

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
(exp 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

(Fiscal Year Beginning October 1, 2004)

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Grand Junction, CO

PHA Number: CO051

PHA Fiscal Year Beginning: (mm/yyyy) 10/2004

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
 Number of public housing units: **29 Units** Number of S8 units: Number of public housing units:
 Number of S8 units: **880 Vouchers**

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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**

Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The mission of GJHA is to advocate for and to provide safe, suitable housing to the Residents of the Grand Junction Area whose 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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
Development of 92 Tax Credit Units on the Linden Property by late Spring 2005
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:

- (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X** Provide voucher mobility counseling:
- X** Conduct outreach efforts 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 Program for Disabled and Non-Disabled Families
Implement and maintain a Landlord Advisory Board.

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 92 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)

**Renter's Education Classes are provided quarterly by the Housing Advocate and the Family Self Sufficiency Coordinator
Strengthen the Family Self-Sufficiency Program requirements and community involvement with the FSS Program
Computer Lab for Elderly/Disabled Residents**

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)
Housing Advocacy Program; Advertising broadly throughout the community; Advertise through the Human Services Agencies for employment and waiting list openings; GJHA provides housing to a broad income range, including up to 80% of AMI with Lincoln Apartments; Developing more Tax Credit Units that will have five (5) fully accessible units and all other ground level units will be adaptable to being accessible; GJHA accepts all incoming Portable Families and absorbs them as needed; GJHA transfers Tenants within programs for Reasonable Accommodation when necessary

Other PHA Goals and Objectives (listed below): A Progress Report for each goal is also included. See also "Additional Goals for Year 4 and Year 5" following and the schedule date to review current goals for the upcoming five years:

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 reinvest recycled loan funds of Downtown Housing Effort**

Status: Ongoing – DHE Board has authorized property negotiations in the DHE District

***Remain proactive in seeking new tools/techniques to improve housing management**

Status: Ongoing

Year Two:

***Acquire, renovate and lease 100 units in GJ area, either by clearing or upgrading**

Status: Ongoing – Evaluated several properties and have continued to do so

***Conduct market study on rental market for GJ area**

Status: Completed September 2002

***Investigate options for development of Linden Property**

Status: Project funding complete. Ground breaking anticipated May 17, 2004.

First units will be available for lease Fall 2004 and construction will be completed by Summer 2005.

***Review use of Low Rent Public Housing units/consider sale to low income buyers**

Status: This goal has been tabled due in part to funding concerns

***Designate Ratekin Tower as a facility for elderly and near-elderly residents**

Status: Goal has been tabled

***Continue to develop and enhance Homebuyer Education Program and Homeownership Program**

Status: New, enhanced program has been approved by the Board of Directors and is awaiting grant funding. GJHA is also obtaining local funding commitments. Anticipation of this program beginning is Summer 2005.

Year 3:

***Expand GJHA's (locally controlled) housing inventory to 20% of total units**

Status: Ambitious, but ongoing effort. Linden Development is a part of this effort.

***Designate appropriate mix of housing for Linden Property/obtain funding to develop**

Status: Project funding complete

Developing 92 units of Multifamily housing as follows: 20 1 BR Units; 48 2 BR Units; 24 3 BR Units

***Move people through waiting list, into and out of GJHA housing**

Status: Ongoing effort – Will improve upon our Data Collection process to monitor progress

***Reduce number of dilapidated housing units in GJ area through purchase/demolition/zoning changes/other methods**

Status: New Homeownership Program will make modest progress towards this goal, if funded, rehabilitating up to 8 houses per year

GJHA recently purchased and rehabbed three (3) homes and will continue if we can obtain additional adequate funding

Year 4:

***Develop Linden Property**

Status: Project funding complete. Ground breaking is anticipated to be completed on May 7, 2004. First units available for lease Fall 2004. Construction to be completed by Summer 2005.

Goal 2: Advocate for changes outside GJHA that benefit people in need of housing.
Year 1:

***Comment on appropriate federal regulation changes when appropriate**

Status: Ongoing efforts

***Encourage cooperation with other housing agencies/provide support when appropriate**

Status: Ongoing efforts

Year 2:

***Work to achieve changes in city/county zoning and development codes to enable more affordable housing to be developed**

Status: GJHA Staff currently working with City Staff and Grand Valley Housing Coalition to review zoning codes

GJHA Staff currently working with the Affordable Housing Coalition towards implementing Infill and Redevelopment Policies for the City of Grand Junction

Year 3:

***Advocate for adoption of a rental habitability code and other appropriate land use and development codes**

Status: GJHA is working with City Staff and Grand Valley Housing Coalition to review zoning codes to zone more vacant land for multifamily development

GJHA Staff currently working with the Affordable Housing Coalition towards Implementing Infill and Redevelopment Policies for the City of Grand Junction

***Advocate for wage increases for Mesa County families**

**Status: Developed “Support Affordable Housing” poster campaign
Presentations on Needs Assessment Report**

Encourage Grand Junction Economic Partnership to give incentives for employers to move to the City of Grand Junction

Goal 3: Ensure that GJHA remains financially stable, well-managed, and solvent, mindful of the fiduciary responsibility to our customers and to the community.

Year 1:

***Continue to seek funding for support of all GJHA housing programs**

Status: Ongoing

***Establish benchmarks for net income/cash flow for each program**

Status: Ongoing

***Complete conversion to a new computer system to improve functionality and to address Y2K compatibility needs**

Status: Completed

***Locate adequate office and meeting space**

Status: Completed

***Maintain appropriate staff levels to address the needs of GJHA programs**

Status: Ongoing challenges based on funding

Goal 4: Increase community awareness of the need for affordable housing and GJHA's role in meeting that need.

