Security. Even with the above help, any unexpected expense such as increased rent, medical, transportation, utilities, or childcare can be catastrophic for these families.

The Adams County housing market has seen an escalation of rent and home prices due to this increase in population and the booming economy. During the years 1990 – 2000, the average rent for Adams County increased from \$373 to \$754, an increase of 101%. The median, or middle rent for Adams County for the second quarter 2001 was \$764. The Denver Regional Council of Governments (DRCOG) predicts that Adams County will lead the Denver metro’s growth over the next 20 years, with an average gain of 11,400 new residents per year. If this holds true and housing costs increase even slightly, housing affordability will continue to be an increasing troubling issue for low and moderate-income households.

In 2000 the number of renter households in the county totaled 37,720, a 13.53% increase from 1990. The HUD Fiscal Year 2001 Fair Market Rents (FMR) for the Denver metro area are as follows:

0 BR	1 BR	2 BR	3 BR	4 BR
\$523	\$625	\$832	\$1154	\$1363

A September 2001 report from the National Low Income Housing Coalition (NLIHC) calculated the housing wage in Adams County to be \$17.17. This is the amount a worker needs to earn per hour in order to be able to work just 40 hours per week and afford a two-bedroom unit at the area’s Fair Market Rent. This is 333% of the present minimum wage (\$5.15) per hour). Using the generally accepted standard that a unit is considered affordable if it costs no more than 30% of the renter’s income – the NLIHC has released the following data for the County:

- ?? An extremely low income household (earning \$19,300; 30% of the AMI of \$64,400) can afford monthly rent of no more than \$483, while the FMR for a two bedroom unit is \$832.
- ?? A minimum wage earner (earning \$5.15 per hour) can afford monthly rent of no more than \$268.
- ?? An SSI recipient (receiving \$512 monthly) can afford monthly rent of no more than \$154, while the FMR for a one-bedroom unit is \$625.
- ?? In Adams County, a worker earning the minimum wage (\$5.15 per hour) must work 162 hours per week in order to afford a two-bedroom unit at the area’s FMR.

Even though Colorado’s overall homeownership rate increased during the last 10 years, many low and moderate-income household are finding it more difficult to locate affordable units for sale than in the past. The purchasing power of households is greater than it was in the past but the costs of housing have risen much faster than wages. The Rocky Mountain Office of HUD in a report prepared for the Metro Mayors Caucus in July 2001, reported that during the years 1989 – 2000, the average wage in the metro area increased 71% but the sales price on existing single-

family homes increased by 131% and the price on new single family homes increased by 89%. During this same time the price for an existing condominium increased by 161% and the price for a new condo increased by 98%. In 2000, households earning 80% or less of AMI could afford a home priced at or below \$146,000, but the average sale price was \$220,000, a 15.6% increase from 1999. According to Metrolist, the second quarter 2001 metro-area average selling price for a single-family house was \$265,255.

The growing shortage of affordable units for first-time buyers makes it increasingly difficult for renters to move into home ownership. The result is greater demand on the rental market to provide housing; however this demand places a corresponding upward pressure on rents. Housing developers react to this by building more rentals. Rents in newly constructed apartments are higher than rents charged for older units. Therefore, this new construction does not address the needs of people at the lower end of the market.

Many elderly and family households currently live in Section 8 properties. According to data published by CHFA, for the year 2000, the median annual household income for those living in Section 8 properties was \$8,892. At its peak there were nearly 20,000 units of housing subsidized by Section 8 in Colorado. Many of these units have been lost due to expiring contracts. Each year it becomes more difficult to help those people who are priced out of the market to find decent housing.

Because there is a critical gap between what low and moderate-income workers can afford to pay for housing and the price of housing available in Adams County, there is a considerable need for the services that ACHA provides. There were many individuals and families left behind during the economic expansion and as a result many not only need help with housing but also require counseling services that ACHA provides. ACHA is committed to providing services that will help alleviate the lack of affordable housing in Adams County and help improve the quality of life for the residents of the County.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5,900	5	5	5	1	4	N/A
Income >30% but <=50% of AMI	4,567	5	5	5	1	4	N/A
Income >50% but <80% of AMI	2,581	5	5	4	1	4	N/A
Elderly	1,757	5	5	4	5	1	N/A
Families with Disabilities	N/A	5	5	5	5	3	N/A
Race/Ethnicity – White		5	5	5	1	4	N/A
Race/Ethnicity – Black	988	5	5	5	1	3	N/A
Race/Ethnicity – Asian	N/A	5	5	5	1	3	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity – Hispanic		5	5	5	1	3	N/A

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)
Section 8 Waiting List - 2001

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 checked="" type="checkbox"/>	Section 8 tenant-based assistance
<input type="checkbox"/>	Public Housing
<input type="checkbox"/>	Combined Section 8 and Public Housing
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/sub-jurisdiction:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	658		
Extremely low income <=30% AMI	564	85.71	
Very low income (>30% but <=50% AMI)	88	13.37	
Low income (>50% but <80% AMI)	6	.91	
Families with children	412	62.60	
Elderly families	75	11.5	
Families with Disabilities	32	4.86	
Race/ethnicity	White 486	73.86	
Race/ethnicity	Black 134	20.36	
Race/ethnicity	Asian/Indian 37	5.61	
Race/ethnicity	Hispanic 314	47.72	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	78	63.93	
2 BR	0	0	
3 BR	44	36.07	
4 BR	0	0.00	
5 BR	0	0.00	
5+ BR	0	0.00	

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)? 4 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 - financed 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$ 154,173	
b) Public Housing Capital Fund	\$ 136,393	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 6,974,160	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$ 42,906	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)	\$	
Lead Based Paint Grant		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 220,692	Public Housing Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	\$ 10,184	Public Housing Operations
Interest Earnings, Late/Cleaning Fees		
4. Non-federal sources (list below)		
Total resources	\$ 7,538,508	

STATEMENT OF FINANCIAL RESOURCES

As required under the Quality Housing and Work Responsibility Act of 1998, the Adams County Housing Authority is submitting a Statement of Financial Resources. The Statement includes projected income and expense for the operation of the public housing and tenant-based assistance programs for the fiscal year beginning January 1, 2002 and ending December 31, 2002.

