

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName:** Housing Authority of the City of Grand Junction CO

**PHANumber:** CO051

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2003

### 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)

**Executive Director's Office located at the Main Administrative Office of GJHA**

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)

**Mesa County Public Library**

**Executive Director's Office located at the Main Administrative Office of GJHA**

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
 [24CFRPart903.5]

**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.

X The PHA's mission is: (state mission here)

**The mission of GJHA is to advocate for an d to provide safe, suitable housing to the residents of the Grand Junction area whose annual income falls below the median income of Mesa County**

**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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right to for below the stated objectives.

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

X PHA Goal: Expand the supply of assisted housing  
 Objectives:

X Apply for additional rental vouchers:

Reduce public housing vacancies:

X Leverage private or other public funds to create additional housing opportunities:

X Acquire or build units or developments

X Other (list below)

**Acquire or build units or development, including development of Linden Property**

X PHA Goal: Improve the quality of assisted housing  
 Objectives:

Improve public housing management: (PHAS score)

Improve voucher management: (SEMAP score)

Increase customer satisfaction:

- X Concentrate one effort to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

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

**Implement and maintain the Security Deposit Assistance Fund for Disabled Families**

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

X PHA Goal: Provide an improved living environment

Objectives:

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

**Development of Affordable Housing consisting of 90 Tax Credit Units Acquisition of existing units**

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- X Other: (list below)
  - Computer Lab for Elderly/Disabled Residents**
  - Learning for Life Initiative Grant received from Nan McKay & Associates for one year computer training for Housing Choice Voucher Program and Family Self-Sufficiency Families to learn skills to seek employment**

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

- X 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:
    - X 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:
    - X Other: (list below)
      - GJHA Board of Director's and GJHA Staff met on April 18 through April 20, 2002 and amended the goals listed below**

**Other PHA Goals and Objectives: (list below) Progress report for each goal is also included. See also "Additional Goals for Year 4 and Year 5" following**

**Goal 1: Maintain and expand current housing operated by GJHA**

**Year One:**

- \*Maintain current quality of properties/programs**  
**Status: Ongoing**
- \*Participate in creation of a homeless shelter in Mesa County**  
**Status: Completed – Opened Shelter for operation 10/2001**
- \*Reevaluate waiting list priorities to accommodate GJ residents**  
**Status: Completed**
- \*Develop plan to invest recycled loan funds of Downtown Housing Effort**  
**Status: In Process – DHE meeting Spring 2003 in anticipation of a market study for mixed use housing and retail in 2003**
- \*Remain proactive in seeking new tools/techniques to improve housing management**

**Status:Ongoing**

**YearTwo:**

**\*Acquire,renovateandlease100unitsinGJarea,eitherbyclearingorupgrading**

**Status:Ongoing –Evaluatedseveralpropertiesandhavecontinuedtodoso**

**\*ConductmarketstudyonrentalmarketforGJarea**

**Status:CompletedSeptember2002**

**\*InvestigateoptionsfordevelopmentofLindenProperty**

**Status:Design/BuildTeamretained/Designdrawingsarebeingdeveloped/Funding**

**Applicationshavebeensubmittedtovarioussources**

**\*ReviewuseofLowRentPublicHousingunits/considersaletolowincomebuyers**

**Status:Goalsbeingre-evaluated**

**\*DesignateRatekinTowersasafacilityforelderlyandnearbyelderlyresidents**

**Status:Goalsbeingre-evaluated**

**\*ContinuetodevelopandenhanceHomebuyerEducationProgram**

**Status:New,enhancedprogramhasbeenapprovedbytheBoardofDirectorsand isawaitinggrantfunding.**

**Year3:**

**\*ExpandGJHA's(locallycontrolled)housinginventoryto20%oftotalunits**

**Status:Ambitious,butongoingeffort**

**\*DesignateappropriatemixofhousingforLindenProperty/obtainfundingto develop**

**Status:Developing90unitsofMultifamilyhousingasfollows:201BRUnits; 462BRUnits;243BRUnits**

**\*Movepeoplethroughwaitinglist,intoandoutofGJHAhousing**

**Status:Ongoingeffort –WillimproveuponourDataCollectionprocesstomonitor progress**

**\*ReducenumberofdilapidatedhousingunitsinGJareathrough purchase/demolition/zoningchanges/othermethods**

**Status:NewHomeownershipProgramwillmakemodestprogress towardsthis goal,iffunded,rehabilitatingupto8housesperyear**

**Year4:**

**\*DevelopLindenProperty**

**Status:PendingawardofLIHTCandsufficientgrantfundingtocomplete construction.**

**Goal2:AdvocateforchangesoutsideGJHAthatbenefitpeopleinneedofhousing.**

**Year1:**

**\*Commentonappropriatefederalregulationchangeswhenappropriate**

**Status:Ongoingefforts**

**\*Encouragecooperationwithotherhousingagencies/ providesupportwhen appropriate**

**Status:Ongoingefforts**

**Year2:**

**\*Worktoachievehangesincity/countyzoninganddevelopmentcodestoenable moreaffordablehousingtobedeveloped**

**Status:GJHAStaffcurrentlyworkingwithCityStaffandGrandValleyHousing Coalitiontoreviewcodes**

**Year3:**

**\*Advocateforadoptionofparentalhabitabilitycodeandotherappropriatelanduse anddevelopmentcodes**

**\*AdvocateforwageincreasesforMesaCountyfamilies**

**Status:Developed“SupportAffordableHousing”postercampaign PresentationonNeedsAssessmentReport**

**Goal3:EnsurethatGJHAremainsfinanciallystable,well-managed,andsolvent, mindfulofthefiduciaryresponsibilitytoourcustomersandtothecommunity.**

**Year1:**

**\*ContinuetoseekfundingforsupportofallGJHAhousingprograms**

**Status:Ongoing**

**\*Establishbenchmarksfornetincome/cashflowforeachprogram**

**Status:Ongoing**

**\*Completeconversiontoanewcomputersystemtoimprovefunctionalityandto addressY2Kcompatibilityneeds**

**Status:Completed**

**\*Locateadequateofficeandmeetingspace**

**Status:Completed**

**\*Maintain appropriatestafflevelstoaddresstheneedsofGJHAprograms**

**Status:Ongoingchallengesbasedonfunding**

**Goal4:Increasecommunityawarenessoftheneedforaffordablehousingand GJHA’sroleinmeetingthatneed.**

**Year1:**

**\*Educatethecommunityongeneralhousingissuesinthearea**

**Status:“SupportAffordableHousing”PosterCampaignandHousingNeeds AssessmentPresentationstovariouscommunitygroups**

**\*Educatethecommunityongeneralissuesregardingwages,andwhatconstitutesa livingwageinMesaCounty**

**\*Celebrate25<sup>th</sup>anniversaryofGJHA**

**Status:Completed**

### **Additional Goals for Year 4 and Year 5**

- \*Adopt a Formal Pay and Benefits System**
- \*Institute a Marketing and Public Relations Program**
- \*Assess Staff Capacity and supplement as appropriate**
- \*Improve and streamline legal processes**
- \*Immediately begin planning for development of Linden Property**
- \*Sell Pitkin Property at Auction by August 31, 2002**
- \*Focus on new development efforts**
- \*Reinvest Downtown Housing Effort Funds**
- \*Develop an ongoing Homeownership Program**
- \*Strengthen the Family Self-Sufficiency Program**
- \*Build support for a fraction based on results of Mesa County Needs Assessment**
- \*Build intergovernmental relations/community outreach and awareness**
- \*Evaluate the potential for removing 30 units from Public Housing Program and sell to Grand Junction Housing Initiatives**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24CFR 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**

[24CFR Part 903.79 (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 of Annual Plan**

In compliance with the Quality Housing and Work Responsibility Act of 1998, the Grand Junction Housing Authority (GJHA) reviewed all internal policies and procedures to ensure compliance with changes in federal program policy directives. Some fine-tuning was in order, but no major issues were identified.

Concurrent with this process, GJHA has developed and adopted new criteria for determining denial of admission and termination of assistance for drug-related and violent criminal behavior and alcohol abuse. This policy is consistent with the federal regulations, and provides clear guidance to GJHA staff in implementing these federal regulations.