Year 1:

***Educate the community on general housing issues in the area**

Status: "Support Affordable Housing" Poster Campaign and Housing Needs Needs Assessment Presentations to various community groups

"Faces and Places" Poster Campaign, supporting a higher living wage for the area Affordable Housing Coalition presentations to the City and County Councils

***Educate the community on general issues regarding wages, and what constitutes a living wage in Mesa County**

Status: Ongoing – "Faces and Places" Poster Campaign, advocating for a higher living wage for this area

***Celebrate the 25th anniversary of GJHA**

Status: Completed

Additional Goals for Year 4 and Year 5

***Adopt a Formal Pay and Benefits Plan**

Status: Completed

***Institute a Marketing and Public Relations Program**

Status: Developed and Ongoing

***Assess Staff Capacity and supplement as appropriate**

Status: Ongoing

***Improve and streamline legal processes, in regard to the eviction process**

Status: Completed

***Immediately begin planning for development of Linden Property**

Status: Project funding completed. Ground breaking anticipated 05/07/2004.

First units available for lease Fall 2004. Construction completed by Summer 2005.

***Sell Pitkin Property at Auction by August 31, 2002**

Status: Completed

***Focus on new development efforts**

Status: Ongoing

***Reinvest Downtown Housing Effort Funds**

Status: Ongoing – DHE Board has authorized property negotiations in the DHE District

***Develop an ongoing Homeownership Program**

Status: Ongoing – Program criteria is in place. GJHA purchased and rehabbed three homes and will continue if we can obtain additional and adequate funding.

***Strengthen the Family Self-Sufficiency Program**

- Status: Ongoing – Redrafted the FSS Action Plan and strengthened some of the criteria of the FSS Program. Increased minimum caseload from 30 to 50 families**
- *Build support for action based on results of Mesa County Needs Assessment**
- Status: Countless presentations in the community. Awareness is growing by leaps and bounds as City and County have affordable housing as a key component in their strategic plans.**
- *Build intergovernmental relations/community outreach and awareness**
- Status: Ongoing**
- *Evaluate the potential for removing 30 units from Public Housing Program and sell it to Grand Junction Housing Initiatives**
- Status: Tabled, in part, due to funding issues**

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

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Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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13. Other (List below, providing name for each item)	
None	

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, *Certification for a Drug-Free Workplace*;
Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;
Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.

List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. X Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. X Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service &

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary 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 (Section N/A of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs X Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). X Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
X	Other supporting documents (optional). List individually.	H.O.M.E. Homeownership Program Chapter U

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

GJHA 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 is always in order, but no major issues were identified.

Concurrent with this process, GJHA has developed new policies concerning the Tenant Integrity

Program and verification of income. Up-front income verifications will be the first priority in verifying income for the family. GJHA has joined under the Colorado Division of Housing's 'umbrella' in order to access the electronic wage information system, or C.U.B.S. (Colorado Unemployment Benefits System). GJHA also utilizes other wage information systems such as The Work Number, TASS, credit reporting systems, etc. Policies have been implemented concerning interim income recertifications and quarterly reviews by use of a face-to-face interview for zero income families. GJHA continues to promote HUD's Drug and Criminal Activity Policy by making use of CBI to perform background searches on family members over the age of eighteen at initial eligibility.

During Fiscal Year 2004, the Grand Junction Housing Authority (GJHA), adopted the Fair Market Rents (FMR's) that HUD published in October 2003, with the exception of the two and four bedroom payment standards. GJHA has set these payment standards at 104.7% of the published Fair Market Rents (FMR's) due to the fact that the majority of the families served fall within the twbedroom unit size and the market rents continue to increase more than the other bedroom unit sizes. 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.

Since the Affordable Housing Needs Assessment has been completed, the Grand Junction Housing Authority has formed and facilitated the Grand Valley Housing Coalition. This Coalition has been working to implement the Needs Assessment recommended

methodology to increase the local affordable housing inventory. This will continue to be an ongoing effort.

The Grand Junction Housing Authority (GJHA) staff is working with the Affordable Housing Coalition towards the implementation of the infill and redevelopment policies for the City of Grand Junction. GJHA continues to work with the City of Grand Junction staff to zone more vacant land for multi-family development. These efforts continue to be in accordance with the City of Grand Junction's Strategic Plan.

GJHA's Board's top goal of developing the Linden Property has become a reality. Project funding is now complete and the Tax Credit Partner is in place. Ground breaking is scheduled to occur May 2004. GJHA will begin leasing these units by Fall 2004. Construction is scheduled to be complete by Summer 2005. The unit mix will be as follows: 20 1 BR Units; 48 2 BR Units; 24 3 BR Units. Five of these units will be fully accessible. All ground level units will be adaptable to being accessible, if needed.

GJHA staff continues to work with the Downtown Housing Effort (DHE) Board, who recently authorized property negotiations in the DHE District, in anticipation of developing a mixed use housing development.

The H.O.M.E. (Home Ownership Made Economical) Program has been adopted by GJHA's Board. The Housing Authority has purchased and rehabilitated three single family homes for this program. One disabled family is in a two-year lease with option to buy program, where they can continue to use their Voucher to assist with the rent for a two year period. At the end of the two year period, the family must purchase this two bedroom home from GJHA. Two more families are in the process of moving into a three and four bedroom home under this program. Any family who is in the H.O.M.E. Program must join GJHA's Family Self-Sufficiency Program in order to receive extensive case management services to prepare them for homeownership.

It is GJHA's intention is to strengthen the H.O.M.E. Program through grants that are received through the Grand Valley Housing Initiatives. Eventually, this program, along with the FSS Program will be transferred to this non-profit entity. Homebuyers Education Classes are also scheduled to begin Summer of 2005 due to GJHA obtaining local funding commitments and CHFA (Colorado Housing and Finance Authority) funding.

In order to expand housing opportunities for family's receiving assistance, GJHA has implemented the Security Deposit Assistance Program. In addition to GJHA setting aside some funding, a CDBG Application has also been submitted in anticipation of receiving some funding from the City of Grand Junction for September 2004. This assistance program will 'loan' the families a portion of the security deposit through a revolving loan fund so that they may lease in areas that may not otherwise be affordable.

A Landlord Advisory Board has been formed and will continue to work with GJHA's

Voucher Rental Assistance Department staff through the coming year. The main objective of this board is to work with GJHA to clarify policy and federal regulations and educate participating landlords. The board also continues to focus on settling issues which may occur between GJHA and the landlords and makes suggestions concerning the Admin Policy.