The agency uses an enterprise fund for budgeting and financial reporting in the public housing program and enterprise fund for budgeting and financial reporting in the tenant-based assistance programs.

For the 2002 plan year, total income projected for the public housing program is \$521,442. This is an increase of \$22,466 over the previous year. Total expenses for the public housing program for the plan year are estimated at \$776,622, after taking depreciation into account. This is an increase of \$43,241 over the previous year.

For the 2002 plan year, total income projected for the tenant-based assistance program is \$6,982,866. This is a \$ 8,294 decrease from the previous plan year. Total expenses for the tenant-based assistance program for the plan year are estimated at \$ 7,222,264. This is an increase of \$71,987 over the previous year forecast.

Statement of Financial Resources**Adams County Housing Authority**

For the Plan Year January 1, 2002 - December 31, 2002

	Public Housing Program	Tenant-Based Assistance Programs
<u>Revenues & Other Financial Sources</u>		
Tenant Rental Revenue	\$ 220,692	\$ 0
HUD PHA Operating Grants(current year)	\$ 154,173	\$ 6,974,160
HUD PHA Operating Grants(prior year)	\$ 0	\$ 0
Other Governmental Grants	\$ 136,393	\$ 0
Investment Income	\$ 6,466	\$ 8,706
Other Income (program generated)	\$ 3,718	\$ 0
Donations	\$ 0	\$ 0
Loan Proceeds	<u>\$ 0</u>	<u>\$ 0</u>
Total Revenues:	\$ 521,442	\$ 6,982,866

Expenses

Administrative	\$ 38,786	\$ 353,286
Direct Salaries	\$ 80,402	\$ 431,922
Tenant Services	\$ 0	\$ 0
Utilities	\$ 16,998	\$ 0
Ordinary Maintenance & Operation	\$ 259,571	\$ 26,000
Protective Services	\$ 0	\$ 0
Insurance	\$ 12,995	\$ 0
Extraordinary Maintenance	\$ 0	\$ 0
Depreciation Expense	\$ 234,120	\$ 3,840
Housing Assistance Payments	\$ 34,000	\$ 6,407,216
Capital Outlays	\$ 99,750	\$ 0
Debt Principal Payments	<u>\$ 0</u>	<u>\$ 0</u>
Total Expenses:	\$ 776,622	\$ 7,222,264
Excess of Revenues Over Expenses:	<u>\$ (255,180)</u>	<u>\$ (239,398)</u>

MEMO Information:

Capital Outlays	\$ 99,750	\$ 0
Debt Principal Payments	\$ 0	\$ 0

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) Top ten (10)
- 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) Credit History

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

b. (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)

Question C is not applicable

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?

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

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)

- 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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Those unable to work because of age or disability (special needs)
- 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)

Question 4 is not applicable

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)

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?

Question C is not applicable

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?

Question E is not applicable

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:
CO-05803; CO-05805

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:
CO-05801

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)
Income eligibility

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)
Present and Previous landlords

(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:

Limited affordable rental units available through the PHA's jurisdiction.

(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**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

4 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 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 903.79 (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:

The PHA's minimum rent policies are designed to relieve public housing residents of financial hardship when changes occur in family income, which would otherwise have a negative impact on

the family. The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The minimum rent for the PHA is \$ 50.

PHA Procedures for Notification to Families of Minimum Rent Hardship Exception

The PHA will notify all families at time of lease-up and at annual re-certification of their right to request a minimum rent hardship exception.

The PHA notification will advise the family that hardship exception determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exception from the minimum rent due to financial hardships.

All requests for minimum rent exception are required to be in writing.

Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.

PHA Procedures for Hardship Exceptions

The PHA will immediately grant the minimum rent exception to all families who request it.

The minimum rent will be suspended until the PHA determines whether the hardship is:

- Covered by statute
- Temporary or long term

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception, the family's circumstances must fall into one of the following criteria:

- 1) The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that includes a member who is an alien lawfully admitted for permanent residences under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- 2) The family would be evicted as a result of the imposition of the minimum

rent;

- 3) The income of the family has decreased because of changed circumstance, including loss of employment;
- 4) A death in the family has occurred; and
- 5) Other situations as may be determined by HUD or the PHA.

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of the suspension.

The PHA will use its standard verification procedures to verify circumstances, which have resulted in financial hardship, such as loss of employment, death in the family, etc.

Temporary Hardship

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

Temporary shall be defined as any decrease in income or increase in expenses that is determined to last under 30 days in duration.

Repayment Agreements for Temporary Hardship

The PHA will offer a reasonable repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed.

Repayment agreements will not exceed 12 months, except that minimum monthly repayment amount will not be less than \$ 50 or more than \$ 150.

If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:

Determine whether the family has the means to meet the obligation and if so determined, initiate eviction proceedings for nonpayment of rent; or

Determine that the repayment agreement is a financial hardship to the family and if so, restructure the existing repayment agreement.

Retroactive Determination

The PHA will reimburse the family for minimum rent charges that took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

If the family is owed a retroactive payment, the PHA will provide the family a credit towards their rent.

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:

Question D is not applicable

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

Questions 2 and 3 are not applicable

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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the 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) 10%
- Other (list below)
Any time family composition changes

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)

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)

Questions B and C are not applicable

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)

The PHA's minimum rent policies are designed to relieve public housing residents of financial hardship when changes occur in family income, which would otherwise have a negative impact on the family. The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The minimum rent for the PHA is \$ 50.

PHA Procedures for Notification to Families of Minimum Rent Hardship Exception

The PHA will notify all families at time of lease-up and at annual re-certification of their right to request a minimum rent hardship exception.

The PHA notification will advise the family that hardship exception determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exception from the minimum rent due to financial hardships.

