

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

PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004

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

**PHA Plan
Agency Identification**

PHA Name: Adams County Housing Authority

PHA Number: CO-058

PHA Fiscal Year Beginning: January 1, 2004

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

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

To work in partnership with diverse communities, to promote economic self-sufficiency, to preserve and expand affordable housing opportunities, and to enhance the livability of neighborhoods in Adams 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: 250 over the next 3 years
- Reduce public housing vacancies: 5% per year over the next 5 years
- Leverage private or other public funds to create additional housing opportunities: Create 100 units of affordable housing by the year 2003
- Acquire or build units or developments: Develop 200 units by the year 2004
- Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score). Implement strategies to attain 95%.
 - Improve voucher management: (SEMAP score). Implement strategies to attain 95%.
 - Increase customer satisfaction: Follow-up Plan strategies will be developed and implemented each year to increase customer satisfaction, measured by increased scores the following year.
 - Concentrate on efforts to improve specific management functions: Functional analysis completed by December 2001.
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling: Continue to track effectiveness
 - Conduct outreach efforts to potential voucher landlords: Hold two briefing sessions each year for the next five years.
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs: Complete analysis on existing program and initiate expansion by June 30, 2001.
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Continue existing efforts and monitor effectiveness annually.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Continue existing effects and monitor effectiveness annually.
 - Implement public housing security improvements: Develop strategies by meeting with law enforcement agencies and identify additional services to be in place by December 1, 2001.

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

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

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

* ACHA will continue to work with County offices on strategies identified in the Consolidated Plan.

- Other: (list below)

Other PHA Goals and Objectives: (list below) Not applicable

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Adams County Housing Authority is both a “High Performing PHA” and a Small Agency. We are permitted to complete a “streamlined plan”. However, we feel it is important for us to provide as much information as possible to the public regarding our Agency. Therefore we have completed and submitted a Standard Plan.

Streamlined Plan:

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

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

On February 19, 1999, HUD issued regulations to implement provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). These regulations require each Public Housing Authority (PHA) to develop a Five-Year Plan with a statement of its Mission, Goals, and Objectives. QHWRA also requires PHA's to prepare an Annual Plan with a statement of the housing needs of the lower income population in its community, along with strategies, policies and resources that will be used to address those needs. The development of each Annual Plan is done in consultation with PHA public housing residents and Section 8 voucher recipients and offered for review and comment by the general public. Finally, the Plan must be consistent with the Consolidated Plan of the governmental unit within the PHA jurisdiction.

Adams County Housing Authority (ACHA) is pleased to submit its Annual Plan for the fiscal year 2004. This is the fifth year in the five-year plan cycle. ACHA has prepared this agency plan pursuant to Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and also includes any subsequent regulations and final rules that have been published.

ACHA's service area is Adams County, Colorado. The County covers 1,197 miles on the northern tier of the 7-county Denver metropolitan area and has a population of 363,857. Because Adams County is a HUD Entitlement County, it is required to develop, and regularly update a Consolidated Plan. The Adams County Office of Community Development in conjunction with the Adams County Housing Authority and selected non-profit organizations has developed the Adams County Consolidated Plan for 2000-2004. The Plan includes the identification of the following housing-related challenges faced by the county's lower income families:

1. Limited supply and locations of affordable housing for extremely low and very low-income families;

2. Limited availability and accessibility of affordable housing for the elderly and the disabled;
3. Limited availability of affordable homeownership opportunities for low-income families.

Also identified were the following obstacles that low-income families face that impact their ability to obtain suitable quality housing:

1. High unemployment due to a lack of job skills and job preparedness;
2. Lower levels of educational attainment;
3. Low wages;
4. High level of dependence on federal assistance.

In order to assist and support the members of the community in fulfilling their housing needs and to ensure consistency with the Consolidated Plan, ACHA designated the following goals and objectives for its five-year plan that began January 1, 2000:

- Expand the supply of assisted housing
- Improve the quality of assisted housing
- Increase assisted housing choices
- Provide an improved living environment
- Promote self-sufficiency and asset development of assisted households
- Ensure equal opportunity and affirmatively further fair housing initiatives

ACHA has made significant progress towards achieving the above goals and objectives (Attachment B). ACHA will continue to work toward full achievement of these and will continually look to identify new goals and initiatives. Our 2004 Annual Plan and future plans will remain flexible to ensure we are response ready to meet the housing needs of the community as they might develop.