GJHA continues to rank the Waiting List by giving top priority to Elderly, Disabled and Working Families who live or work in the city limits of Grand Junction. However, the income targeting requirement of 75% of new admissions being at or below 30% of Area Median Income continues to be met every year as the wages in Mesa County continue to be lower than average. GJHA continues to encourage the Grand Junction Economic Partnership to give incentives for employers to move to Grand Junction to create additional employment that will sustain the cost of living.

As Congress continues to propose cuts in appropriations, GJHA will continue to seek ways to reduce the Voucher Program's per unit cost in order to serve as many families as possible. However, HUD needs to take into consideration that the rising per unit cost of housing a family may not be the fault of this housing authority. Many market factors, such as major employers closing their businesses and laying off employees, wages being too low to sustain the cost of living or lack of affordable housing resources can be just a few of many reasons a per unit cost would increase, which is a continual challenge in keeping costs down. Therefore, HUD needs to be aware that the formula that is being proposed to calculate a per unit cost, based upon August 1, 2003, actual per unit cost, can be very detrimental to the number of families this agency can serve and needs to take into consideration many other factors. Many more families remain on the Voucher Program Waiting List and proposing to reduce a housing authority's baseline number of units is not the solution.

Proposals to cut Administrative Fees is also not a viable solution. Less Administrative Fees could mean fewer staff members who will be working to maintain the same amount of caseloads. Reductions in staff and not caseloads could drastically affect the way GJHA serves families and the accuracy rate with which caseloads are currently maintained. In the long run, this would only cost HUD more money in spending their administrative time in recovery agencies from being in a troubled status. HUD should reconsider this proposal and implement a formula to renew Administrative Fees at a rate that would allow housing authority's to continue to operate in an effective and proficient manner.

In closing, the GJHA Board anticipates meeting in a Retreat Session in Fall 2004 to revisit the Goals this agency has implemented and to consider adding additional initiatives to the slate.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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.** PHA may provide separate tables for site -based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,222		2%
Extremely low income <=30% AMI	1,018	83%	
Very low income (>30% but <=50% AMI)	196	16%	
Low income (>50% but <80% AMI)	7	1%	
Families with children	822	67%	
Elderly families	74	6%	
Families with Disabilities	225	18%	
White	1,136	92%	
Hispanic	72	6%	
Black/African American	7	1%	
Alaskan/Native	7	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes: N/A			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	267		1.32%
Extremely low income <=30% AMI	231	86%	
Very low income (>30% but <=50% AMI)	34	13%	
Low income (>50% but <80% AMI)	2	1%	
Families with children	250	94%	
Elderly families	3	1%	
Families with Disabilities	21	8%	
White	245	92%	
Hispanic	20	7%	
African/American	N/A	N/A	
Alaskan/Native	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2	1%	
2 BR	226	84%	
3 BR	37	14%	
4 BR	2	1%	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes: N/A			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

GJHA's Strategy for Addressing Needs

Background:

In September 2002, the Grand Junction Housing Authority (GJHA) and its partners completed the Grand Valley Housing Needs Assessment (Assessment). The Assessment defined a 2002 housing need of 1,080 rental units and 589 homeownership units; nearly

all of the need is by households earning 60% AMI or less. In addition, if existent employment and population trends continue, by 2005 the need will increase an additional 1,009 units, and by year 2010, 2,432 more units will be needed. The Grand Valley Housing Coalition (Coalition) of valley wide housing interests, formed and facilitated by the GJHA, since the Assessment's completion has been working to implement the Assessment's recommended methodology to increase affordable housing inventory.

Fiscal Year 2005 GJHA Activities:

Essential to meeting the housing need is the reduction of development code impediments and adoption of development-stimulating financial incentives by Grand Valley governments. Proposals have been made by the Coalition and it is anticipated that each local government entity will endorse the Coalitions' recommendations by early fiscal year 2005. These cost savings and financial incentives will provide the local match needed to successfully leverage state and federal housing development funds.

In addition to its leadership role with the Coalition, GJHA is itself actively working to address housing needs. In 2005 it will:

- Complete the new construction of 92 multifamily rental units serving households earning 30% AMI, 40% AMI, 50% AMI, and 60% AMI at its Linden Pointe development. Construction will be completed in the Spring of 2005 and lease-up completed by the Fall of 2005.
- Search for and acquire existing units to preserve their affordability and/or add to the affordable housing inventory.
- Work with the City and County to help each complete its Five Year Strategic Plans to meet the local affordable housing need.
- Work with the City and County to identify housing sites and begin design and planning activities to create new homeownership and/or multifamily housing developments.
- Increase public awareness of the need for affordable housing by continuing its community education campaign about the need for, and benefits of, affordable housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
Continue to participate in updating the Grand Valley Needs Assessment completed in September 2002.
GJHA facilitates the Affordable Housing Coalition monthly meetings formed to implement the recommendations of the Grand Valley Needs Assessment.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Development of 92 affordable tax credit units by Spring/Summer 2005.
Conduct quarterly Landlord Briefings to Landlords who have units outside areas of minority and poverty concentrations.

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

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

Select all that apply

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

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

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

Select all that apply

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

Develop a homeownership program that is a two-year lease with option to buy program where the family can utilize their Voucher to assist them during that two year lease period.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

GJHA has established ranking preferences which give Elderly/Disabled and Working Families top priority on the Waiting List.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

GJHA has established ranking preferences which give Elderly/Disabled and Working Families top priority on the Waiting List.

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 N/A

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

- needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
 - Provide map showing areas of concentrations of poverty in conjunction with the 2000 Census information and supply map key and resource information in Voucher Briefing Packets.**
 - Provide listings of property management companies who list rentals throughout Mesa County.**

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 – 2005 grants)		
a) Public Housing Operating Fund	\$64,104	
a) Public Housing Capital Fund	\$56,142	
a) HOPE VI Revitalization		
a) HOPE VI Demolition		
a) Annual Contributions for Section 8 Tenant-Based Assistance	HAP: \$4,134,134 Based on proj. PUC \$391.49 X 10,560 UML Admin Fee: \$596,429	
a) Resident Opportunity and Self-Sufficiency Grants	FSS Coordinator Grant: \$28,478	
a) Community Development Block Grant		
a) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FYE 09/30/2004 (As of May 3, 2004)	\$56,142	
Set Aside Bonus (As of February 13, 2004)	\$11,189	
3. Public Housing Dwelling Rental Income	\$53,540	
4. Other income (list below)		
United Way Grant (Beg. 07/2004)	\$2,000	Tenant Services – FSS
United Way Grant (Beg. 07/2004)	\$8,000	Security Deposit Loans – Housing Advocate Program
4. Non-federal sources (list below)		
Total resources	\$5,010,158	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

- apply)
- When families are within a certain number of being offered a unit: (state number)
 - 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 upon the Tenant Selection Plan.