All requests for minimum rent exception are required to be in writing.

Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.

PHA Procedures for Hardship Exceptions

The PHA will immediately grant the minimum rent exception to all families who request it. The minimum rent will be suspended until the PHA determines whether the hardship is:

- Covered by statute
- Temporary or long term

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception, the family's circumstances must fall into one of the following criteria:

- 1) The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that includes a member who is an alien lawfully admitted for permanent residences under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- 2) The family would be evicted as a result of the imposition of the minimum rent;
- 3) The income of the family has decreased because of changed circumstance, including loss of employment;
- 4) A death in the family has occurred; and
- 5) Other situations as may be determined by HUD or the PHA.

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of the suspension.

The PHA will use its standard verification procedures to verify circumstances that have resulted in financial hardship, such as loss of employment, death in the family, etc.

Temporary Hardship

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

Temporary shall be defined as any decrease in income or increase in expenses that is determined to last under 30 days in duration.

Repayment Agreements for Temporary Hardship

The PHA will offer a reasonable repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed.

Repayment agreements will not exceed 12 months, except that minimum monthly repayment amount will not be less than \$ 50 or more than \$ 150.

If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:

Determine whether the family has the means to meet the obligation and if so determined, initiate eviction proceedings for nonpayment of rent; or

Determine that the repayment agreement is a financial hardship to the family and if so, restructure the existing repayment agreement.

Retroactive Determination

The PHA will reimburse the family for minimum rent charges, which took effect after October 21, 1998 that qualified for one of the mandatory exceptions. If the family is owed a retroactive payment, the PHA will provide the family a credit towards their rent.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

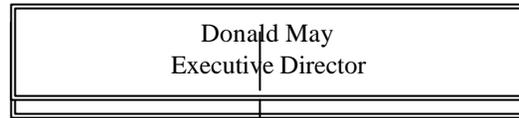
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

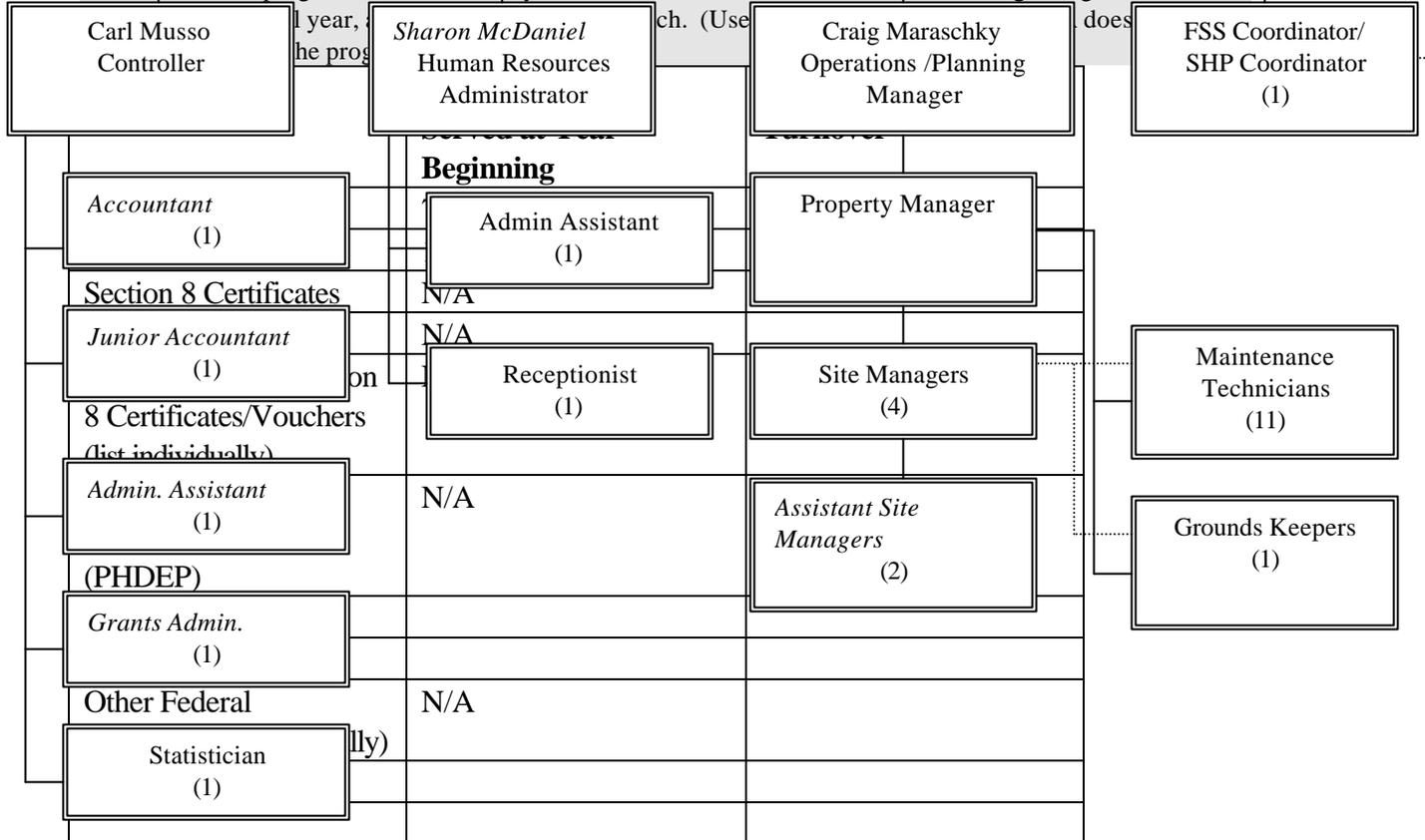
(select one)

- An organization chart showing the PHA's management structure and organization is attached. (Attachment F)
- 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



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, Personnel policies, Procurement policies, ACHA maintenance plan with schedule of charges, (this includes pest infestation policy – inspection dates, frequency of inspection, eradication methods and approved vendors for eradication), and approved vendor list for maintenance.