In 2001 and 2002, the Grand Junction Housing Authority (GJHA) adopted payment standards in excess of the Fair Market Rents (FMRs) established by HUD. When the 2003 FMRs were published, they did not exceed the level of the previous years' payment standard. Since the upward pressure on rents had abated somewhat, the 2002 payment standards were retained. GJHA will continue to monitor tenant rent burdens in the Voucher Program to ensure the most effective utilization of this most valuable resource for serving low-income families.

Over the course of the last year, GJHA has commissioned an area-wide Affordable Housing Needs Assessment, in partnership with: the City of Grand Junction, Mesa County, the City of Fruita, the Town of Palisade, Mesa State College, Grand Junction Economic Partnership, and the State of Colorado, Department of Local Affairs, Division of Housing. The Needs Assessment documents an unmet current need for affordable

housing of 1,669 units, with an additional 1,009 needed by 2005. The results of the Needs Assessment were shared with each of four partner organizations, and with a variety of community groups, including the League of Women Voters and various service clubs.

The City of Grand Junction has adopted a new Strategic Plan, in which affordable housing initiatives feature prominently. GJHA staff has been working with City Department Heads to submit to the City Council a proposed new program of Affordable Housing Incentives, including a fast-track development review process, development fee waivers, sales and use tax rebates, and other incentives designed to encourage additional development of affordable housing by both public and private sector developers and non-profit organizations.

Advancing one of the GJHA Board's stop goals, developing the Linden Property, will consume much of GJHA time and resources in the coming year. Applications for funding have been submitted to the Division of Housing, CHFA, and City of Grand Junction. Others will be submitted when timely. The Design-Build Team of Odell Architects/Shaw Construction has been selected through a competitive process, and has developed site plans, unit floor plans, elevations, preliminary cost estimates and initial submittals to the City. Both the design elements and the financing plan will be advanced during the coming year, in anticipation of ground-breaking in early 2004. The 90-unit development is projected for completion by December, 2004.

Instituting a new Home Ownership Program will also be a major activity of the coming year. The new program will focus on current clients of GJHA, providing them with extensive case management, education, counseling, and resources. It also anticipates purchasing and rehabilitating modest homes in the area, to create a viable inventory of houses for purchase by clients. Grand funding will be essential to the success of this program. Some requests are pending, others will need to be submitted. Funding cuts at the State Government level may put this program's start-up in jeopardy.

The addition of an Outreach Coordinator will help facilitate fundraising efforts for these two projects, as well as for closing the financing gap on the purchase and rehab of the former Knights of Columbus meeting hall for use as a homeless shelter by Homeward Bound of the Grand Valley.

Additional activities in the coming year are:

Studying the feasibility of a mixed-use development in the downtown area, in conjunction with the Downtown Development Authority under the joint venture, Downtown Housing effort;

Exploring the potential to remove Capital Terrace Townhomes from the Public Housing Program via a sale to the Grand Valley Housing Initiatives or to low-income residents;

Considering potential to acquire and rehab existing multifamily units and

Responding to the multiple challenges created by Congressional tinkering with federal housing assistance programs, such as the “Housing Assistance to Needy Families” proposal to block grant Section 8 Voucher funding to the states, eliminating local control or discretion concerning the administration of these valuable resources in our communities.

The GJHA Board anticipates meeting in a Retreat Session in Fall of 2003 to revisit its Goals and to consider adding additional initiatives to the slate.

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

[24CFR Part 903.79(r)]

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

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#### **Attachments**

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 filename in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration
- X FY2003 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- X PHA Management Organizational Chart
- FY2000 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
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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
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 mix in analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	X check here if included in the public housing A&O Policy	
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	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
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	H.O.M.E. Homeownership Program (Chapter U)

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

[24 CFR Part 903.79(a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	1,175	5	5	5	5	5	5
Income > 30% but <= 50% of AMI	307	5	5	5	5	5	5
Income > 50% but < 80% of AMI	14	5	5	5	5	5	5
Elderly	120	5	5	5	5	5	5
Families with Disabilities	179	5	5	5	5	5	5
White	1,352	5	5	5	5	5	5
Hispanic	122	5	5	5	5	5	5
Black	11	5	5	5	5	5	5
American Indian	10	5	5	5	5	5	5
Asian	1	5	5	5	5	5	5

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- X Other sources: (list and indicate year of information)  
**GJHA Waiting List statistics as of 05/12/2003. Grand Valley Housing Needs Assessment that has been completed as of September 2002 does not address AMI below 60%.**

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
X <b>Section 8 tenant -based assistance</b>			
<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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,318		
Extremely low income <=30% AMI	1,052	80%	
Very low income (>30% but <=50% AMI)	260	20%	
Low income (>50% but <80% AMI)	6	-1%	

Housing Needs of Families on the Waiting List			
Families with children	885	67%	
Elderly families	64	5%	
Families with Disabilities	132	10%	
White	1,201	91%	
Hispanic	96	7%	
Black	11	1%	
American Indian	9	1%	
Asian	1	-1%	
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant -based assistance <input checked="" type="checkbox"/> <b>Public Housing</b> <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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	207		
Extremely low income <= 30% AMI	188	91%	
Very low income (> 30% but <= 50% AMI)	18	9%	
Low income (> 50% but < 80% AMI)	1	-1%	
Families with children	202	99%	
Elderly families	NONE	N/A	
Families with Disabilities	2	1%	
White	190	92%	
Hispanic	15	7%	
Black	1	.5%	
American Indian	1	.5%	
Asian	NONE	N/A	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR	159		
3BR	48		
4BR			
5BR			
5+BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes: How long has it been closed (# of months)? Does the PHA expect to re-open the list in the PHA Plan Year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> 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.

The Grand Valley Affordable Housing Needs Assessment, completed in September 2002, defined a 2002 housing need of 1,080 rental units and 589 homeowner units; nearly all of the need is by household earning 60% AMI or less. If existing employment and population trends continue, by 2005 the need will grow an additional 1,009 units, and by 2010, 2,432 more units will be needed.

The Grand Valley Housing Needs Assessment Oversight Committee developed a set of recommendations based upon the Assessment findings. Developed in concert with GJHA and other housing interests, the strategies adopted by GJHA for addressing the housing needs of families are listed below. Though implementation of these strategies and the creation of an adequate supply of local affordable housing units will take several years, each of these strategies will be in process of implementation in the upcoming year.

#### Increase GJHA's Supply of Rental Housing by:

- Acquiring existing units to preserve their affordability
- Participating in new development with private developers

- Facilitating the development of an additional tax credit property
- Proceeding with its planned development of the Linden Property

Create Additional Resources by:

- Seeking additional local grant funding to leverage state and federal affordable housing grant funds
- Proceeding with its planned sale of commercial property on Pitkin Avenue
- Considering the refinancing of the Walnut Park Apartments
- Considering the use of the City of Grand Junction's Private Activity Bond Authority
- Advertising for and accepting donated land/buildings to be used for housing or to be sold to create resources for housing
- Strengthen working relationships with local key institutions such as Habitat for Humanity and The Energy Office

Increase and Maintain Public Awareness About the Need for Affordable Housing by:

- Taking the lead on a community education campaign about the need for, and benefits of, affordable housing
- Continuing to monitor the market conditions and repeat the Needs Assessment to track progress over time, and share these results with the larger community

Facilitate an increase in the inventory of Grand Valley affordable housing units by:

- Taking the lead on forming and maintaining an active consortium of parties committed to the development of affordable housing.
- Create a housing development strategic plan with consortium members
- Annually share plan attainment progress with policymakers

**(1) Strategies**

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

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

Select all that apply

- X      Employ effective maintenance and management policies to minimize the number of public housing units off -line
- X      Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X      Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- X Undertakemeasurestoensureaccesstoaffordablehousingamongfamiliesassisted bythePHA,regardlessofunitsizerequired
- X Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceo fprogram
- X ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordination withbroadercommunitystrategies
- Other(listbelow)

**Strategy2:Increasethenumberofaffordablehousingunitsby:**

Selectallthatapply

- X Applyforadditionalsection8unitsshouldtheybecomeavailable
- X Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- X PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ExceedHUDfederaltarg etingrequirementsforfamiliesatorbelow30%ofAMI inpublichousing
- X ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI intenant -basedsection8assistance
- Employadmissionspreferencesaimedatfamilies witheconomichardships
- X Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofA MI**

Selectallthatapply

- X Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**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
- X Apply for special -purpose voucher 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
- X Apply for special -purpose voucher targeted to families with disabilities, should they become available
- X 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

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
  - X Market the section 8 program to owners outside of areas of poverty/minority concentrations
  - X Other: (list below)
- Provide map showing areas outside areas of poverty in conjunction with the 2000 Census Information and supply map key and resource information in Voucher Briefing Packets .**

**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:

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

**2. Statement of Financial Resources**

[24 CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	64,457	
b) Public Housing Capital Fund	66,741	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,818,211 Based on projcpu \$454.83X880BL	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FYE 09 -30-2003 (as of 03 -31-2003)	0	Revised Budget at 01/30/2003. Obligated entire annual grant
<b>3. Public Housing Dwelling Rental Income</b>	39,672	
<b>4. Other income (list below)</b>		
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	4,990,081	

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

[24 CFR Part 903.79(c)]

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

Exemptions: PHA 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)  
 When families are within a certain time of being offered a unit: 60 Days  
 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)  
Suitability of tenant based on the above factors

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

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

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

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

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

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

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

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

c. If the PHA plan 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?