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?

CBI (Colorado Bureau of Investigations) Background Searches

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. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year?
If yes, complete the following table; if not skip to d. **N/A**

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

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

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

Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom 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 transfers take precedence over new admissions? (list below)

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

Accessibility issues for Reasonable Accommodation.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

Involuntarily Displaced Family due to local government action or a disaster recognized by the Federal Government

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

3 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)

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

- 2 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

Involuntarily Displaced Family due to local government action or a disaster recognized by the Federal Government

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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):
- Other (list below)
- CBI (Colorado Bureau of Investigations) Background Searches**
- 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 or current Landlord information, such as name, address and telephone number.**
- 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)
- PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- X** Other preference(s) (list below)
Involuntarily Displaced Family due to local government action or a disaster recognized by the Federal Government

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

3 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)

- 2** Working families and those unable to work because of age or disability
 Veterans and veterans’ families
2 Residents who live and/or work in your jurisdiction
2 Those enrolled currently in educational, training, or upward mobility programs
2 Households that contribute to meeting income goals (broad range of incomes)
2 Households that contribute to meeting income requirements (targeting)
2 Those previously enrolled in educational, training, or upward mobility programs
2 Victims of reprisals or hate crimes
1 Other preference(s) (list below)
Involuntarily Displaced Family due to local government action or a disaster recognized by the Federal Government

4. Among applicants on the waiting list with 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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

**Direct mailings to local Human Services Agencies and posted notices.
GJHA website.**

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

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

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

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

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 will 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 the Human Services Department, or the TANF Agency). GJHA must have documentation from the employer or appropriate agency before denying the exemption.

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

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

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

GJHA has implemented Flat Rents for Low Rent Public Housing which will be used when a Family's 30% of gross adjusted monthly income exceeds one of these Flat Rent Amounts in accordance with their unit size:

\$550 2 Bedroom Townhomes

\$600 3 Bedroom Townhomes

\$650 3 Bedroom Single Family Homes

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below: **N/A**

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below: **N/A**

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

- Yes for all developments
 Yes but only for some developments
 No

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

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

None of the above

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

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

Nne of the above

f. Rent re-determinations:

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

- Never
 At family option
 Any time the family experiences an income increase
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$ 40**
 Other (list below)

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

(2) Flat Rents

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

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

Almost Home Rental Listing

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

N/A

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

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

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

- Annually
- Other (list below)

GJHA monitors rent burdens 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)

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

Most recent quarterly Rent Reasonableness Study

(2) Minimum Rent

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

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

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

See Component 4. PHA Rent Determination Policies, Subcomponent A., Public Housing, Paragraph (1), Income Based Rent Policies, Item (3)

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

a. Yes No Does the PHA plan to participate in the Capital Fund Program in

the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.)

Please see Items 12 and 13 which be uploaded as a separate required attachment file.

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant) **N/A**
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

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

developments or activities below:

- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	N/A
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:	

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

GJHA Board of Directors adopted the H.O.M.E. (Homeownership Made Economical) 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 for any current changes that have been adopted.

The H.O.M.E. Program criteria will be uploaded as a separate required attachment file.

(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, what is the maximum number of participants this fiscal year? ___

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*. **A hard copy will be submitted to the HUD Field Office.**

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.

Please see the Five-Year PHA Plan, Subcomponent B. Goals. A progress report is given for each of these goals that GJHA staff and the Board of Directors had set for Fiscal Year 2000 – 2004. Some of these goals have been completed and the status is marked as such. For those that are not completed, a current update for each is given.

GJHA has completed one of the Board of Director's major goals of obtaining project funding to construct 92 units of Multi-Family Tax Credit Development. Construction is scheduled to begin mid May with the completion date projected as Summer 2005. This achievement answers to more than one goal this agency has set over the previous five years. It addresses not only the Grand Valley Needs Assessment's shortage of affordable housing, but it also speaks to the affordable housing need in this area in accordance with the City of Grand Junction's Consolidated Plan.

GJHA continues to work on yet another Consolidated Plan goal, or the homeownership program. The H.O.M.E. Program, adopted by the GJHA Board of Directors, continues to grow and expand. Since the implementation of the program, GJHA has purchased and rehabbed three homes to rent for a two-year lease with option to purchase program, or if the family is completely ready for homeownership, the option to purchase the home outright is available. GJHA is in the process of obtaining local funding in order to implement the Homebuyers Education Program.

GJHA staff and the Board of Directors will be meeting, at the latest Fall 2004, to implement new goals for the next five Fiscal Years, or FY 2005 – 2009. At that time, GJHA will amend the Five-Year PHA Plan in accordance with HUD requirements to include any new goals.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. 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 **20%** 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".

B. 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 **20%** 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 **20%**; 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".

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

**The RAB Comments concerned the following:
Grammatical corrections; suggestions concerning publications for Advertising; a Translator for Non-English speaking families (i.e. Hispanic) and a Waiver of Translator in Spanish; eligibility requirements concerning Past Participants and restrictions to readmitting to GJHA's Programs; general policy questions concerning the Tenant Selection Plan**

b. 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:

**Made all grammatical changes
Added publications suggested
Provided a Waiver of Interpreter in Spanish and added it to the Reasonable Accommodation Policy**

Addressed general questions about policies that were in writing at each Resident Advisory Board Meeting until all questions were answered

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Cory Hunt

Method of Selection:

Appointment: Grand Junction City Council

The term of appointment is (include the date term expires):

March 2000 – October 31, 2004

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

GJHA sends letters to all program participants asking for interested persons to serve. Resumes are requested. An interview process is then held by the Grand Junction City Council.

Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

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)

Letters are sent to candidates who are participants in GJHA's programs. A notice is also published that there is an opening for a Resident Member on the GJHA Board of Directors in the main office lobby of GJHA so all Participants who come to the office are informed. Resident Advisory Board Members are also informed by letter. Applicants who are interested in the position are asked to submit a resume. Resumes are then selected and interviews are conducted with the Grand Junction City Council.

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):
N/A

Date of next term expiration of a governing board member: **October 31, 2004**

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: City of Grand Junction Colorado

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

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

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

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? **N/A**

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): **N/A**

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Grand Junction		Grant Type and Number Capital Fund Program Grant No: CO 06P05150103 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 10/01/2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$28,742			
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	\$23,000			
10	1460 Dwelling Structures	\$4,400			
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$56,142			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name: Housing Authority of the City of Grand Junction				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 10/01/2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 10/01/2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 10/01/2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 10/01/2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 10/01/2008
CO051 – Capital Terrace Town Homes	Annual Statement				
Site Improvement – Parking Lot Repairs	\$23,000				
Dwelling Structures – Floor Coverings	\$4,400				
Site Improvement - Fencing Masonry Block		\$23,000			
Dwelling Structures – Floor Coverings		\$4,400			
Dwelling Structures – Painting of Units			\$23,000		
Dwelling Structures – Floor Coverings			\$4,400		
Dwelling Equip.-Non Expendable (1465.1) – Appliances				\$4,000	
Dwelling Structures – Floor Coverings				\$4,400	
Non-Dwelling Equipment – Maintenance Vehicle (Van)				\$14,100	
Non-Dwelling Equipment – Computer for Property Manager				\$800	
Dwelling Structures – Floor Coverings					\$4,400
H/A Wide – Computer Network System					\$20,000
CFP Funds Listed for 5-year planning	\$27,400	\$27,400	\$27,400	\$23,300	\$24,400
Replacement Housing Factor Funds	N/A	N/A	N/A	N/A	N/A

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City Of Grand Juncton		Grant Type and Number Capital Fund Program No: CO 06P05150103 Replacement Housing Factor No: N/A				Federal FY of Grant: 10/01/2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CO051- Capital Terrace Town Homes							
Site Improvement – Parking Lot Repairs	06/2005			06/2005			
Dwelling Structures – Floor Coverings	09/2005			09/2005			

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To: Resident Advisory Board
From: Mary Gregory, Administrative Director
Date: August 12, 2003
Subject: Agenda

There will be a meeting on Tuesday, August 19, 2003 at 2:00 p.m.. Attached is the Agenda for this meeting. Please call Lacie Polk at 245-0388 to RSVP. We will be discussing a revision to the Annual Plan for Fiscal Year beginning October 1, 2003. Thank you for your time and interest in the GJHA.

(Revised 08/11/2003)

AGENDA

Resident Advisory Board
August 19, 2003 @ 2:00 p.m.

Grand Junction Housing Authority
1011 N. 10th Street

- Item #1 Revision to Executive Summary of the Annual PHA Plan
 (John Collier Consultant)

- Item #2 Component 8, "Demolition and Disposition of Public Housing"
 (John Collier, Consultant)

(Revised 08/11/2003)

**RESIDENT ADVISORY BOARD MINUTES
AUGUST 19, 2003**

I. Call to Order

Mary Gregory, Administrative Director, called the meeting to order at 2:00 p.m.. Those in attendance were: Judy Yeaton, Walnut Park resident, Theresa Patty, Section 8 Participant. Staff present were: Jody Kole, Executive Director, Mary Gregory, Administrative Director, John Collier, Consultant and Homeownership Coordinator and Lori Rosendahl, Section 8 Supervisor.

II. Revision to Executive Summary of the Annual PHA Plan – John Collier

John explained that changes were made to the wording in the “Executive Summary of the Annual PHA Plan”, Section ii, Page 2, under the paragraph of “Additional activities in the coming year are:” ‘GJHA is exploring the potential to remove Capital Terrace Town Homes from the Public Housing Program via sale to the Grand Valley Initiatives. Application will be submitted to HUD;’. John explained further that this means that GJHA wants to sell the Public Housing Units, known as Capital Terrace Town Homes to the non-profit agency, Grand Valley Initiatives. The objective, however, was to keep these units rented to a low-income population by applying to HUD for Project Based Vouchers. This change would remove these units out from underneath HUD’s Public Housing Reporting requirements. He also discussed how the six single family homes, also a part of the Capital Terrace Town Homes project, would be sold under the H.O.M.E. Program, or the Home Ownership Made Economical Program. John said the purpose of selling these homes was to generate enough income to purchase at least 100 more units.

III. Annual Plan, Component 8, “Demolition and Disposition of Public Housing”-John Collier and Jody Kole

John and Jody explained to those present how GJHA had to stipulate in this part of the Annual Plan that the agency was interested in a ‘disposition’ of Public Housing and that the planned date to submit the application to HUD was November 1, 2003. The projected date of completion was one year from the application date, depending upon HUD approval.

Those present agreed that the disposition of Capital Terrace Town Homes as Public Housing was a good plan, especially the homeownership part. However, the Resident Advisory Board wanted to be sure that these units should only be taken out of the status of Public Housing if they could be subsidized through the Project Based Program with HUD. We agreed with that also.

There was one written comment submitted after this meeting by a Resident Advisory Board Member. Please see GJHA Agency Plan, Chapter K.

Meeting adjourned at 3:00 p.m.

(Revised 08/11/2003)

AGENDA

**Resident Advisory Board
November 12, 2003**

**Grand Junction Housing Authority
1011 N. 10th Street**

- Item #1 A Public Hearing to be conducted at 11:30 a.m. at the Grand Junction Housing Authority's Main Office located at 1011 North Tenth Street, Grand Junction, CO 81501.
- Item #2 See attached Memo. Please bring any written or verbal comments you may have concerning changing ranking preferences for the Ratekin Tower and Walnut Park Apartments Waiting Lists.

The Tenant Selection Plan for Ratekin Tower and Walnut Park Apartments is located at the Mesa County Public Library and the Grand Junction Housing Authority's Main Office for review.

Please call and let us know whether or not you will be attending this meeting! Thank you!