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

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)

-or-

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

Exhibit I – Capital Fund Program (CFP) Annual Statement – Part I

The list below are the planned capital improvements for the 35 single family detached houses disbursed throughout Westminster and Adams County for the year 2002. The majority of the houses are 3 bedroom, 1-1/2 bath units. Project # S CO58-003 and CO58-005.

Item	Capital Expense
Roof replacement	\$ 10,000
Heating unit replacement	\$ 0
Hot water heating unit replacement	\$ 3,000
Masonry repair	\$ 4,000
Sewer/plumbing repair	\$ 5,000
Landscaping/tree removal	\$ 3,000
Carpet/tile replacement	\$ 10,000
Window replacement	\$ 25,000
Garage door replacement	\$ 2,000
Appliance replacement	\$ 5,000
Exterior lighting repair	\$ 500
Kitchen cabinet replacement	\$ 2,000
Total	\$ 69,500

The list below are the planned capital improvements for the 42 unit elderly and handicapped community "Casa Redonda De Vigil" located in Denver for the year 2002.

Item	Capital Expense
Community building replacement	\$ 3,500
Parking lot repair	\$ 2,500
Exterior lighting repair	\$ 3,750
Exterior stair repair	\$ 1,500
Laundry room repair	\$ 3,000
Plumbing fixture placement	\$ 5,000
Carpet replacement	\$ 3,500
Landscaping	\$ 2,000
Roof	\$ 1,500
Window replacement	\$ 2,000
Siding repair	\$ 2,000
Appliance replacement	\$ 0
Carpet/tile replacement	
Total	\$ 30,250

Exhibit II – Capital Fund Program (CFP) Annual Statement – Part II

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
1406	Operations	1406	\$ 36,643
7540	Property Betterments & Improvements	7540	<u>99,750</u>
	Total		\$136,393

Exhibit III – Capital Fund Program (CFP) Annual Statement – Part III

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)
	June 30, 2002	June 30, 2003

--	--	--

As required under the Quality Housing & Work Responsibility Act of 1998, the Adams County Housing Authority is submitting its Capital Improvement Plan. This submission includes both the long term capital improvements needed as well as the capital improvements planned for the fiscal year beginning January 1, 2002.

This information has been developed based on an analysis of the:

- ?? **Work orders received by the housing authority over the last 18 months**
- ?? **Trends identified through analysis of the work orders and preventive maintenance programs**
- ?? **Inspection reports completed on all public housing units during the last 12 month period**
- ?? **Recommendations and requests received from residents of public housing units.**

Capital improvements accomplished in the next fiscal year will depend on the level of funding available to the housing authority under the Capital Fund. At this time, the level of funding per unit is unknown. Depending on funding available, the capital improvements will be undertaken in the order shown, which indicates the priority need.

(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)

Exhibit IV – Capital Fund Program 5-Year Action Plan

The five-year capital improvements listed below are for the 35 single family detached houses disbursed throughout Westminster and Adams County. The majority of the houses are 3 bedroom, 1-1/2 bath units.

Project #CO058-003 and CO058-005.

	2000	2001	2002	2003	2004
Roof replacement	\$ 45,000	\$ 39,500	\$ 10,000	\$ 20,000	\$ 10,000
Heating unit replacement	\$ 15,000	\$	\$ 0	\$ 2,000	\$ 0
Hot water heating & replacement	\$ 5,000	\$	\$ 3,000	\$ 0	\$ 2,500
Masonry repair	\$ 15,000	\$	\$ 4,000	\$ 5,000	\$ 10,000
Sewer/plumbing repair	\$ 10,000	\$	\$ 5,000	\$ 2,500	\$ 2,500
Landscaping/tree removal	\$ 5,000	\$	\$ 3,000	\$ 2,500	\$ 2,500
Carpet/tile replacement	\$ 7,000	\$	\$ 10,000	\$ 10,000	\$ 20,000
Window replacement	\$ 0	\$	\$ 25,000	\$ 25,000	\$ 10,000
Garage door replacement	\$ 0	\$	\$ 2,000	\$ 8,000	\$ 8,000
Appliance replacement	\$ 0	\$	\$ 5,000	\$ 5,000	\$ 5,000
Exterior lighting replacement	\$ 0	\$	\$ 500	\$ 500	\$ 500
Kitchen cabinet replacement	\$ 0	\$	\$ 2,000	\$ 2,000	\$ 2,000
Total	\$ 102,000	\$ 39,500	\$ 69,500	\$ 82,500	\$ 73,000

The five-year capital improvements listed below are for the 42 unit elderly and handicapped community "Casa Redonda De Vigil" located in Denver. The units are all one bedroom, one bath units.

Project # CO058-001.

	2000	2001	2002	2003	2004
Community bldg rehabilitation	\$ 40,000*	\$ 0	\$ 0	\$ 2,000	\$ 0
Parking lot repair	\$ 0	\$	\$ 3,500	\$ 0	\$ 3,500
Exterior lighting repair	\$ 0	\$	\$ 2,500	\$ 0	\$ 0
Exterior stair repair	\$ 0	\$	\$ 3,750	\$ 1,500	\$ 3,750
Laundry room repair	\$ 0	\$	\$ 1,500	\$ 0	\$ 0
Plumbing fixture repair	\$ 3,360	\$	\$ 3,000	\$ 2,000	\$ 2,500
Carpet replacement	\$ 16,000	\$	\$ 5,000	\$ 5,000	\$ 3,360
Appliances	\$ 0	\$	\$ 3,500	\$ 5,000	\$ 5,000
Landscaping	\$ 0	\$	\$ 2,000	\$ 0	\$ 2,000
Roof repair	\$ 0	\$	\$ 1,500	\$ 0	\$ 2,500
Window replacement	\$ 0	\$	\$ 2,000	\$ 0	\$ 1,500
Siding repair	\$ 0	\$	\$ 2,000	\$ 2,000	\$ 1,000
Total	\$ 59,360	\$ 0	\$ 30,250	\$ 17,500	\$ 26,750

* These funds are projected based on being awarded a CDBG from Adams County Office of Community Outreach.