ACHA maintains its commitment to affordable housing by working with collaborative partners. During the period January 2003 through July 2003, ACHA engaged in a collaborative planning process for reviewing and further implementing the above goals and objectives for the Five-Year Plan component and for the 2004 Annual Plan goals and objectives. ACHA Board members, ACHA staff, Public housing residents, Section 8 voucher participants and other ACHA partners participated in the development of the 2004 Annual Plan.

Resident Advisory Board (RAB) meetings were held on May 26th, June 25th, July 23rd and August 6th. The RAB comments are found in Attachment H. The Agency Plan was available for review at a Public Hearing held on October 2, 2003, as noted in the Public Notice published on August 14, 2003, in the Rocky Mountain News.

ACHA believes that the public should have continued access to and the opportunity for on-going comments and suggestions to the Agency Plan. Therefore ACHA will continue to make the Plan available to the public and consider future comments for subsequent inclusion. Questions or approval notification should be addressed to the Executive Director, Donald R. May, of the Adams County Housing Authority.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	4
ii. Table of Contents	6
1. Housing Needs	10
2. Financial Resources	15
3. Policies on Eligibility, Selection and Admissions	16
4. Rent Determination Policies	24
5. Operations and Management Policies	30
6. Grievance Procedures	31
7. Capital Improvement Needs	32
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	35
11. Homeownership	37
12. Community Service Programs	38
13. Crime and Safety	41
14. Pets	43
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43
17. Asset Management	43
18. Other Information	44
 Attachments	
A. Admissions Policy for De-concentration	47
B. Year 2003 Progress Statement	48
C. Resident Membership of the PHA Governing Body	52
D. Membership of the Resident Advisory Board	52
E. Community Service Requirement	53
F. Pet Policy	54
G. Voluntary Conversion Required Initial Assessment	55
H. Resident Advisory Board Recommendations	56
I. Organization Chart	58
J. Elderly/Disabled Services Coordinator	59
K. Capital Fund Program Annual Statement (Parts I, II, III)	60

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2004 Capital Fund Program Annual Statement (Attachment K)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Attachment I)
- FY 2004 Capital Fund Program 5-Year Action Plan (Attachment K)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment H)
- Other (List below, providing each attachment name)
 - Year 2003 Progress Statement (Attachment B)
 - Resident Membership of the PHA Board (Attachment C)
 - Membership of the Resident Advisory Board (Attachment D)
 - Community Service Requirement (Attachment E)
 - Pet Policy (Attachment F)
 - Voluntary Conversion Required Initial Assessment (Attachment G)
 - Elderly/disabled Services Coordinator (Attachment J)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	attachment (provided at PHA option)	
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	10,165	5	5	5	1	4	2
Income >30% but <=50% of AMI	8,612	5	5	5	1	4	2
Income >50% but <80% of AMI	11,618	5	5	5	1	4	2
Elderly	4,044	5	5	5	5	1	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	22,783	5	5	5	1	4	2
Black	1,142	5	5	5	1	4	2
Hispanic	5,248	5	5	5	1	4	2
Asian	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 - 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 2002
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: September 2002 - Adams County Housing Task Force
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	36		
Extremely low income <=30% AMI	28	77.77%	
Very low income (>30% but <=50% AMI)	6	16.66%	
Low income (>50% but <80% AMI)	1	2.77%	
Families with children	14	38.88%	
Elderly families	16	44.45%	
Families with Disabilities	6	16.66%	
White	9	25.01%	
Black	6	16.66%	
Hispanic	21	58.33%	
Asian			
Other			

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 22 months

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

****ACHA opened the Section 8 waiting list on September 25th and 26th, 2003. 1,671 applications were received. They are currently being processed.**

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	\$100,604	
b) Public Housing Capital Fund	\$100,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$11,702,175	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Dev Block Grant	\$50,000	Public Housing Rehab
i) HOME		
Other Federal Grants (list below)		
Family Self-Sufficiency Service Coordinators (2)	\$96,029	Section 8 and Public Housing services
2. Prior Year Federal Grants (unobligated funds only)(list below)		
3. Public Housing Dwelling Rental Income	\$224,000	Public Housing Operations
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Interest	\$2,182	Public Housing Operations
Interest	\$1,614	Section 8 Admin
4. Non-federal sources (list below)		
Total resources	\$12,276,604.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
Top Ten (10)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

The family (including each family member) must not have engaged in illegal drug-related criminal activity or violent criminal activity or other criminal activity that may threaten the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises, during the 36 months prior to the admission to public housing.