Note: The majority of the families on our Waiting List are at or below 30% of AMI

b. Transfer policies:

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

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

X Other:(listbelow)  
**Accessibilityissuesforreasonableaccommodation**

c. Preferences

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

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

Former Federal preferences:

- 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)

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

3. If the PHA will employ admission 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

**2** Date and Time

Former Federal preferences:

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

Homelessness  
Highrentburden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- X At an annual reexamination and lease renewal
- X Anytime family composition changes
- X 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 in income mixing?

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

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

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

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

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

Other (list policies and development targeted below)

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

#### **Previous Landlord information**

**Total number in household**

### (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)

X PHA in administrative office

Other (list below)

**(3) Search Time**

a. X Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**Hard to House Families, persons with disabilities, individual circumstances or family emergencies which hinder the family's ability to search for housing**

**(4) Admissions Preferences**

a. Income targeting

X 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. X Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

Veterans and veterans' families

X Residents who live and/or work in your jurisdiction

X Those enrolled currently in educational, training, or upward mobility programs

X Household that contribute to meeting income goals (broad range of incomes)

X Household that contribute to meeting income requirements (targeting)

- X Those previously enrolled in educational, training, or upward mobility programs
- X 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- X 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)

- X 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
- X Not applicable: the pool of applicant families ensure 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 admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- X 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?

- X Through published notices
- X Other (list below)  
**Direct mailing to local human service agencies and posted notices**

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

[24 CFR Part 903.79(d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetoquestionb.)

b. Minimum Rent

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

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

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

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

**GJHA will grant an exception from application of the minimum monthly rental to any family unable to pay such amount because of financial hardship. Family hardship shall include:**

**\*Loss of eligibility for or waiting an eligibility determination for a federal, state, or local assistance program**

**\*The family would be evicted as a result of the imposition of the minimum rent requirement**

**\*The income of the family has decreased because of a changed circumstance, including loss of employment, or a death in the family**

**GJHA will not grant a hardship exemption if a family member voluntarily quits a job or fails to cooperate with an agency that provides income assistance (such as a welfare department). GJHA must have documentation from the employer or appropriate agency before denying the exemption.**

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

1. X 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:

**GJHA has implemented Flat Rents for Low Rent Public Housing:**

**\$550 2 Bedroom Townhomes**

**\$600 3 Bedroom Townhomes**

**\$650 3 Bedroom Homes**

d. Which of the discretionary (optional) deductions and/or exclusion 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 and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage 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
- X Other (describe below)  
**None of the above**

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
- X No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- X Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
  - The "rental value" of the unit
  - X Other (list below)
- None of the above**

f. Rent - determinations:

1. Between income examinations, 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
- Anytime the family experiences an income increase
- X Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40
- Other (list below)

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

**(2) Flat Rents**

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

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

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

Exemptions: PHA 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
- X Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- X Other (list below)  
**GJHA monitors rent burden of assisted families throughout the year and at the time HUD publishes FMR's**

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

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

## **(2) Minimum Rent**

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

- \$0
- \$1-\$25

X \$26-\$50

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

See 4. Rent Determination Policies, Subcomponent A. Public Housing, Item b.(3)

## **5. Operations and Management**

[24 CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

X An organization chart showing the PHA's management structure and organization is attached.

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

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	29	1 3
Section 8 Vouchers	880	168
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers		
<b>Family Unification</b>	150	24
<b>Mainstream for Persons w/Disabilities</b>	150	18
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)		
<b>Walnut Park Apts</b>	78	9
<b>Ratekin Tower Apts</b>	107	12

### **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)

**Low Rent Public Housing Tenant Selection Plan**  
**GJHA Procurement Policy**  
**Public Housing Grievance Procedures**  
**Public Housing Rules of Occupancy**  
**Public Housing Residential Lease**  
**Maintenance and Janitorial Charges**  
**Utility Allowance Chart**  
**Personnel Policies**

(2) Section 8 Management: (list below)

**Section 8 Administrative Plan**  
**GJHA Procurement Policy**  
**Utility Allowance Chart**  
**Personnel Policies**

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices 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 offices 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)

# PHA Plan Table Library

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

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

Capital Fund Grant Number CO051 FFY of Grant Approval: 10/01/2003

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	65,457
2	1406 Operations	33,000
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	24,000
10	1460 Dwelling Structures	9,741
11	1465.1 Dwelling Equipment -Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 -19)</b>	66,741
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	24,000
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CO051	Site Improvements Fencing	1450	24,000
	Dwelling Structures Remove unused solar Collectors Floorcove rings	1460	5,341 4,400
	Operations	1406	33,000

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
<p>CO 051</p> <p><u>Site Improvements</u> Fencing</p> <p><u>Dwelling Structures</u> Remove unused solar collectors</p> <p>Floor coverings</p>	<p>12 / 2003</p> <p>3 / 2004</p> <p>3 / 2004</p>	<p>12 / 2003</p> <p>3 / 2004</p> <p>3 / 2004</p>

**(2)Optional5 -YearActionPlan**

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatementcanbe completedbyusingthe5YearAct ionPlantableprovidedinthetablelibraryattheendofthePHAPlan template **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a.  Yes  No: IsthePHAprovidinganoptional5 -YearActionPlanfortheCapital Fund?(if no,skiptosub -component7B)

b.If yestoquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmenttothe PHAPlanatAttachment(statename

-or-

TheCapita lFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsertthere)

**B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)**

Applicabilityo fsub -component7B:AllPHAsadministeringpublichousing.IdentifyanyapprovedHOPE VIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFundProgram AnnualStatement.

Yes  No:a)Hasth ePHAreceivedaHOPEVIrevitalizationgrant?(ifno,skipto questionc;ifyes,provideresponsestoquestionbforeachgrant, copyingandcompletingasmanytimesasnecessary) b)StatusofHOPEVIrevitalizationgrant(completeonesetof questionsf oreachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment
- RevitalizationPlansubmitted,pendingapproval
- RevitalizationPlanapproved
- ActivitiespursuanttoanapprovedRevitalizationPlan underway

Yes  No:c)DoesthePHAplantoapplyforaHOPEVIRevitalizationgrantin thePlanyear?

Ifyes,listdevelopmentname/sbelow:

Yes  No: d) Will the PHA be engaging in any mixed -financed 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**

[24CFR Part 903.79(h)]

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

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

#### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (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**

[24CFR Part 903.79(i)]

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

1.  Yes X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

Total development

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

[24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 HUD Appropriations Act**

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below )
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

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

[24CFR Part 903.79(k)]

**GJHA Board of Directors adopted a H.O.M.E. Homeownership Program at the 04/28/2003 Board Meeting. This program will be available to all GJHA Residents and Families currently holding a Housing Choice Voucher. This program has also been adopted by the Resident Advisory Board and will be available for public review during the comment period**

**A. Public Housing**

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

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

2. Activity Description

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

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

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**Mesa County Department of Human Services provided funding to GJHA on July 1, 2001 for a Housing Advocate position. The Housing Advocate's role is to provide supportive services to Section 8 Program Participants who are or have been referred by MCDHS for housing assistance through the Family Unification Program and/or Housing Choice Voucher Program. MCDHS has agreed to renew funding for this position through July 2003 and possibly longer.**

Quarterly meetings are held between GJHA and staff of Mesa County Department of Human Services Work Force Center to share information and target supportive services. Two members of MCDHS staff are members of the FSS Program Coordinating Committee.