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.)

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

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

[24 CFR Part 903.7 9 (i)]

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.

Designation of Public Housing Activity Description	
1a. Development name:	Casa Redonda De Vigil
1b. Development (project) number:	CO-058-001
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" 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:	(12/31/83)
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input 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.

Conversion of Public Housing Activity Description	
1a. Development name: 058003 and 058005	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input checked="" type="checkbox"/> Other: (describe below)	

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

The Adams County Housing Authority has determined that the 35 units of single-family housing it manages **may** be appropriate to convert to tenant-based assistance. Upon receipt of HUD’s

comprehensive final rule on voluntary conversion, the Housing Authority will identify the specific units that are most appropriate for conversion. This initial assessment is based upon the following:

1. The conversion would not be more expensive than continuing to operate the units as single-family public housing. Currently, the Housing Authority subsidizes these 35 units at approximately \$93,000 per year. This figure does not include additional subsidies received from HUD.
2. Conversion would principally benefit residents of the public housing to be converted and the community.
3. Conversion would not adversely affect the availability of affordable housing in Adams County.

It should be noted that the Housing Authority's 42 units of elderly/disabled public housing (Casa Redonda De Vigil) are not subject to the required initial assessment.

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<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 903.79 (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? 09/30/2000

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 12/31/01)
Public Housing	15	6
Section 8	105	55

- 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

See Attachment E

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)

The ACHA is not aware of a high incidence of crime in any of its public housing properties. However, the Authority is very sensitive to reducing crime. The Authority has worked with local law enforcement agencies to set-up police substations in two of its market rate apartment complexes. Consequently, if crime became an issue in the public housing units, the Adams County Housing Authority would take the appropriate measures to deal with the issue.

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)

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)

The ACHA is not aware of a high incidence of crime in any of its public housing properties. However, the Authority is very sensitive to reducing crime. The Authority has worked with local law enforcement agencies to set-up police substations in two of its market rate apartment complexes. Consequently, if crime became an issue in the public housing units, the Adams County Housing Authority would take the appropriate measures to deal with the issue.

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 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 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

Purpose

The purpose of the Adams County Housing Authority Pet Policy is to insure that those residents who desire pets are responsible pet owners, and that those residents who do not desire pets are not inconvenienced by pets on the premises. It also is intended to assure that pets on premises are properly cared for. Further goals of this policy are to assure a decent, safe and sanitary living environment for existing and prospective tenants, and to protect and preserve the physical condition of the premises and the financial interest of the Adams County Housing Authority ("ACHA") in the premises. Pets may not leave owner's apartment except where noted. Such pets will not be allowed to roam either in the buildings or on the grounds.

OWNING A PET WITHIN THE ADAMS COUNTY HOUSING AUTHORITY'S PROPERTIES IS A PRIVILEGE THAT MUST NOT BE ABUSED.

General Policy

All pets permitted within any project or property owned by the Housing Authority including Public Housing scattered sites within project # CO-058-03 and CO-058-05 will be with the approval of the Executive Director. Permission to maintain a pet will not be unreasonably withheld if all terms of this Pet Policy are met and the presence of the pet on the premises does not frustrate the purpose and goals of this Pet Policy as set forth above.

Security Deposit

A security deposit of \$ 200 for a cat or dog and \$ 50 for any other allowed pet type (see "Types of Pets Allowed") is required before entrance of a pet. This is an obligation in addition to any other financial obligations generally imposed on tenants by terms of their leases. The ACHA will use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to, and fumigation of, the tenant's apartment. The ACHA will refund any unused portion of the pet

deposit to the tenant within 30 days after the tenant moves from the apartment. The pet deposit is not part of the rent payable by the tenant.

Damages

Pet owners are responsible for paying the total cost of repairing any damages caused by a pet to any property owned by ACHA in excess of the security deposit, whether the damages are within the apartment or outside on the grounds, including any part of the building itself. This includes furniture and shrubbery, walls, windows, rugs, etc. The Executive Director will assess reasonable costs for damages.

Tenants desiring pets must fill out a Pet Permit and sign this Pet Policy before any pet is introduced into the apartment. If the tenant refuses to sign, no pet will be permitted.

GUESTS MAY NOT BRING THEIR PETS ONTO ACHA PROPERTY AT ANY TIME.

Types of Pets Allowed

Pets permitted per household include:

- one dog; or
- one cat; or
- one bowl or tank of fish (maximum tank size - twenty gallons); or
- two caged birds (parakeets or canaries only); or
- one small caged animal (i.e., rabbit or Guinea pig or hamster or gerbil).

Any exceptions are subject to the judgment of the Executive Director.

The County of Adams and/or City of _____ must legally license all dogs and cats and a copy of the license must be submitted. All adult dogs must be housebroken. The weight of a dog may not exceed 25 pounds.

Neutering

Neutering/Spaying of dogs and cats is required. If the tenant refuses to have a pet properly neutered/spayed and the pet is disruptive (howling, odors, spraying, etc.), it may be removed

from the premises pursuant to any means or procedure referred to in the section of this policy on "Pet Removal". All cats must be de-clawed.

Pet Offspring

No pet, already pregnant, may be introduced into any unit. No pet offspring will be allowed. Tenants are advised that pets that become pregnant while residing in ACHA properties are often pets that have been allowed to roam, escaping the attention of their owner. Such pets and free-roaming pets may be removed from the premises pursuant to any means or procedure referred to in the section of this policy on "Pet Removal". Since ACHA requires **neutering/spaying**, such cases will be looked upon with extreme disfavor.

Medical Care

A certificate or letter from the veterinarian, establishing that the pet is in good health and its shots are current, must be presented to the Executive Director before any pet is allowed in the apartment.

All shots must be kept up to date each year and proof submitted at tenant's annual re-certification.