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

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

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

(2)Waiting List Organization

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

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

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

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

Question C is not applicable

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 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)

Question 4 is not applicable

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials

Other source (list)

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

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

Pursuant to Notice 2001-4 issued January 19, 2001, these questions have been replaced. ACHA's response to the new questions can be found in Attachment A.

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

The family (including each family member) must not have engaged in illegal drug-related criminal activity or violent criminal activity or other criminal activity during the 36 months prior to the issuance of the voucher.

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

Present and previous landlords

Records will be requested from State law enforcement agency for cause

(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:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

4 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
- Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other (list below)
- Fliers to service providers and other county agencies.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

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

--or---

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

b. Minimum Rent

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

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

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

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

ACHA's minimum rent policies are designed to relieve public housing residents of financial hardship when changes occur in family income, which would otherwise have a negative impact on the family. The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent. **The minimum rent for ACHA is \$50.**

Minimum Rent Hardship Exemption Policy

ACHA will notify all families at time of lease-up and at annual re-certification of their right to request a minimum rent hardship exception. The notification will advise the family that hardship exception determinations are subject to agency grievance procedures.

ACHA will review all tenant requests for exception from the minimum rent due to financial hardships. **All requests for minimum rent exceptions are required to be in writing.** Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.

ACHA will immediately grant the minimum rent exception to all families who request it. The minimum rent will be suspended until it is determined if the hardship is covered by statute and if is temporary or long term.

The following criteria must be met in order for a family to qualify for a hardship exception:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that has a member who is an

alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits

- The family would be evicted as a result of the imposition of the minimum rent
- The income of the family has decreased because of changed circumstance, including loss of employment
- A death in the family has occurred
- Other situations as may be determined by HUD or ACHA

If it is determined that the exception request is not covered by statute, minimum the request will be denied and minimum rent will be reestablished. Payment of the rent will be due from the time of the suspension. ACHA will use its standard verification procedures to verify circumstance, which have result in financial hardship, such as loss of employment, death in the family, etc.

If it is determined that the hardship is temporary, a minimum rent will be imposed, including back payment from the time of suspension. The family will not be evicted for nonpayment of rent during the 90 days period commencing on the date of the family's request for exemption. Temporary shall be defined as any decrease in income or increase in expenses that is determined to last under 30 days in duration.

ACHA will offer a reasonable repayment agreement to the family for any such rent not paid during the temporary hardship period. ACHA will calculate the amount due if the family owes money for rent arrears incurred during the minimum rent period.

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

ACHA will reevaluate the family's ability to pay the rent arrears under the repayment agreement if the family defaults. ACHA will determine if the family has the means to meet the obligation and if so determined, eviction proceedings for nonpayment of rent will be initiated. If ACHA determines that the repayment agreement is a financial hardship to the family, the agreement will be restructured.

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

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

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

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

Question D is not applicable

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%
- Other (list below):
Any time family composition changes

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
HUD Fair Market Rents (FMR) published for the Denver metro area for FFY 2004.

DEVELOPMENT	FLAT RENT
Casa Redonda de Villa	
One bedroom	\$724
Adams Co.- Scattered Sites	
Three bedrooms	\$1337
Westminster – Scattered Sites	
Three bedrooms	\$1337

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

Questions B and C are not applicable

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply)

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

See Section 4 A (1) b Question 2 – page 26

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning (2004)	Expected Turnover
Public Housing	77	12
Section 8 Vouchers	1349	20
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A

C. Management and Maintenance Policies

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

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

ACHA uses the following for maintenance and management of its public housing units:

Admissions and Continued Occupancy Policy, Personnel policies, Procurement policies, Maintenance Plan with schedule of charges (this includes pest infestations policy – inspection dates, frequency of inspection,

eradication methods and approved vendors for eradication), and approved vendor list for maintenance.

(1) Section 8 Management: (list below)

Admissions and Continued Occupancy Policy and Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment K**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment I.

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11.

If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

(See Attachment G)

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **09/30/2000**

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

- Client referrals

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

ACHA has hired a Resident Service Coordinator (RSC) to work with Public Housing residents (elderly/disabled and families) to enhance their economic and social self-sufficiency. The services and programs are still in the planning stages at this date but will be in place later in early 2004.