**RESIDENT ADVISORY BOARD MINUTES
NOVEMBER 12, 2003**

I. Call to Order

Mary Gregory, Administrative Director, called the Public Housing to order at 11:40 a.m. Those in attendance were: Sheri Vega, Ratekin Tower Property Manager, Jessica Esqueda, Walnut Park Apartments Property Manager, Virginia Garcia, Asset Manager, Mary Gregory, Administrative Director, Judy Yeaton, Resident Advisory Board Member, Roxanne Lewis, daughter to Waiting List Applicant, Anna Mautz and Tina Peterson, friend to Roxanne Lewis.

II. Current Ranking Preferences on All Waiting Lists

Mary Gregory discussed the current ranking system for all Waiting Lists and how an Elderly/Disabled Family, who resided Out of Area, would sit on the Ratekin Tower and Walnut Park Apartments Waiting List, currently, with a ranking preference of 35 preference points. Mary also explained that this meant an Elderly/Disabled Family, who lives out of the area, would not be served before serving families with children and even singles when pulling names for Ratekin Tower and Walnut Park Apartments. Grand Junction Housing Authority was very concerned about serving an Elderly/Disabled Family for Ratekin Tower Apartments and Walnut Park Apartments. Grand Junction Housing Authority was very concerned about not serving an Elderly/Disabled Family for Ratekin Tower Apartments and Walnut Park Apartments first, before serving a family with children, or even a single. However, GJHA wanted to remain within the Fair Housing Rules and not preclude and family from applying for the Waiting Lists.

III. Establishing a separate Ranking Preference System for Ratekin Tower and Walnut Park Apartments Waiting Lists

Mary Explained that GJHA wanted to establish a separate ranking preference system for just the Ratekin Tower and Walnut Park Apartments Waiting Lists due to giving Elderly/Disabled Families preference on these two waiting lists. Therefore, we were requesting moving the Elderly/Disabled Families Out of the Area up in ranking preference into two categories, Elderly/Disabled/Out of State. Elderly and Disabled would now be ranking as the following:

Elderly/Disabled/City & UGA	110 Points
Elderly/Disabled/ County	105 Points
Elderly/Disabled/State	100 Points
Elderly/Disabled/Out of Area	95 Points

This ranking preference system would put all Elderly/Disabled Families as top priority on the Waiting Lists for Ratekin Tower and Walnut Park Apartments.

Virginia Garcia explained that GJHA's main objective was to give priority to Elderly/Disabled Families because Ratekin Towers and Walnut Park Apartments were all one bedroom units mainly for Elderly and Disabled households.

Roxanne Lewis wanted to know how this would affect her mother's status on the Waiting List. Mary explained to Roxanne Lewis that her mother would move up on the Waiting List for Ratekin and Walnut Park Apartments from a preference point of 35 to 100. Roxanne agreed that this would be ideal for her mother's situation and expressed her opinion that what we were doing was a good idea.

Judy Yeaton felt it was an excellent idea. She said she is a resident at Walnut Park Apartments and was please that we wanted to give Elderly and Disabled preference for these two facilities. She said it should be this way, as her neighborhood was all made up of this population and she didn't want it to change.

Judy Yeaton made a motion to adopt these new preferences for Ratekin Tower Apartments and Walnut Park Apartments and Virginia Garcia seconded the motion. Motion was passed unanimously.

To: Resident Advisory Board
From: Mary Gregory, Administrative Director
Date: December 19, 2003

There will be a meeting on Thursday; January 08, 2003 at 2 p.m. Attached is the Agenda for this meeting. Please review and bring the attached information with you to the meeting. Please call Lacie Polk at 245-0388 by Wednesday, January 7th to RSVP. Refreshments will be served. We look forward to meeting you and having you as a member of the Resident Advisory Board.

(Revised 12/19/2003)

AGENDA

**Resident Advisory Board
January 08, 2004**

**Grand Junction Housing Authority
1011 North 10th Street**

- ITEM #1 Introduction

- ITEM #2 Mary Gregory-Administrative Director
 What Does Being a Resident Advisory Board Member Mean?

- ITEM #3 GJHA Annual & PHA Plan

- ITEM #4 Minutes Attached From Most Current Meeting

RESIDENT ADVISORY BOARD MINUTES
JANUARY 8, 2004

- I. Meeting called to order at 2:04p.m.
 - A. Introductions of members and staff
 - B. Overview of what the Resident Advisory Board is and does.

- II. Agency Organization Handout
 - A. Virginia Garcia-Asset Manager for GJHA described the properties

- III. What does it mean to be a Resident Advisory Board Member?
 - A. Develop and make significant changes
 - B. Advantage is to help make policies
 - C. 15 member goal
 - D. GJHA responsibilities to the board include: sufficient information and planning time. We must provide at least 48 hours notice before a meeting of RAB. GJHA will provide the documentation to aide with RAB suggestions in matters discussed. The library will be contacted so that an agency plan can be on the shelf for reference. Other copies of the agency plan will also be available at properties. 6 people requested copies of agency plan to be downloaded onto CD's. Items being reviewed out of the agency plan will be copied in advance of meetings and sent out.

- IV. PHA Plan
 - A. HUD requires 2 agency plans
 - B. Five Year Plan- submit one every 5 years
 - C. Annual Plan- Updated every year. Policies affect voucher program, public housing (Capital Terrace, Ratekin, Lincoln, Walnut Park. For these GJHA has a tenant selection plan-shorter version of what is in the agency plan. Policies up for discussion will come from the agency and tenant selection plan.

- V. Date and time for next meeting
 - A. February 12 at 2:00p.m.

Meeting adjourned at 3:13p.m.

Grand Junction Housing Authority
1011 North Tenth Street
Grand Junction, CO 81501

To: Resident Advisory Board Members
Re: Memo

- I. CD's are enclosed for the people who requested the agency plan on a disc.
- II. One CD of the agency plan will be placed at Ratekin Towers in the computer lab.
- III. One full agency plan will be available in the main office at Walnut Park.
- IV. Attached are the minutes from the last Resident Advisory Board Meeting on January 8, 2004.
- V. Attached is the list of names and phone numbers of the current Resident Advisory Board.