Dogs and cats must have proper medical shots as listed:

- *distemper and rabies for dogs and cats,
- *others, as recommended by veterinarian or required by State or local law, ordinance or regulation

Puppies and/or kittens may be admitted with the preliminary shot only, as long as the tenant provides proof within three months that the necessary succeeding shots are administered by a veterinarian.

ACHA strongly recommends that a tenant in the process of choosing a pet look at a licensed animal shelter to find a suitable pet that needs a home.

Pet Behavior

If, in the opinion of the Executive Director and after three warnings to the owner, a pet continues to be obstreperous, noisy and a nuisance to neighbors, the pet shall be removed by any means or procedure referred to in the section of this policy on "Pet Removal".

If a pet jumps on, growls at, or bites a resident, the pet may be removed immediately at the discretion of the Executive Director pursuant to any available means or procedure referred to in the section of this policy on "Pet Removal".

Dogs: Dogs may pass through halls, elevators and public spaces for the purpose of being walked, going to the veterinarian, going on vacation, or going to other homes. They must be leashed or held by their owners when in transit. **They may not roam at will.** Pets are not allowed to defecate or urinate on ACHA property. Owners must comply with the Borough of _____'s regulations on pet defecation.

The _____ Code 89-9 States, "No person owning, keeping or harboring a dog shall permit, suffer or allow said dog to do any damage to any shrub, tree or other property in any street, park or other public place in the County of Adams and/or City of _____, soil, defile or commit any nuisance upon any sidewalk, pedestrian street crossing, school yard or municipal playground.

If a dog accidentally defecates on ACHA property, the owner is responsible for removing and properly disposing of said waste. If not done, this will be grounds for removal of the pet pursuant to any available means or procedure referred to in the section of this policy on "Pet Removal". If the dog urinates on the grass, shrubs, trees or flowers on ACHA grounds, the owner is responsible for any and all replacement costs of damage incurred. The pet will be removed after three warnings pursuant to any available means or procedure referred to in the section of this policy on "Pet Removal".

Cats: Cats will not be permitted outside of their apartments unless they are caged or held by their owner when in transit. **They may not roam at will.** Cats may pass through halls, elevators or public spaces only for the purpose of going to the veterinarian, going on vacation or going to other homes. Cats must use owner's litter pans and may not use the grounds to defecate or urinate.

Care of the Apartment

Apartments containing pets must be kept clean and free of odors at all times. ACHA requires de-clawing of cats, proper veterinarian care and the neutering/spaying of all dogs and cats. (See section on "Neutering/Spaying")

Commercial cat litter (not sand, newspaper or earth) must be used for cats. Pans must be cleaned daily and kept odor free. Litter must be disposed of in double, tied plastic bags.

LITTER MUST NOT BE FLUSHED DOWN TOILETS, SINKS OR TUBS.

Absence of Owner

No pet may be unattended for more than 24 hours. If a pet owner wants to go on vacation or becomes ill, arrangements must be made for proper care of the pet. If the Executive Director finds the pet not properly cared for, the pet will be immediately removed to a shelter pursuant to any available means or procedure referred to in the section of this policy on "Pet Removal".

Pet owners must leave with the Executive Director the name and address of a person to contact if the tenant cannot take proper care of their pet.

Abuse of Pets

TENANTS ARE REMINDED THAT PETS NEED LOVE, PROPER FOOD, FRESH WATER, PROFESSIONAL HEALTH CARE AND GOOD GROOMING. DOGS REQUIRE WALKING AS NEEDED.

If, in the opinion of the Executive Director, a pet is not being properly cared for, the pet will be removed after one warning pursuant to any available means or procedure referred to in the section of this policy on "Pet Removal". If a pet is physically abused, the pet will be immediately removed pursuant to any available means or procedure referred to in the section of this policy on "Pet Removal".

Pet Removal

A pet may be removed from the premises pursuant to any State or local laws, ordinances or regulations, or pursuant to the ACHA grievance hearing procedure. The ACHA reserves the right to choose the most expeditious remedy, process or procedure available according to the circumstances or urgency of the case.

In the event that State or local laws, ordinances or regulations differ or conflict with the provisions or requirements of the ACHA grievance procedure in any way, the Executive Director may pursue the most expeditious remedy or procedure, including any State or local remedy or procedure to the exclusion of the ACHA grievance procedure as permitted by law and 24 Code of Federal Regulations Part 942. (See the Attached Adams County dog control and licensing regulation).

Nothing prohibits the ACHA or an appropriate community authority from requiring the removal of any pet from a premises, if the pet's conduct or condition is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of other occupants of the ACHA premises or other persons in the community where the project is located. This includes, but is not limited to, situations in which immediate action is needed for removal of any pet from the premises pursuant to State or local laws, ordinances or regulations to

preserve the health, safety or welfare of the pet, or the health, safety, welfare, or right to peaceful enjoyment of the premises of any person.

Tenants are advised that pets may, among other things, be seized, impounded and disposed of, for a variety of State and local animal violations including, but not limited to: stray pets, pets creating a threat to public health, safety or welfare, injury caused by pets, and cruelty to pets.

In cases in which State or local remedies, processes or procedures are not initially utilized for removal of the pet, any decisions made by judgment of the Executive Director that a pet must be removed from the premises shall be presented in writing to the owner, in which case the owner may request a grievance hearing pursuant to the ACHA grievance procedure.

Death of Pet

The pet owner is responsible for arranging for disposal of any dead pet. The remains of the pet must be removed from ACHA property.

When You Vacate

The pet owner must pay the full fees for professional rug shampooing, deodorizing and/or defleaing of the apartment if, in the judgment of the Executive Director, it is necessary before a new tenant can take possession of the apartment and such fees are in excess of the security deposit.

Incorporation Into Lease

This Pet Policy is incorporated by reference into the Lease of each Tenant of the Adams County Housing Authority. This Pet Policy shall be publicly posted in a conspicuous manner in the ACHA's office and shall be made available to any Tenant.