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 12/31/03)
Public Housing	17	7
Section 8	100	122

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

C. Welfare Benefit Reductions

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

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

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

See Attachment E

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

ACHA is not aware of a high incidence of crime in any of its public housing properties. However, the Authority is very sensitive to reducing crime. If crime became an issue in the any of the public housing developments, ACHA would take the appropriate measures to deal with the issue.

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

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

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

None.

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

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

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

County Sheriff Department presented a safety seminar for the residents at Casa Redonda de Vigil on “How to be safe at home” and How to be safe while out and about”. A neighborhood watch program is being developed.

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

None. However, the residents at Casa are more likely to be victims of crime because they are elderly and/or disabled, so extra measures are taken for them to help keep them safe.

C. Coordination between PHA and the police

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

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

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

None.

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

(See Attachment F)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) **Attachment H**
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

(See Attachment C)

A. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **ADAMS COUNTY, COLORADO**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

Adams County's Consolidated Plan serves as the county's official application for the U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development entitlement programs. The Consolidated Plan includes an Action Plan, which includes two elements: 1) the description of the use of federal, state, city, private and nonprofit funding for housing, homeless assistance and prevention, supportive housing services, and community development activities; and 2) the Supportive Housing

Continuum of Care for Homeless and Other Special Needs Populations which describes the County's coordination of supportive housing services to the homeless and other special needs populations.

The public housing agency plan embodies, in many respects, the concepts of HUD's Consolidated Plan. The Plan provides a planning mechanism by which a housing authority can examine its long-term and short-term needs, specifically the needs of the families it serves, and design both long-term strategies and short-term strategies for addressing those needs. Like the Consolidated Plan, the Agency Plan involves consultation with affected groups in the Plan's development.

D. Other Information Required by HUD

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

DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION

ACHA shall define a **Substantial Deviation** from the Five-Year Plan as follows:

Any collective change in the planned or actual use of federal funds for activities that would prohibit or redirect the agency's strategic goals of increasing the availability of decent, safe and affordable housing while promoting self-sufficiency and asset development of families and individuals from being implemented as identified in the Five-Year Plan.

Any single or collective change in the planned or actual use of federal funds as identified in the Five-Year plan that exceeds 20% of the ACHA's annual budget for Section 8 or public housing activities.

A **Significant Amendment or Modification** to the Annual and Five-Year Plan is defined as:

Changes of a sufficient nature to the rent or admissions policies, of the organization of the waiting list not required by federal regulatory requirements as to effect a change in the Section 8 Administration Plan or the Public Housing Admissions and Continued Occupancy Policy.

Any change in the planned or use of replacement reserve funds under the Capital Fund Program that exceeds 20% of ACHA's annual budget.

Changes to ACHA's plans effecting the demolition or disposition of public housing, designation of senior or disabled housing, or any plans to convert public housing units to something other than assisted housing.

Attachment A

Admissions Policy for De-concentration

During the development of the Annual Plan each year beginning in January, ACHA will calculate the average family incomes at all of our projects and prepare an analysis, in accordance with HUD regulations and guidelines, which identifies whether any projects are outside of the Established Income Range (EIR) set by HUD.

It is ACHA’s policy, pursuant to HUD regulations, to provide for de-concentration of poverty and encourage income mixing at our projects. If an annual de-concentration analysis reveals that there are projects that would be subject to de-concentration strategies, we may skip families on the waiting list to reach other families with lower or higher incomes or develop other strategies working with the Resident Advisory Board. We will accomplish this in a uniform and non-discriminating manner.

ACHA will combine its income mixing goal, in conjunction with the requirement to target at least 40% of new admissions to public housing in each fiscal year to “extremely low-income families”, to achieve its de-concentration.

ACHA has designated those as higher income projects as those that have less than 30% occupancy by families whose incomes are at or below 80% of Area Median Income (AMI). Projects that are occupied by at least 70% of families whose incomes are at 50% or 30% AMI are designated as lower income projects.