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self Sufficiency</i>	<i>30</i>	<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>Both</i>


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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2000 Estimate)	Actual Number of Participants (As of: 03/31/03)
Public Housing	None	2
Section 8	21	33

- 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 plan 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)

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip 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.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describethe needformeasurestoensurethesafetyofpublichousingresidents(select allthatapply)

- 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 area surrounding or adjacent to the PHA's developments
- X 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 level of violent and/or drug -related crime
- X Other (describe below)

**Policereportsdonotindicate there is a problem with drugs or violent criminal activity**

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionsto improvesafetyofresidents(selectallthatapply).

- X Safety and security survey of residents
- X 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
- X Policereports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

3.Whichdevelopmentsaremostaffected?(listbelow)

**Capital Terrace Townhomes**

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

1. List the crime prevention activities the PHA has undertaken or plan 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
- X Other (describe below)

**Continued to track crime through monthly police reports**

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

**Capital Terrace Townhomes**

**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
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- X Other activities (list below)

**GJHA has attempted to organize a Neighborhood Watch Program but no Resident has expressed interest**

**GJHA and local Police Department organized a group known as the Safe Housing Advocacy Group. Capital Terrace Townhomes Property Manager and Section 8 Landlords meet monthly with the police department to discuss crime prevention measures**

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

**Capital Terrace Townhomes**

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

PHA eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24CFR Part 903.79(n)]

**Pets are permitted at Capital Terrace Townhomes. Definition of 'pet' and size and weight limit has been established. A limit to the number of pets is defined. A Pet Deposit of \$400 will be charged to the family upon move-in. Of this fee, \$150 is non-refundable for carpets sanitation purposes. All pets must be registered with the Property Manager and proof of current inoculation and licensing is required. (See Attachment co051b03 for additional information)**

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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 903.79(r)]

**Currently, with Public Housing Operating Subsidies and Capital Funds Program monies, the property remains in good condition. Without the subsidies and grant funds, we would not be able to operate public housing on a long-term basis.**

#### **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 as Attachment (Filename) **co051c03**
- 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)

**Minor typographical errors and language clarification in some areas of the Administrative Plan. Also adopted suggestions of posting waiting list opening/closing at local public library.**

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

- 1.  Yes XNo: DoesthePHAmeeettheexemptioncriteriaprovidedsection 2(b)(2)oftheU.S.HousingActof1937?(Ifno,continuetto question2;ifyes,ski ptosub -componentC.)
- 2.  Yes XNo: WastheresidentwhoservesonthePHABoarddelectedbythe residents?(Ifyes,continuettoquestion3;ifno,skiptosub - componentC.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- X 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: **City of Grand Junction Colorado**

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

- X ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdictiononthe needsexpressedintheConsolidatedPlan/s.
- X ThePHAhasparticipatedinanyconsultationprocessorganizedandofferedbythe ConsolidatedPlanagencyinthedevelopmentoftheConsolidatedPlan.
- X ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthedevelopment ofthisPHAPlan.
- X ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwiththe initiativescontainedintheConsolidatedPlan.(listbelow)

Other:(listbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

#### **D.OtherInformationRequiredbyHUD**

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

## Attachments

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



**Component 10(B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subjected to Required Initial Assessments? **1**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **0**
- c. How many Assessments are conducted for the PHA's covered development? **1**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
<b>1</b>	<b>30</b>

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **GJHA has completed the required assessments. GJHA has considered the implications of converting out public housing to tenant based assistance; and concluded that conversion of this development may be in appropriate because removal of the development would not meet the necessary considerations for voluntary conversion. GJHA believes that with adequate government subsidies continuing, our Low Rent Public Housing units can be maintained in good condition. Because of this, we can potentially serve more clients by continuing the operations as a rental property. Under the current conditions, GJHA prefers not to reduce the available pool of low rent housing units in the Grand Valley. GJHA is currently exploring options of transferring ownership of Public Housing units to Grand Valley Housing Initiatives. If conditions change, GJHA would not rule out converting the Low Rent Public Housing units to Section 8 based vouchers or selling the units to residents.**

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Jody M. Kole, Executive Director      May 13, 2003

### 3.11.2 COMPONENT TEN: CONVERSION OF PUBLIC HOUSING

#### Subcomponent B: Voluntary Conversion

Grand Junction Housing Authority hereby certifies that it has reviewed its Low Rent Public Housing operations (Capital Terrace Townhomes located at 1104 Bookcliff Avenue, Grand Junction CO);

Considered the implications of converting this public housing to tenant based assistance; and

Concluded that conversion of this development may be inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

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Jody M. Kole, Executive Director

May 13, 2003

GJHA believes that with adequate government subsidies continuing, our Low Rent Public Housing units can be maintained in good condition. Because of this, we can potentially serve more clients by continuing the operations as a rental property. Under the current conditions, GJHA prefers not to reduce the available pool of low rent housing units in the Grand Valley. If conditions change, GJHA would not rule out converting the Low Rent Public Housing units to Section 8 based vouchers or selling the units to residents.

Substantial Deviation of the Annual Plan from the Five Year Plan

**The Five Year Plan** describes the mission of the agency and the agency's long range goals and objectives for achieving its mission over the subsequent 5 years. **The Annual Plan** provides details about the agency's immediate operations, program participants, programs and services, and the agency's strategy for handling operational concerns, residents concerns and needs, programs and services for the upcoming fiscal year. Occasionally the agency may adopt an Annual Plan which deviates in some measure from the adopted Five Year Plan. Statutes require that the agency explain in its Annual Plan any "substantial deviation" of the Annual Plan from the Five Year Plan.

For the purpose of this plan, GJHA defines "substantial deviation" from the Five Year Plan as:

changes to the admissions policies or organization of the waiting list which would have an impact on more than 10% of the applicants on the waiting list at the time of the change, and which were not contemplated in the Five Year Plan, or

sale, designation, or conversion of any GJHA owned property that is not contemplated in the Five Year Plan, or

changes in the legal structure of the agency or in its legal jurisdiction, which were not contemplated in the Five Year Plan.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Such changes will not be considered a "substantial deviation".

Significant Amendment or Modification of the Annual Plan:

The statutes also allow the agency to amend or modify its Annual Plan or the policies described in them, but any "Significant Amendment or Modification" to the plan requires the agency to submit a revised plan which has met full public process requirements.

For the purpose of this plan, GJHA defines "Significant Amendment or Modification" as:

changes to the admissions policies or organization of the waiting list which would have an impact on more than 10% of the applicants on the waiting list at the time of the change, and which were not contemplated in the Annual Plan, or

addition of non-emergency work items, which were not contemplated in either the Five Year Plan or the Annual Plan, which increase capital fund spending by more than 10%; or

sale, designation, or conversion of any GJHA owned property that is not contemplated in the Annual Plan, or

changes in the legal structure of the agency or in its legal jurisdiction, which were not contemplated in the Annual Plan

An exception to this definition will be made for any of the above that are adopted to reflect -changes in HUD regulatory requirements; such changes will not be considered a " Significant Amendment or Modification".



## RESIDENT ADVISORY BOARD MEETING

March 15, 2002

- I. Call to Order  
Sandra Soto, Property Manager called the meeting to order at 1:30 P.M. at the meeting were: (Staff) – Mary Gregory, Section 8 Supervisor, Sandra Soto, Property Manager, Virginia Garcia, Property Manager.  
(Residents) – Judy Yeaton, Ron Girty, Beth Johnson, Jody Barnett, Vicki Boyd, Phillip “Wes” Haddon, Shari Crawleigh, Nancy Horton, Martin “Marty” Carroll, JaDene Burson, Shelli Montiel, Martha Banker, Theresa Patty, Jack Blacksher, Kathleen Howe II, Kathy Caparella.
- II. Distribution of Resident Member Packets – Mary Gregory
- III. Overview of Agency – Mary Gregory  
A. Organizational Chart – Mary reviewed the GJHA Organizational Charts and described what each staff person’s role was in the GJHA.
- IV. Changes on Five Year Plan – Mary Gregory  
Chapter 5 – Applying for Admission  
Chapter 6 – Establishing Preferences  
Chapter 18 – Denial & Termination

Mary explained in detail what changes we had made in this chapter. All changes were given to those in attendance. Mary asked all present to review the packets, let her know what questions they may have. If they have comments they can be written on the page you wish to comment on and turn into Mary or Esther by 3/22/02.