Miscellaneous

?? **Captions:** Captions or paragraph headings contained in this lease are set forth for convenience of reference only and do not affect the substance of the paragraphs so captioned.

?? **Counterparts:** The signing of this Pet Policy by the Tenant and ACHA may be executed in several counterparts, each of which shall be considered to be an original.

?? **Survival of Portions of the Policy:** If any portion of this Pet Policy is invalid or contrary to law, the rest of the policy shall remain in effect.

?? **No Waiver:** The failure of ACHA or the Tenant to exercise any right or remedy as provided herein shall not affect the right to do so at a later date for similar or other causes.

?? **Stray Animals:** Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of ACHA.

?? **Unit Alterations:** Residents will not alter their unit, patio or unit area to create an enclosure for a common household pet.

ADAMS COUNTY HOUSING AUTHORITY PET PERMIT

Parties and Dwelling Unit

The parties of this permit are the Adams County Housing Authority ("Management") and

Tenant Name: _____

Address: _____

The tenant is allowed the following pet _____

Pet Security Deposit: The tenant has deposited \$ _____ with the Adams County Housing Authority. ACHA will hold the pet security deposit until the tenant vacates the apartment.

License: The tenant agrees to file a copy of any Municipal Registration or license with ACHA **before the pet is admitted** and at each annual re-certification.

?? Resident will be required to show proof of pet insurance.

Inoculations: The tenant agrees to keep the pet properly inoculated for rabies and distemper and to keep same current. Proof must be submitted **before the pet is admitted** and at each annual re-certification.

Damages: The tenant agrees to assume all personal financial responsibility for damages to any personal or project property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.

Emergency Provision: The following person(s) have agreed to be responsible for taking care of the pet in the absence of the pet's owner:

Name: _____

Address: _____

Telephone Number: _____ () _____

Failure to Comply with Pet Policy

The Tenant agrees to comply with the rules of the ACHA Pet Policy. Any violation of the rules of the ACHA Pet Policy may be grounds for removal of the pet or termination of the pet owner's tenancy (or both), in accordance with the provisions of 24CFR part 942(governing pet ownership in public housing), 24 CFR part 966(governing lease and grievance procedures), Colorado State Law, and local law.

Tenant Signature

Date

ADAMS COUNTY HOUSING AUTHORITY

By:_____

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

ACHA certifies that it is in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-222d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and ACHA certifies that it will affirmatively further fair housing.

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)
- 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)

Adams County

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)

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

The Adams County Housing Authority and Adams County work together closely to maximize available resources. The following Consolidated Plan strategies relate to the ACHA:

- ?? Invest CDBG funds in targeted neighborhoods
- ?? Acquire housing structures and vacant land to increase the availability of affordable housing
- ?? Provide deferred or low-interest loans for the purpose of developing affordable or transitional housing
- ?? Provide rental subsidy assistance to low-income renters
- ?? Coordinate and implement programs and funding for the Consolidated Plan
- ?? Provide transitional housing to prepare families for permanent housing and self-sufficiency

D. Other Information Required by HUD

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

Attachment A

Admissions Policy for Deconcentration

The Adams County Housing Authority's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income mixing purposes.

Skipping of a family on the wait list specifically to reach another family member with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

Deconcentration and Income Mixing Goals.

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments.

The PHA's income mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenants incomes to provide benchmarks for the PHA.

The PHA income mixing goal, in conjunction with the requirement to target at least 40% of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve its deconcentration goal.

Income Limit Method

The PHA will review the income limits of all families in all family sites and will compare income of families to the jurisdiction's income limits.

The PHA will designate as higher income developments those occupied by less than 30% families at or below the low-income limit (80 percent of area median income).

The PHA will designate as lower income developments those predominantly at least 70% occupied by extreme low and low-income families.

PHA will not at this time provide additional exclusions to earned income.

Attachment B
Progress Towards Meeting (2000-2004) Five-Year Plan

The following information is being submitted to update the Five-Year Plan and address progress made towards the goals identified by the Adams County Housing Authority (ACHA) for fiscal years 2000-2004.

Goal: Expand the supply of assisted housing.

Actions Taken:

We applied for 250 Section 8 rental vouchers under the Welfare to Work Program. Unfortunately we were notified that we were unsuccessful. We have applied for 100 Section 8 rental vouchers under the Fair Share Allocation and have not yet received a response. We will continue to apply for assistance whenever notification of funding availability (NOFA's) is published. We were notified during 2001 that we were not selected for the Fair Share Allocation. However, staff continues their initiatives in securing additional landlords to participate in the Section 8 program as well as assisting participating families in locating suitable affordable housing.

The public housing application process has been re-opened and will continue to stay open until further notified. This change is intended to keep an ample supply of applicants on the waitlist and improve the likelihood and timing of having an eligible family available to move when vacancies occur. During 2001 the opening of the waiting list has resulted in an ample supply of applicants for when openings in Public Housing occurs. Staff has worked diligently in limiting the number of days for unit turnover to a maximum average of four (4) days.

A partnership has been developed between ACHA and two private sector interests forming Snow Cap Housing Partners, LLC. The partnership applied for and received a 9% Tax Credit Allocation and will be developing 88 units of senior rental housing for persons earning 40-50% of the area median income. The project is scheduled to be completed by the end of 2002.

Goal: Improve the quality of assisted housing.

Actions Taken:

A survey was conducted by ACHA of all public housing units under contract. The responses were reviewed by staff and comments concerning improvements/suggestions have been incorporated into ACHA's business plan. Specific items requiring an expenditure of funds have been addressed in the 2001 fiscal budget.

A thorough review of the requirements to be met under SEMAP has been conducted. Revisions have been made to the employee appraisal system to include key performance standards that correlate with bench-marks outlined in the individual objectives under SEMAP.

Goal: Increase assisted housing choices.

Actions Taken:

Outreach has been conducted with landlords participating in the Section 8 program and potential landlords regarding improvements to the program that have been initiated by both HUD and ACHA with the purpose of further marketing the program.