Component 3. (6) Deconcentration Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration? 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 as follows:

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)]

Attachment B

Progress in Meeting 5-Year Goals and Objectives

Goals & Objectives	Accomplishments as of 9/30/03
Goal: Expand the Supply of Assisted Housing	
Apply for additional vouchers: 250 from 2000-2003	<p>ACHA applied for 250 vouchers under the Welfare to Work program and 100 vouchers under the Fair Share Allocation in 2001; neither was awarded. ACHA applied for 50 vouchers under the Fair Share Allocation in April 2002; it was not approved. ACHA applied for and was allocated an ACC for Rotella Park Manor Apartments for 82 vouchers in 2002. ACHA has applied for 50 vouchers under the Mainstream Voucher program for disabled persons in March 2003. Have not received any information at this date. ACHA participated in a collaboration grant application with the Colorado Division of Supportive Housing and Homeless Programs, Adams County One Stop, Denver Workforce and several service providers located in both Denver and Adams County for the “Ending Chronic Homelessness Through Employment and Housing Shelter Plus Care” grant through HUD and DOL. This application was not submitted because of a late decision of Denver Workforce to not participate, however we will continue to participate in collaborations such as this when applicable. ACHA fulfilled this goal during the period of 2000 – 2003: 532 additional vouchers requests were submitted with 82 additional vouchers allocated.</p>
Reduce public housing vacancies to 5% or less over the next 5 years	<p>The vacancy rate has averaged 5% for the past year. In reviewing and analyzing the data, it appears that some units were pulled from production to conduct major capital improvements. In some instances, those units were not adequately documented as to the actual date of availability. The system has been corrected and the software will better capture this information.</p>
Leverage private or other public funds to create additional housing opportunities: Create 100 units of affordable housing by the year 2003	<p>In 1998, ACHA partnered with a private developer to form New Vision Housing Partners LLC to redevelop the Los Caballeros Apartments (renamed Creekside Place Apartments). The project totaled \$17 million which included the purchase and major rehabilitation of 144 existing units on 12 acres; the construction of 64 additional units; the construction of a clubhouse and leasing offices, a Head Start facility, pool, playground and extensive landscaping plan. Financing included a 4% Low-Income Housing Tax Credit and incentives from the City of Thornton. Project-based Section 8 assistance is reserved for 72 units. Residents moved in during 2000. In 2001 ACHA partnered with two private sector interests to form Snow Cap Housing Partners, LLC. The partnership applied for and received a supplemental 4% tax credit. Financing included a 9% Low-Income Housing Tax Credit. The project is named Orchard Hill Senior Apartments. The complex has 88 units of</p>

	affordable senior rental housing available for persons earning 40-50% of the AMI. The apartments opened for occupancy March 2003. ACHA has exceeded the fulfillment of this goal by creating a total of 152 new units by the year 2003.
Acquire or build units or developments: Develop 200 units by the year 2004	In 2000, ACHA purchased The Westminster Square Apartments. This was a 140-unit townhome development. ACHA formed a limited liability partnership (LLC) with a private developer to conduct major rehabilitation and convert the property from a market rate rental to an individually deeded affordable homeownership community. All units have been sold to income eligible and first-time homebuyers. The property is maintained under a homeowners association. In 2001, ACHA acquired 4 single-family homes in Bennett, CO. These homes are located in rural Adams County and are rented to households earning less than 60% of the area median income. In 2002, ACHA purchased nine (9) condominium units at Village of Greenbriar community where we already owned 194 units, bringing the total number owned to 203 at Greenbriar. As of 2003, 153 units have been acquired/developed. This represents 77% of the goal of 200 units. ACHA is analyzing prospects to obtain the goal by FY2004.
Goal: Improve the Quality of Assisted Housing	
Improve public housing management: Attain Public Housing Assessment System (PHAS) score of 95%	ACHA received a PHAS score of 90% for FYE 12/31/02. Although this score fell short of the goal of 95%, ACHA did receive the "High Performer" status for 2002. ACHA will continue to improve the PHAS score and maintain the High performer status for 2003.
Improve voucher management: Attain Section 8 Management Assessment (SEMAP) score of 95%	ACHA received a SEMAP score of 95% for FYE 12/31/02 and achieved the "High Performer" status for 2002.
Increase customer satisfaction – increase RASS scores	ACHA received a RASS score of 90% for FYE 12/31/02. ACHA continues to develop and implement follow-up plans and strategies to increase and maintain resident satisfaction as measured by the RASS. ACHA has started monthly meetings for public housing residents and is providing a newsletter to enhance communication.
Concentrate on efforts to improve specific management functions: Functional analysis completed by 12/2001.	An analysis was conducted in 2001 and is being reviewed and modified in 2002 to accommodate recent staff additions and to plan for future organizational needs. ACHA made organizational changes during 2003 to better coordinate the over-all operation of the agency. This included new job descriptions for all employees.
Goal: Increase Assisted Housing Choices	
Provide Voucher mobility counseling	Vouchers mobility counseling is provided for all families entering the Section 8 program. Individual counseling is provided on an as needed basis.
Conduct outreach efforts to potential Section 8 landlords: Hold two briefings session each year for the next five years	Outreach has included revisions and enhancements to ACHA's Landlord Orientation Packet with scheduled orientations and