AGENDA

**Resident Advisory Board
February 12, 2004 @ 2:00 p.m.**

**Grand Junction Housing Authority
1011 North 10th Street**

- ITEM #1 Administrative Plan Changes-Chapters 1-8
 (Mary Gregory, Administrative Director)

- ITEM #2 Walnut Park/Ratekin Tower Apartment House Rules
 (Virginia Garcia, Asset Manager)

- ITEM #3 Capital Terrace Townhomes-Capital Fund
 Table
 (Jessica Esqueda, Property Manager/ Virginia Garcia, Asset Manager)

- ITEM #4 FSS Action Plan
 (Kathleen Steinberg, FSS Coordinator)

RESIDENT ADVISORY BOARD MINUTES
February 12, 2004

- I. Meeting called to order at 2:00p.m.
- II. Admin. Plan Changes
 - A. New Organizational Chart
 - B. Took out the word handicap and replaced with word disability throughout the entire admin. Plan
 - C. Replaced words Assistant Director with Administrative Director throughout entire plan.
 - D. Anywhere dated 1/30/04 is a new revision
 - E. On page 1-2 the Resident Advisory Board was added in the 3rd paragraph.
 - F. On page 1-3 in 3rd paragraph Hilltop, Mesa County Workforce and Westcap are added.
 - G. On page 2-1 changed to 20 Domestic Violence Households and the Lincoln median to 80%. Question about why the properties are called new construction. Because they are multifamily housing and that is what they are described as by HUD.
 - H. On page 3-1 Tree Publication added, Senior Beacon changed to just Beacon, GJHA website added and some address changes were made.
 - I. On page 3-2 the census year was changed and the Waiting list statistics were updated as of 1/30/2004. Question came up as to whether or not people on the program were terminated because of criminal activity. The answer is yes.
 - J. On page 3-3 the Section 8 Supervisor was added as well as the quarterly Landlord meetings.
 - K. On page 4-2 changed that legal custody of a child does not have to be through a judge. GJHA's goal is to give credit of the custody of a child without putting people through the financial hardship of bringing the case to a judge. A notarized document for the parent saying that this other person does have custody of their child is acceptable.
 - L. On page 4-4 in the 4th paragraph it was added that a medical certification is required at annual reviews for a live in aide.
 - M. On page 4-5 the question came up of why GJHA does not screen past Landlord references. It was cleared up that Section 8 does not do landlord reference checks, but that the properties under the GJHA do. It was recommended that the wording be changed to say as much.
 - N. On page 5-1 it was added that a waiver will be given to those to sign who are Spanish speaking and have received the option for an interpreter, but have refused.

- O. On page 5-6 it was added that if the police and sheriff's reports are clean that a CBI check will be done. Took out the wording record searches and replaced with incident report.
- P. On page 6-2 it was added that in order to remain eligible for a voucher, those that applied to the waiting list as working must still be working at the time of the eligibility appointment. This needs to be verified through third party verification.
- Q. On page 7-2 words for issuing new vouchers changed to dependent on availability and funding.
- R. On page 8-1 added that written verification must be obtained for temporarily absent people from the household.
- S. On page 8-3 added that notarized affidavit is needed for custody agreement without the courts involved.

III. Ratekin Tower plan changes

- A. Late fees may not exceed \$25. the late fee on the first day rent is late may only be \$5 with \$1 charged every day thereafter.
- B. Added that there will be a charge of \$20 for checks with non-sufficient funds.
- C. A charge of \$2.75 will be charged for additional house keys up to a total of 4. After 4 keys have been made, the lock must be replaced for a charge of \$30.
- D. A \$75 deposit must be made for a visiting pet.
- E. At moveout carpet cleaning will be charged to the Security Deposit.
- F. Parking tags will be updated at annual reviews. Registration and insurance will be required to provide tenants with updated tags.

IV. Capital Terrace Capital Fund

- A. Information was reviewed by RAB previous to meeting because it was included in mailed packet.
- B. RAB had no comments for this item.

V. FSS Program

- A. Family Self Sufficiency
- B. For people on program who wish to get off of assistance within 5 years.

VI. Meeting adjourned at 4:00p.m.

To: Resident Advisory Board
From: Mary Gregory, Administrative Director
Date: March 29, 2004

There will be a meeting on Thursday; April 15, 2004 at 2:00 p.m. Attached is the Agenda for this meeting. Please call Lacie Polk at 245-0388 by Wednesday, April 14, 2004 to R.S.V.P. We will be discussing the attached information so please review and bring the included information with you to the meeting.

AGENDA

**Resident Advisory Board Meeting
April 15, 2004 @ 2:00 p.m.**

**Grand Junction Housing Authority
1011 North 10th Street**

- I. Schedule of Events**
- II. Minutes From February 12, 2004 Resident Advisory Board Meeting**
- III. Public Housing Flat Rents**
- IV. Capital Terrace Townhomes/Walnut Park/Ratekin Towers Apartments**
 - Chapter 2 - Eligibility for Admission**
 - Chapter 5 – Verification Procedures**
- V. Section 8 Voucher Program**
 - Chapter 8, 9, 11 & 12**
 - Chapter 13 Page 13-1**
 - Chapter 16, 20 & 22**
- VI. Other Business**
- VII. Adjourn**

Resident Advisory Board Minutes
April 15, 2004

- I. Meeting called to order at 2:05p.m.
- II. Reminders
 - A. The Administrative Plan goes for Public Comment on May 14
 - B. For Public Hearing on June 28 at 11:30a.m.
 - C. Plan goes to HUD on July 15
- III. Capital Terrace-Rent Reasonableness Survey
 - A. Found Rents were too high
 - B. Decreased flat rents by \$50
 - C. Making a 3 bedroom house \$650, a 3 bedroom townhouse \$600 and a 2 bedroom townhouse \$550
 - D. Flat rent helps keep existing tenants even if they go to a recertification with a job or some different income and their 30% is higher than the flat rent. They will not be terminated.
- IV. Changes made to the Administrative Plan
 - A. On page 2-1 in order to keep vacancy rates lower we will now accept character references for the properties if the applicants police report is good, if they have no other landlord references (ex: college student lived with parents up until time for college). If a character reference is used, their apartment will be checked once a month for three months and then quarterly after that.
 - B. On page 2-2, Eligibility will also accept character references.
 - C. On page 8-7, if tenants have claimed zero income, they must come in and recertify every three months and fill out a sheet that asks questions such as, "How are you meeting your needs"? In the last two quarters that we have done this, 2 out of 25 people claiming zero income were truly zero income. They will be terminated if they do not show up for their appointment.
 - D. On page 8-9, GJHA will now refer people to DHS if they have a right to claim child support, but are not doing so. Also, if they are receiving child support, in order to figure rents we will average all amounts for the last 12 months to anticipate income.
 - E. On page 8-12, Section M, GJHA will give child care expense deduction even if there is a non-working adult in the household. The child must be under 13.
 - F. On page 8-13, if child care is being performed by an unlicensed person, we must get a 3rd party child care verification.
 - G. On page 9-1, GJHA will use up-front (electronic) verifications first. (Work #, CUBS, TASS). Also, added that we will accept faxes as a verification procedure.