The Housing Authority has been successfully operating a first-time homebuyer program since 1992. An analysis is presently being conducted with the intention of expanding the program to reach more households. Program criteria and funding regulations are being reviewed for the same purpose. During 2001, ACHA negotiated additional funds with Adams County to utilize HOME dollars for downpayment and closing cost assistance. ACHA also entered into a contract with the City of Westminster for Community Development Block Grant dollars to assist first-time homebuyers purchase homes in the city limits.

In August of 2000, ACHA formed a partnership with a private developer and created a limited liability corporation to purchase, rehabilitate and convert 140 townhomes for re-sale to first-time homebuyers. The Authority is currently underway on the project with approximately 75% of the units modernized, 33 units sold and an additional 60 units under contract.

Goal: Provide an improved living environment.

Actions Taken:

Policies regarding deconcentration have been reviewed and updated. We are continuing to monitor the effectiveness. The application process will continue to be open to build up an adequate pool of qualified applicants with a broad range of income.

Housing Authority staff members have met with local law enforcement agencies operating within its jurisdiction to discuss programs/properties administered and owned by the Authority as an opportunity to educate law enforcement officials. Subsequent meetings are planned with the purpose of identifying and to develop additional potential services and continue to strengthen the relationship between law enforcement and the Housing Authority.

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

Actions Taken:

During 2001, the Housing Authority has continued to expand the Family Self-Sufficiency (FSS) Program with the cooperation of a variety of non-profit and public sector partners. To date the Housing Authority works in cooperation with over 30 such agencies and has a number of formalized Memorandums of Understanding on file. The FSS Program has been able to graduate

a number of participants over the past year, many of which have moved into home ownership. Outreach efforts continue on an ongoing basis as we add new families to the program. ACHA's FSS Program Coordinator is frequently called upon as a resource by other FSS Programs in the Rocky Mountain Region and continues to mentor FSS Coordinators and Case Managers of several FSS Programs in Colorado, Wyoming, and the Dakotas. The Rocky Mountain Region FSS Coordinator Council remains a viable entity and recently sponsored the 5th Annual FSS Fall Training Conference in Breckenridge, Colorado.

Goal: Ensure equal opportunity and affirmatively further fair housing.

Actions Taken:

ACHA provides on-going training and educational opportunities for all its staff. All staff members working with the general public have received formalized training in Fair Housing. ACHA continues to work closely with the County regarding potential impediments to Fair Housing and related issues.

Attachment C

Resident Membership of the PHA Governing Body

CFR Part 964 requires Public Housing Authorities (PHA's) have resident membership on their governing board. However, those public housing authorities who have less than 300 units of public housing units are exempted as long as the following three criteria are met:

1. The PHA has provided reasonable notice to the resident advisory board of the opportunity on the governing board;
2. Has not been notified of the intention of any resident to participate on the governing board within a reasonable time; and
3. Repeats the requirements of criteria 1 and 2 above at least once every year.

Currently, the Adams County Housing Authority is exempt from appointing a resident to its governing board requirement due to having only 77 units of public housing.

Although the Adams County Housing is exempt from appointing a resident to the governing board the Authority feels strongly that resident representation on the governing board is very important. Beginning in FY 2002, ACHA will work with its Resident Advisory Board to train, educate and develop the skills and experience needed to effectively serve on a Public Housing Board.

Since the next board member term expiration date is not until 2003, the current governing board of the Adams County Housing Authority is in agreement to increase its membership from five to seven members in order to seat a resident member(s). The goal of ACHA is to have a resident member in place on its board by the end of FY 2002. The official appointment to the Adams County Housing Authority's governing board is made by a majority vote of the Adams County Board of Commissioners, currently a three member board.

Attachment D
Membership of the Resident Advisory Board

CFR 24 Part 903 requires public housing authorities to establish one or more Resident Advisory Boards (RABs) for the purpose of assisting and making recommendations regarding the development of the annual Public Housing Plan, and any significant amendment or modification to it.

The Authority has established a Resident Advisory Board. Currently there are five (5) members. For the time being the Board meets every two (2) months. The board met on October 15, 2001, to finish discussing the 2002 Annual Plan and to discuss the 2000 Resident Service and Satisfaction Survey results. The next meeting will be in December 2001 and every two months thereafter.

The current members of the Resident Advisory Board are as follows:

- ?? Ethel Sue Church
- ?? Gayle Docherty
- ?? Eloise Hughes
- ?? Ginger Rossen
- ?? C R Connely
- ?? Jack Patrick

Attachment E

Implementation of Public Housing Resident Community Service Requirements

Section 12 (c) of the US Housing Act of 1937 requires community service for public housing residents. Under this section, each adult resident of public housing must participate in eight (8) hours of community services and /or economic self-sufficiency activities per month, unless they meet criteria for exemption. Persons exempt from community service include the elderly (age 62 or older), blind or disabled, or tenants engaged in work activities, or residents receiving assistance in compliance with state requirements.

The term community service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Participation in self-sufficiency activities can satisfy all or part of the community service requirement.

Prior to full implementation of this requirement, ACHA notified each resident in writing of the community service requirement, whether or not they were exempt, their responsibilities, what they need to do in order to comply, and what the verification required by ACHA would be. The community service requirement will become part of all new leases executed after 1/1/02. Prior to this ACHA used addendums to the leases of the residents to reflect the new requirements for leasing public housing.

ACHA Housing Program Manager and Self-Sufficiency Coordinator will monitor the community service program requirements. ACHA has partner agencies throughout Adams County, which offers residents opportunities to fulfill these requirements. ACHA also has a cooperative agreement with Adams County Department of Social Services which administers the county's TANF funds to assist with this requirement and also with the Adams County One Stop Career Center.

ACHA will verify a family's compliance with the service requirements annually at least 30 days before the end of their 12 month lease term. Violation of the service requirement is grounds for non-renewal of the lease at the end of the 12-month lease term, but not for termination of tenancy during the course of the 12-month lease term.