- V. Denial of Admission for Drugs/Criminal Activity/Alcohol Abuse

Phillip Haddon asked what position does the Grand Junction Housing Authority take on having medicinal marijuana on the premises in a subsidized unit or being a participant on Rental Assistance. Mary stated that she would have to look into the federal regulation regarding this issue and she would report back to us at the next meeting.

- VI. Adjournment  
Meeting was adjourned at 2:30 p.m. The next meeting will be on April 19, 2002 at 1:30 p.m. It will be held in the conference room at the Grand Junction Housing Authority.

To: ResidentAdvisoryBoard  
From: SandraSoto,PropertyManager  
Date: April10,2002  
Subject: Meeting

Pleasebeadvised thatournextmeetingwillbeonApril19,2002@1:30p.m.

Call243 -5178byApril18,2002toconfirmifyouwillbeattending.

## AGENDA

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ResidentAdvisoryBoard  
April19,2002@1:30P. M.

GrandJunctionHousingAuthority  
1011N.10<sup>th</sup>Street

Item#1      FamilyUnification&HardtoHouse  
                 SecurityDepositGrant

Item#2      ReviewofAgencyPlan

RESIDENT ADVISORY BOARD MEETING MINUTES  
APRIL 19, 2002

I. Call to order

Sandra Soto, Property Manager called the meeting to order at 1:35 P.M. Present at the meeting were: (Staff) - Esther Cardona, Assistant Director, Mary Gregory, Section 8 Supervisor, Sandra Soto, Property Manager, Virginia Garcia, Property Manager. (Residents) - Judy Yeaton, Martin Carroll, Shelli Montiel, Theresa Patty, Phillip "Wes" Haddon, Jody Barnett, Vicki Boyd, Beth Johnson.

II. Security Deposit Program - Mary Gregory

1. Originally the TANF funds were going to be loaned to the participants, but it will now be a grant (families do not have to repay). When an asset application is completed, qualified families will pay a minimum of \$100.00 toward their deposit, and at the maximum they will pay will be \$450.00 out of pocket.

III. Medicinal Marijuana - Esther Cardona

Esther stated that we will not interpret law. If the applicant has a criminal record regarding marijuana and this is on their police record, we will not accept them into our programs. We will follow the agency Administrative Plan.

IV. Comments on chapters 5 & 7 - Mary Gregory

Some of the language was changed and there were also errors in the typing. Explanation of closing and opening waiting lists, how advertised. Right to informal review applies to applicants not participants. Hearings pertain to participants and residents residing at Capital Terrace. Denial of admission section - 1 person did not agree. How long can someone be on Rental Assistance? Mary answered - as long as the participant complies with program rules and they are income eligible. If a participant reaches the point where they are paying the entire contract rent, they will be allowed to stay on the program for an additional 6 months, if at the end of the 6 months they are still paying the entire rent with no assistance from the program, their file will be closed.

V. Annual Plan - Esther Cardona

HUD requires that each agency must have an Annual Plan. In the Annual Plan the housing authority sets goals (ie: Affordable housing, revamping dilapidated housing)

The Agency plan goes to HUD for approval after we have done the following:

1. Develop and update plan
2. Administrative plan

- A. Selection criteria
- B. Right to hearing or grievance

### Section 8 and Public Housing

- A. Develop and follow the Procurement Policy – process of selecting vendor Lowest bid
  - B. Capital Fund Program – Public Housing only
3. Public Housing Assessment
    - Monitor public housing
    - Resident surveys - if a resident gives us a negative survey (maintenance or management) then we have to develop a follow-up plan. Received an average score of 84%.
  4. SEMAP-Section 8 Management Assessment Program - This section 8 program received a high performer score of 100%.
  5. Section 504– Handicapped Accessible Compliance – properties need to be accessible to the disabled families. Because it was a financial burden for our agency to comply with the remodeling, Walnut Park and Public Housing do not have accessible units.
  6. Family Unification Program - Human Services  
These are special vouchers given to families who are at risk of losing their children.
  7. Housing Advocate Grant - This is a contract with the Department of Human Services and the employee is supervised by the section 8 supervisor.
  8. Housing Needs assessment - Housing needs surveys were delivered to households in Mesa County, results will be made available by July 20, 2002.
  9. City of Grand Junction Consolidated Plan – Plan that the city feels the housing needs are for the city of Grand Junction.
  10. The Grand Junction Housing Authority Organizational chart was handed out to those present at meeting.

### VI. Adjournment

Meeting was adjourned at 2:45 P.M. The next meeting will be 5/24/2002 at 1:30 P.M.

To: Resident Advisory Board Member  
From: Sandra Soto, Property Manager  
Date: May 20, 2002  
Subject: Agency Plan Update & Minutes of 4/19/02

THE MEETING ON MAY 24<sup>TH</sup>, 2002 HAS BEEN CANCELLED.

The following is an update on the Agency Plan.

The Agency Plan is at the Library for review. As of this date we have received no comments.

A reminder that the Agency Plan will go to the GJHAB Board for approval on June 24, 2002.

New Hire: Janet Curtish has been hired as the Property Manager for Ratekin Towers.

NEXT MEETING: June 21, 2002 @ 1:30 P.M.

To: Resident Advisory Board Member  
From: Sandra Soto, Property Manager  
Date: June 11, 2002  
Subject: Meeting on June 28, 2002

THE MEETING ON JUNE 21, 2002 HAS BEEN RESCHEDULED FOR JUNE 28, 2002 @  
1:30 P.M.

#### AGENDA

1. Update on the Agency Plan review
2. Introduction of Ratekin Tower Manager (Janet Curtis)
3. Waiting List Preference change

RESIDENT ADVISORY BOARD MINUTES  
JUNE 28, 2002

- I. Call to Order  
Sandra Soto, Property Manager called the meeting to order at 1:35 P.M. Those in attendance were: Judy Yeaton, Walnut Park resident, Martin Carroll, JaDene Burson, Theresa Patty, Martha Banker, Section 8 participants. Staff present: Sandra Soto, Property Manager, Janet Curtis, Property Manager, Virginia Garcia, Property Manager.
- II. Ratekin Tower update  
Sandra Soto introduced the new property manager, Janet Curtis. Ms Curtis gave an update as to what is happening at Ratekin Tower. St. Mary's has donated computers for a resident computer lab. A resident knowledgeable in computers will be teaching the classes for the residents. The Ratekin Tower Association will pay for the internet costs. There will be a BBQ for the residents on 7/19/02 from 1:00 P.M. – 3:00 P.M. Janet extended an invitation to those present to attend.
- III. Sandra passed out a sheet describing criteria for the Entrepreneurial Award. Tenants in public housing or participants on the Existing Section 8 program may apply for this award.
- IV. Waiting List Preferences – Sandra  
  
Sandra informed us of the preference changes. It is now priority given to City - working, County - working, second priority is City non - working, County non - working. She then handed out a chart that Esther Cardona, Assistant Director had developed to explain the waiting list preferences.
- V. Members present reported on the Executive Board meeting they attended this month. Staff will receive two extra holidays per year – Veterans Day and Christmas Eve. The Board approved the Administrative Plan. Esther Cardona resigned from the Executive Board.
- VI. Adjournment  
  
Those present decided that it was only necessary to meet every two months. Next meeting will be Friday, August 23, 2002 at 1:30 P.M.  
  
This meeting was adjourned at 2:15 P.M.

## AGENDA

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ResidentAdvisoryBoard  
August23,2002@1:30p.m.