- H. On page 9-2, if GJHA cannot get a verification electronically, we will go to a 3rd party verification then to an oral 3rd party verification then to a notarized self declaration.
- I. On page 9-7 added that if a child care business is subsidized, GJHA will verify with a 3rd party verification.
- J. On page 9-10, added that prescriptions and medical expenses will be verified 3rd party and if medical bills have gone to collections and they are paying on it, it will be counted as a medical expense.
- K. On page 9-13, TASS added to verification.
- L. On page 11-1, added that the housing advocate will assist families with order of priority.
- M. On page 11-2 added H.O.M.E. Program to eligible types of housing.
- N. On page 12-2, Joe Suarez was added as a Risk Assessor. Also, that GJHA will contract with lab to determine samples.
- O. On page 13-1, added that owners of rentals must provide current address. GJHA will verify ownership of address through the Mesa County Assessors Website.
- P. On page 16-1, added that GJHA will start doing interims for every new job a tenant gets.
- Q. On page 16 -2, added that if a family willfully quit job for no good reason, their rent will not change until the 1st day of the second month.
- R. On page 20-1, added that complaints must be in writing.
- S. On page 20-2, added that appeals must be in writing within 10 calendar days.
- T. On page 22-1, added that re-payment agreements require 10% down.
- U. On page 22-2, added that GJHA may require a promissory note if repayment is over \$2500 and GJHA chooses to enter into an agreement.
- V. Service Animals
 - A. Can't change pet deposit, weight limit is gone
 - B. If it is just a companionship animal, pet deposit and weight limit still applies.
- VI. Next Meeting will be May 6th at 2pm
- VII. Meeting adjourned at 3:35pm

AGENDA

**Resident Advisory Board Meeting
May 6, 2004 @ 2:00 p.m.**

**Grand Junction Housing Authority
1011 North 10th Street**

- I. Minutes from April 15, 2004 RAB Meeting**
- II. Attached will be the Agenda Items after the minutes**
- III. Other Business**
- IV. Adjourn**

Resident Advisory Board Minutes
May 6, 2004

- I. Meeting Called to Order at 2:00p.m.
- II. Substantial Deviation of the Annual Plan & Significant Amendments or Modifications to the Annual Plan
 - A. Changes or modifications are made if they make and impact on more than 10% of the waiting list.
 - B. In order to make changes, must follow the processes of substantial deviation and significant amendments.
 - C. The 10% was changed to 20%.
- III. H.O.M.E.
 - A. Single family homes that have been remodeled are bought by GJHA to lease to families on program with the option for them to buy. They have two years to lease and then buy, if they do not take the option to buy, they must vacate the property.
 - B. Accounting department runs credit checks
 - C. People in Housing Authority properties also eligible.
 - D. Working families must be on Family Self Sufficiency Program
 - E. Occupancy Standards are the same, unless they are able to purchase outright.
 - F. GJHA's goal is to have 5-8 of these houses per year.
 - G. Looking into condos and townhomes for singles
- IV. Security Deposit Assistance Program
 - A. To help families lease up
 - B. \$5000 allocated to help those with 1 Bedroom Vouchers with \$250 max. per family, \$8000 allocated to help those with 2 or more Bedroom Vouchers with \$400 max per family.
 - C. These security deposits are just loans and must be paid back by the family so that funds are available to more families.
- V. Other Business
 - A. Plan goes out for public comment for 45 days
 - B. Service animals reviewed- not in our policy because it is a federal regulation.
 - C. Luncheon for RAB is May 27 at 12:00p.m.
- VI. Meeting adjourned at 3:00p.m.

AGENDA

**Resident Advisory Board Meeting
Thursday, June 17, 2004 @ 2:00 p.m.**

**Grand Junction Housing Authority
1011 North 10th Street**

- I. Minutes from the May 6, 2004 Resident Advisory Board Meeting**
- II. Discussion of establishment of new Ranking Preference, or the ‘Displacement Preference’, for Voucher Program and Public Housing Waiting Lists. (Please bring the attached information with you)**
- III. Reminder of Public Hearing to adopt Agency Plan**
- IV. Other Business.**
- V. Adjourn**

Resident Advisory Board Minutes
June 17, 2004

- I. Meeting called to order at 2:10pm
- II. Discussion of new “Displacement Preference”
 - A. Went over a Model Letter from city that provides certification and verification that a family is being displaced.
 - B. GJHA used to have a preference for displaced families, but went to a ranked waiting list instead.
 - C. Preference will allow for involuntarily displaced families to move to the top of our waiting list.
 - D. There will be about 15 families that are going to be displaced due to the Riverside Parkway project.
 - E. Definition of displaced family- a family that is forced out of their home due to local government action or disaster.
- III. Moved to Adopt the “Displacement Preference” and seconded.
- IV. Grammer corrections in GJHA Plan
- V. Reminder of Public Hearing on June 28, 2004 at 11:30am
- VI. Because of HUD funding cuts, GJHA needs to lower costs, therefore, not allowing port-outs for one year. In order to take care of local people and not sending our money elsewhere. Adopted by board.
- VII. Ground has been broken at Linden Pointe. Community building coming on line first.
- VIII. GJHA Board will be setting new goals and trying to find new funding for homebuyers education classes
- IX. Meeting adjourned at 3:15pm

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.