GrandJunctionHousingAuthority  
1011N.1 0<sup>th</sup>Street

Item#1      PayPlanEvaluationforHousingAuthorityEmployees  
(JodyKole)

Item#2      AgencyAssessment  
(JodyKole)

Item#3      UpdateonSecurityDepositGrant  
(MaryGregory)

RESIDENT ADVISORY BOARD MINUTES  
AUGUST 23, 2002

- I. Call to Order  
Sandra Soto, Property Manager called the meeting to order at 1:35 P.M. Those in attendance were: Judy Yeaton, Walnut Park resident, Martin Carroll, Martha Banker, and Ron Gridy, Section 8 participants. Staff present: Jody Kole, Executive Director, Sandra Soto, Property Manager, Mary Gregory, Section 8 Supervisor, Virginia Garcia, Property Manager.
- II. GJHA Pay Plan Evaluation  
Jody informed us that next week a pay plan evaluation will be conducted. Job descriptions will be reviewed. Recommendations will be made by the consultant. The supervisors will then evaluate each employee and decide where employee falls on the salary scale. Then benefit plan for employees will also be reviewed.
- III. Agency Assessment – Jody Kole  
Jody stated that John Collier is a Management Consultant to see how the Housing Authority is organized. Teamwork – how do we get from point A to Point B. Do we have to proper relationships with other agencies who are involved with housing issues, etc.
- IV. Housing Needs Assessment – Jody Kole  
Sandra passed out the Report Overview & Initial Recommendation of the Grand Valley Affordable Housing Needs Assessment. Jody explained that we have to develop new ways of working together with other agencies, tapping othersources, grant writing, etc. The Housing Authority plan is to try to accomplish the goals brought forth in the Needs Assessment.
- V. Update on Security Deposit Grant – Mary Gregory  
Mary stated that the grant was for \$20,000.00. We have helped thirtythree (33) families to pay portion of their security deposits. The maximum grant per family will be \$450.00. To date the average deposit given to families has been \$400.00. We have approximately \$6,000.00 in this account. This was a one time grant funded by Department of Human Services. We may not receive this grant next year, as Department of Human Services programs have been cut significantly.
- VI. Adjournment  
The next meeting will be held at the GJHA Conference Room on October 18, 2003 at 1:30 P.M. Meeting adjourned at 2:35 P.M.

To: Resident Advisory Member  
From: Sandra Soto, Property Manager  
Date: August 28, 2002  
Subject: Minutes of 8/23/02 Meeting

Please find attached the Minutes of Meeting held on 8/23/02. The next meeting will be on October 18, 2002 @ 1:30 p.m. An Agenda for the meeting will be mailed to members prior to the meeting.

To: Resident Advisory Board Member  
From: Sandra Soto, Property Manager  
Date: October 11, 2002  
Subject: 10/18/02 Meeting Cancelled

Please be advised that the meetings scheduled for October 18, 2002 has been cancelled.

I will send notification when the next meeting is scheduled. If you have any questions

please feel free to call me at 245 -0388 and I will be happy to discuss them with you.

To: Resident Advisory Board  
From: Sandra Soto, Property Manager  
Date: February 7, 2003  
Subject: Agenda

There will be a meeting on February 20, 2003 @ 11:30 a.m. Attached is the Agenda for the meeting. Please call me (Sandra) at 245 -0388 to RSVP. Thank you for your time and interest in the GJHA.

## AGENDA

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Resident Advisory Board  
February 20, 2003 @ 11:30 a.m.

Grand Junction Housing Authority  
1011 N. 10<sup>th</sup> Street

Item#1      Admin Plan changes (Section 8 & Properties)  
                  (Esther Cardona, Mary Gregory)

Item#2      Homeownership Program  
                  (John Collier)

## GJHARESIDENTADVISORYBOARDMEETING

February20,2003

### I.CalltoOrder

SandraSoto,PropertyManager,calledthemeetingtoorderat 11:30A.M.Presentatthe meetingwere  
(Staff)JanetCurtis,MaryGregory,JodyKole,SandraSoto,andJonWickre.  
(Residents)TheresaPattyandJudyYeaton.

### II.DistributionandDiscussi onofAdministrativePlanchanges - MaryGregory.

Chapter4.EligibilityforAdmission - IfafamilymemberisnotreceivingSSA,SSI, and/oranyotherformofdisability,anewformhasbeencreatedthatwillbesenttotheperson's doctortoverifythe handicapdisabilityofaperson.

Chapter5.ApplyingforAdmission - ReasonableAccommodationProceduresforthose whoarehearingimpairedwillincludeassistancewithfillingouttheapplicationanduseofa certifiedor qualified interpreter.Person snotwishingtouseaninterpretermustsignawaiver.

Chapter9.VerificationProcedures -#2.GJHAwillusetheCUBSystem(Colorado UnemployedBenefitsSystem)toverifyincomeoffamiliesreporting\$0incomeandfamilies whomGJHAhasreasontobelievearenotreportingcorrectincome.

Chapter18.DenialorTerminationAssistance - Changesinclude:successfulcompletion ofasuperviseddrugrehabilitationand/orangermanagementprogramapprovedbytheCOURT, notGJHA,ascurrently, stated;allrent ,latefees,orotheroutstandingchargesexceptdamages mustbepaidtothepresentlandlordbeforeGJHAallowsthetenanttomovewithavoucher;the oldlandlordmaybegiventhenewaddressoftenantsothese securitydepositaccountingnotice canbesen ttothem;rentorsewer/waterowedmustbepaidornovoucherwillbeissued.

Chapter19.OwnerClaims - Nowobsoleteandwillberemoved.

Chapter20.HearingProcedures - Theclarificationofruleswillbepresentedatfuturemeeting.

Chapter21.Mi ssedAppointments - ChangetosaythattheHousingSpecialistorProperty Manager willrescheduleanymissedappointments.

Chapter22.RepaymentAgreements -Addlanguagetosaythatanyamountsowedbyan ex-programparticipantwillbereferrredtoacol llectionagency.

Additional- WhenaparticularlineintheAdmin.PlanorTenantSelectionPlanis changed,thedataofthechangewillbenotedattheendoftheparagraphchanged,notattheend ofthechapter.

III. Home Ownership Program -Jody Kole. John Collier will be present at the next meeting to answer questions. A copy of the Home Ownership Made Economical recommendations is enclosed. Jody requested that we read this at home and bring our comments, questions, and suggestions to the next meeting.

IV. Adjournment -The next meeting will be March 13, 2003 at 11:30 AM in the conference room at the Grand Junction Housing Authority. Sandra said that food may be served.

To: Resident Advisory Members  
From: Sandra Soto, Property Manager  
Date: March 3, 2003  
Subject: Agenda and Minutes

Please find attached the Minutes of the Meeting held on Thursday, February 20, 2003. The following is the Agenda for the meetings scheduled for Thursday, March 13, 2003 @ 11:30 AM., in the conference room at 1011 N. 10<sup>th</sup> St. Please call 245 -0388 to confirm if you will be attending. Bring your copy of the Homeownership Proposal to discuss.

### **Agenda**

1. Admin Plan Changes.
2. Review of Homeownership Program  
(John Collier)

## GJHARESIDENTADVISORYBOARDMEETINGMarch13,2003

### 1.CalltoOrder

SandraSoto,PropertyManager,calledthemeetingtoorderat11:40A.M.Presentatthemeeting were

(Staff)JanetCurtis,Mary Gregory,JodyKole,JohnCollier.

(Residents)TheresaPatty,JudyYeaton,andShariCrawleigh.

### II.DiscussionofAdminChangesandReviewofMinutes - MaryGregory

SomequestionswereraisedbyShariCrawleigh(resident)whowasnotpresentatprevious meeting

regardingtheAdminchangein Chapter4 - EligibilityforAdmissions.Shewantedmore clarificationabout

verifyingdisability.MaryinformedherthataformtitledMedicalDisabilityVerificationhadbeen developedandthisletterwouldbesentdirectlytotheapplicant/tenant'sdoc tortoverifydisability.Shari askedaboutthe

latefeesmentionedinChapter18 - DenialorTerminationAssistance.Maryexplainedthatthe latefeeswould

beincludedinwhatthetenantowedthelandlorduponmove -out.

### III.HomeownershipProgram:JohnCollier

JohnreviewedtheHomeownershipProgramtotheboard.Thefollowingwasdiscussed:

1.Twotypesofstatuses - HomeownerandHomebuyer

2.BonusPointSystemandhowHousingAuthoritywouldmatchpointswithdollarsfordown paymentassistance.

3.Personsoptingtopurchasewillnotreceiveassistancewithmortgages.GJHAwouldbe providingsupportiveservicesonly.

4.QuestionsregardingLeasewithPurchasetobuy.

5.SilentSecond/ThirdMortgageswerediscussed.1stMortgagethebuyer makes thepayments. 2ndMortgagewouldcarryfordownpaymentassistance.Eachyeartheloan is forgivenbya certainpercentage,givingtheincentivetocontinuewiththeloan.

6.JudyYeatonvoicedheropinionthatshe wasnotin favorofthebonuspoints.S hemade referencetoparentsreceivingbonuspointsbyattendingparentconferences.Shesaidtheparents shouldbedoingthisalready.Therewasacorrectionmadetoagrammaticalerrorwhichgave bonuspointstochildrensuspendedfromschool.Itshould read"nopointsgiventochildren suspendedfromschool."

7.Asuggestionwasmadethatpointsbegiventoadultsthattakecorrespondencecoursesin additiontotradeschools.

April17,2003@11:30A.M.isthedateforthenextmeeting.

Meetingadjourned@12:30P.M.

## AGENDA

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Resident Advisory Board  
April 17, 2003 @ 11:30 p.m.

Grand Junction Housing Authority  
1011 N. 10<sup>th</sup> Street

Item#1          Capital Terrace Flat Rents  
                    (Sandra Soto)

Item#2          Change in Rate in Tower & Walnut Park Apartments  
                    Tenant Selection Plan. (Addition to 8 Reasons for Denial)  
                    (Jody Kole)

RESIDENT ADVISORY BOARD MINUTES  
APRIL 17, 2003

I. Call to Order  
Sandra Soto, Property Manager called the meeting to order at 11:45 A.M. Those in attendance were: Judy Yeaton, Walnut Park resident, Martin Carroll, Shari Crawleigh, JaDene Burson, Theresa Patty, Section 8 Participants. Staff present were: Jody Kole, Executive Director, Sandra Soto, Property Manager, Janet Curtis, Property Manager and Virginia Garcia, Property Manager.

II. Capital Terrace Flat Rents – Sandra Soto  
Sandra passed out a sheet explaining the flat rent increase for the townhomes as well as the houses on N. 14th Street.

New Amounts:

3–Bedroom single family unit N. 14th St. \$650.00+all utilities

3–Bedroom townhome Capital Terrace \$600.00+public service

2–Bedroom townhome Capital Terrace \$550.00+public service

All in attendance agreed with the suggested increase.

III. Change in Rate in Tower & Walnut Park Tenant Selection Plan – Jody Kole  
Jody expressed that we needed to add a #9 to the Reasons for Denial in the Tenant Selection Plan. Number 9 would state:

9. Someone that has a demonstrative history of not offering their neighbors peaceful and quiet enjoyment of their unit.

Jody explained that if we list this paragraph in this section, we would be able

to deny someone with these characteristics for the elderly/disabled apartments.

IV. Adjournment

Sandra will notify everyone when the next meeting will be held. Meeting adjourned at 12:10 P.M.



RESIDENT ADVISORY MEMBERS

TheresaPatty  
661Hwy50#54  
Grd.Jct,CO81503

JadeneBurson  
1628N.7<sup>th</sup>St.  
Grd.Jct,CO81501

MyrnaRenner  
2860N.15<sup>th</sup>  
Grd.Jct.,CO81506

KennethFair  
2044WhiteAve.  
Grd.Jct,CO81501Clifton,CO81520

NancyHorton  
46032 1/8Rd#1

ChristinaBurch  
271½W.Parkview#B  
Grd.Jct,CO81503

JackBlacksher  
1426½UteAve.  
Grd.Jct,CO81501

TerriWaldrop  
1030TellerAve.#4  
Grd,Jct,CO 81501

NancyGibson  
51528½rd.#13  
Grd.Jct,CO81501

ShellieMontiel  
1250OrchardAve.  
Grd.Jct,CO81501

ShariCrawleigh  
P.O.Box2344  
Grd.Jct.,CO81502

CathyBucher  
3215E.HallCt.#A  
Clifton,CO81520

JudyYeaton  
2236N.17<sup>th</sup>#L4  
Grd,Jct,CO81501

JodyBarnett  
1104Bookcliff#17  
Grd.Jct.,CO81501

RonaldGirty  
1300N21<sup>st</sup>.#310  
Grd.Jct.,CO81501

## Resident Survey Follow -up Plan

**SAFETY:** Residents responded to the survey that outdoor lighting was a problem at the apartments. Maintenance and the Property Manager walked the property at night to determine where additional lighting was needed. We did identify a dark spot and that area now has a sensor light. We will again invite the Grand Junction Police Department to conduct a meeting to review the Neighborhood Watch Program.

**NEIGHBORHOOD APPEARANCE:** Residents responded to the survey that the parking lot was not kept clean. During the months of June thru December 2002, we were under street construction and the parking lot was used by the City of Grand Junction trucks to move dirt and pour concrete. The Housing Authority at this time also installed a new fence at Capital Terrace Townhomes. New sidewalk was poured on the south side of the complex in December 2002. The construction is now complete and the parking lot and the grounds are now clean and neat.

**PET POLICY**  
**CAPITAL TERRACE TOWNHOMES**

The Pet Policy of the Grand Junction Housing Authority contains three (3) parts.

- ◆ **PART A: PET APPLICATION**
- ◆ **PART B: PET RULES**
- ◆ **PART C: PET RULES VIOLATION PROCEDURE**

**PART A: PET APPLICATION**

Resident Name \_\_\_\_\_

Resident Address \_\_\_\_\_

Name of Pet \_\_\_\_\_

Age of Pet \_\_\_\_\_ Type of Pet \_\_\_\_\_

Weight of Pet \_\_\_\_\_

Veterinarian Name \_\_\_\_\_

Veterinarian Address \_\_\_\_\_

How Long Have You Owned This Pet? \_\_\_\_\_

Has Your Pet Lived In Rental Housing Before? \_\_\_\_\_

Name of Rental Housing \_\_\_\_\_

Address of Rental Housing \_\_\_\_\_

Manager's Name \_\_\_\_\_

**PART A: VETERINARIAN'S STATEMENT**

Resident Name \_\_\_\_\_

Resident Address \_\_\_\_\_

THIS IS TO CERTIFY THAT \_\_\_\_\_ ( ) CAT ( ) DOG IS  
IN GOOD HEALTH WITH NO COMMUNICABLE DISEASES, CAN LIVE IN AN  
APARTMENT SITUATION, AND HAS BEEN ( ) SPAYED ( ) NEUTERED ON

\_\_\_\_\_  
Date

IF THE PET CANNOT BE SPAYED OR NEUTERED AT THIS TIME, PLEASE  
INDICATE THE EARLIEST DATE WHEN SUCH PROCEDURE CAN SAFELY BE  
PERFORMED \_\_\_\_\_  
Date

\_\_\_\_\_  
Veterinarian's Signature

\_\_\_\_\_  
Date

Attach Picture of Pet Here



**PART A: STATEMENT FROM ALTERNATIVE CARE PROVIDER FOR PET**

I, \_\_\_\_\_ WILL ASSUME  
IMMEDIATE RESPONSIBILITY FOR \_\_\_\_\_  
(Resident's Name)

PET \_\_\_\_\_ RESIDING IN APARTMENT # \_\_\_\_\_  
(Pet Type)

SHOULD AN EMERGENCY REQUIRE HIS/HER ABSENCE FROM HIS/HER  
APARTMENT.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Housing Authority Representative Date

## **PART B: PET RULES**

### **A. Pet Definition:**

For the purpose of these Rules and Regulations, the term “Pet” is defined as a domesticated small animal kept in the home for pleasure rather than for utility or commercial purposes. Pet is understood to be dogs, cats, birds, fish, turtle, (no other reptiles allowed including snakes), no Ferrets, and small caged rodents (i.e. Hamsters, gerbils and guinea pigs). Except where indicated, these rules apply principally to dogs and cats. However, any animal used to assist the handicapped is not a pet, but must abide by these Rules and Regulations.

### **B. Pet Registration:**

All pets must be registered at the Property Manager’s Office prior to admission or acquisition of the pet. Thereafter, pet owners are required to submit proof of current inoculation and licensing of pets. The following documents shall be completed for the pet’s registrations:

- (1) Pet Application.
- (2) Veterinarian’s Statement that (a) the animal is in good health and able to live in an apartment situation and (b) that spaying or neutering of the pet has been completed or, animal is too young to be spayed or neutered at the earliest time deemed safe by the veterinarian.
- (3) Statements from two persons who will care for the pet in case of an emergency.
- (4) Certificate that all required State and Local Law inoculations have been administered to the pet, signed by a licensed veterinarian or proper State or Local Authority.
- (5) Proof of current licensing by Mesa County applies to dogs and cats, proof must be submitted at the annual recertification of resident.

Grand Junction Housing Authority may refuse to register a pet if the pet is not within the definition of a pet specified in Paragraph A, if the keeping of the pet will violate any applicable House Pet Rules, or if the owner fails to provide complete pet registration information or fails to annually update the registration. The Housing Authority must notify the pet owner in writing if it refuses to register a pet.

C. Pet Fees:

All residents who own a dog or cat must pay a Pet Deposit of \$400 (\$150 will not be refundable and will be used to sanitize the carpet in the unit). The Pet Deposit is in addition to the standard rental security deposit. The Pet Deposit may be used, if necessary to cover the cost of damage caused by the pet, to board the pet, or to cover other expenses directly attributable to the presence of the pet.

Any damage to the apartment building, grounds, flooring, wall, trim finish, tiles, carpet, etc., will be the full responsibility of the pet owner and the pet owner shall agree to pay the costs involved in restoring any damage to its original condition as well as any costs required to deflea and deodorize. If damage is such that it cannot be removed, pet owner agrees to pay the full cost and expense of replacing such materials. Tenants shall not make any permanent alterations to his/her apartment, patio, or any part of the premises to create an enclosure for the animal.

D. Size of Pet:

Dogs shall not weigh more than twenty (20) pounds at the time of maturity and stand no more than fifteen (15) inches at the shoulder. Birds may not be more than 12 inches high.

E. Number of Limitations:

No more than one cat or dog is permitted in an apartment. A maximum of two (2) birds or small caged animals are permitted per apartment. No limit is placed on the number of fish; however, the size of the fish tank may not exceed fifteen (15) gallons. No salt water tanks.

F. Pet Control in Public Areas:

Dogs and cats shall be leashed and under the control of a responsible adult while on the common areas of the project in which they are permitted. Pets shall be carried in all public areas of the building. No pets tied in the common areas. This does not apply to Seeing Eye dogs or dogs for the hearing impaired. Pets must wear an I.D. collar at all times. The tenants will refrain from feeding any stray dogs or cats.

G. Fire Emergency:

When the fire alarm sounds, pets are to be placed in the bathroom and the door is to be closed. This is necessary to keep the emergency personnel from having to contend with an animal trying to protect its owner. If evacuation is necessary, the fire department will be responsible for the evacuation of residents first, then animals.

H. Absence of Owner Emergency:

Residents agree not to leave the pet unattended for more than twelve (12) hours. Pets may not be left unattended overnight. It is the resident's responsibility to contact a designated alternative care provider to remove the pet from the premises. If management must remove the pet from the premises, management may contact any public employee authorized to remove such pets. If there are none, this agreement authorizes the Housing Authority to enter the pet owner's apartment, remove the pet, and place the pet in a facility that will provide care and shelter. If the pet has to be cared for in such facility for more than thirty (30) days and if the owner's deposit is insufficient to continue care, the animal may be destroyed. The pet owner shall be responsible for all costs of care and destruction.

I. Sick or Injured Animals:

Pets which become ill or which are injured must be promptly taken for veterinarian care at the owner's expense.

J. No Visiting Pets in Public Housing.

K. Inoculation:

Cats and dogs must have all appropriate current inoculation(s). All tests, vaccines or shots shall be maintained on an annual basis unless otherwise specified by a veterinarian. Every dog or cat shall wear a valid rabies tag and all pets shall bear a tag containing the owner's name, address and phone number.

L. Kitty Litter

The Tenant must provide a scratching post and litter box for cats. Cats are required to be litter box trained. Residents agree to dispose of cat feces daily by putting it in a bag, closing the bag securely and placing it in the dumpster. Residents agree that the full contents of the litter box will be disposed of in the same manner and will NEVER UNDER ANY CIRCUMSTANCES BE FLUSHED DOWN THE TOILET, EVEN IF YOU ARE USING DISPOSAL CAT LITTER. When cats are outdoors, they must be kept on a leash at all times and should not be allowed to use the flowerbeds for defecation.

M. Dog Curbing:

Dogs are required to be "house-broken" and must be able to exercise outside of the building. All dog feces shall be picked up, placed in a bag, closed tightly and placed in the dumpster by the pet owner. All pet owners are advised to own a pooper scooper, plastic gloves or other method of picking up feces.

N. Pet Waste Removal:

If a member of the Housing Authority staff observes a pet owner's failure to remove pet waste in accordance of these rules, the Housing Authority may charge a pet waste removal fee of \$50 per occurrence.

O. Spaying, Neutering and Declawing:

Residents agree that pet shall be spayed or neutered as a condition of occupancy. If the pet is too young to be spayed or neutered at time of occupancy, the animal shall be spayed or neutered at the earliest time deemed safe by a veterinarian. Resident agrees to have cats declawed within one week after such a request has been made by the management as a result of evident damage to the apartment by cat claws.

P. Apartment Care:

Management has right to inspect the pet owner's apartment as needed for the enforcement of this provision after reasonable notice to the pet owner that an inspection will be made during reasonable hours, but only if management has received a signed, written complaint that the conduct of the pet or the condition of the apartment is a nuisance or threat to health and safety.

Q. Animal Behavior and Violation of Pet Agreement:

If GJHA or Property Manager determines that a pet is a nuisance or threat to the safety or security of persons or property, removal of the pet from the premises may be required.

Resident shall not permit the pet to cause any noise or damage or discomfort or odor, and nuisance or in any way inconvenience or cause complaints from any resident. If the Property Manager receives 3 complaints, the Housing Authority shall have the right to remove the pet from the premises for violation of any Pet Rule, pursuant to the procedures established by regulations. If a pet bites someone, it will be removed immediately by Animal Control. The Housing Authority shall also have the right to terminate the pet owner's tenancy for failure to remove a pet, pursuant to the procedures established by regulations. A copy of the Pet Rule Violation Procedure will be posted in the common area and/or available at the manager's office.

Management reserves the right to insist that an offending pet be removed immediately in situations deemed to be an emergency, such as a pet becoming vicious, displaying symptoms of severe illness, or demonstrating other behavior that constitutes an immediate threat to the health or safety of the tenants of the project as a whole. If the pet is not removed, management may contact the appropriate state or local authority to have the pet removed immediately.

R. Pet Care:

Abuse of an animal will result in reporting such abuse by management to the Humane Society. Resident agrees to abide by all City and County animal regulations.

S. IF ANY PROVISION OF THESE RULES IS DETERMINED TO BE INVALID, THE VALIDITY OF THE REMAINING RULES SHALL NOT BE AFFECTED, BUT SHALL CONTINUE IN FORCE.

## **PART C: PET RULE VIOLATION PROCEDURE**

### **A. Notice of Pet Rule Violation:**

If the Housing Authority determines on the basis of objective fact, supported by written statements, that the pet owner has violated a rule governing the owning of pets, the Housing Authority may serve a written notice of Pet Rule Violation on the pet owner in accordance with CFR 960, Subpart G. The notice of violation must:

- (1) Contain a brief statement of the factual basis of the determination and the pet rule/rules alleged to be violated;
- (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet or a written request for a meeting to discuss the violation);
- (3) State that the pet owner is entitled to be accompanied by another person or witness of his/her choice at the meeting;
- (4) State that the owner's failure to correct the violation, to request a meeting or to appear at the requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

### **B. Pet Violation Meeting:**

If the pet owner makes a timely request for a meeting to discuss an alleged Pet Rule Violation, the Housing Authority shall establish a mutually agreeable time and place for the meeting, no later than fifteen (15) days from the effective date of service of the Notice of Pet Violation (unless the Housing Authority agrees to a later date). At the Pet Rule Violation meeting, the pet owner and the Housing Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.

### **C. Notice of Pet Removal:**

If the pet owner and the Housing Authority are unable to resolve the Pet Rule Violation at the Pet Rule Violation meeting, or if the Housing Authority determines that the pet owner has failed to correct the Pet Rule Violation within any additional time provided for this purpose under paragraph B of this section, the Housing Authority may serve a written notice to the pet owner in accordance with CFR 960, Subpart G (or at the meeting, if appropriate), requiring the pet owner to remove the pet. The notice must:

- (1) Contain a brief statement of the factual basis for the determination and the pet rule/rules that have been violated;
- (2) State that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of the pet removal (or the meeting, if notice is served at the meeting);
- (3) State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

D. Initiation to Remove a Pet or Terminate the Pet Owner's Tenancy:

- (1) The Housing Authority may not initiate procedures to terminate tenancy based on a pet rule violation unless:
  - (a) The Pet Owner has failed to remove the pet or correct the Pet Rule violation within the applicable time period specified in paragraph C.2 (including additional time permitted by the Housing Authority);
  - (b) The pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the Lease and applicable regulations;
- (2) The Housing Authority may initiate procedures to remove pet under CFR 960, Subpart G at any time, in accordance with the provision of applicable State and Local Law.