	briefing sessions conducted. Approximately 272 new landlords have entered the Section 8 program to date. ACHA continues outreach to landlords throughout the county on an on-going basis.
Implement public housing or other homeownership programs: Complete analysis on existing program & initiate expansion by 6/30/03	ACHA has been successfully operating a first-time homebuyer program since 1992. In addition to monthly educational workshops and individual counseling sessions, ACHA also utilizes County HOME Funds for down payment and closing cost assistance. In 2001 ACHA received CDBG funds from the City of Westminster to use for down-payment assistance in The Westminster Townhouse project. This was a 140- unit rehab and conversion from rental to affordable homeownership. Strategies were developed and employed to facilitate homeownership opportunities to Section 8 and Public Housing residents. ACHA continues to develop and implement strategies to reach more county residents with an emphasis on Section 8 and Public Housing participants. During the period 2000 – 2002, individuals who participated in ACHA’s homebuyer program purchased 138 homes in Adams County. A total of 826 households attended ACHA homeownership workshops over the same period.
Goal: Provide an improved living environment	
Implement measures to de-concentrate poverty and to promote income mixing in public housing	ACHA’s policy is to provide for de-concentration of poverty and encourage income mixing at all of our projects. Each year ACHA calculates the average family incomes at all of our projects and prepares an analysis in accordance with HUD regulations to identify whether any projects are outside of the Established Income Range (EIR) set by HUD. ACHA has set forth its Admissions Policy for poverty de-concentration as detailed in Attachment A.
Implement public housing security improvements: Develop strategies by meeting with law enforcement agencies and identify additional services needed by 12/1/01.	ACHA has met with local law agencies and continues to do so on an as needed basis. Police reports and crime statistics were obtained and reviewed by staff, resulting in individualized counseling sessions and the establishment of increased safety and security measures. ACHA has also surveyed the Resident Advisory Board (RAB) members regarding security issues. ACHA has an ongoing capital improvement plan, which includes project-specific improvements to ensure that the residents live in safe, decent and sanitary units that provides for improved living environments. In 2003 Adams County Sheriff Department conducted workshops for our senior/disabled public housing units (Casa Redonda de Vigil) on “How to Be Safe at Home” and “How to be Safe While Out and About”. Also discussed was the development of a Neighborhood Watch Program.
Goal: Promote self-sufficiency and Asset Development of Families And Individuals	
Provide or attract supportive services to improve recipients employability	ACHA continues to partner with county and metro agencies to provide enhanced services. To date ACHA has 20 Memorandums of Understanding on file. The FSS coordinator for ACHA is a member of the Metro-Denver Family Self-Sufficiency Coordinating Committee. ACHA’s office is centrally located in Adams County with offices in the Human

	<p>Services Building. This provides “one-stop shopping” for all housing and social service needs. ACHA is an active member of the Metro-Denver Homeless Initiatives and the Workforce Development Board that provides for networking and coordination of supportive services to its residents and program participants. A contract between the Department of Social Services and ACHA was executed and has resulted in additional funding with enhanced and coordinated services being delivered. ACHA has hired a Resident Services Coordinator (RSC) that will begin employment in the Fall of 2003. The RSC will establish ongoing communications and procedures with local service providers, neighborhoods and case managers to improve the quality of life of our residents through advocacy and education, with the goal of economic self-sufficiency.</p>
<p>Provide or attract supportive services to increase independence for the elderly or families with disabilities</p>	<p>ACHA is currently meeting with the RAB members to determine what services are needed for the residents at Casa Redonda de Vigil. ACHA is also updating its resource guide for the county and the greater metro area for agencies that provide training, job opportunities and supportive services for the elderly and disabled families. ACHA coordinates services with Atlantis Communities, Goodwill Industries, North Metro Community Services, HERO, ACORN and others to support the needs of its elderly and disabled families. ACHA’s Executive Director serves on the Board of the Senior Hub, Inc. ACHA is participating in the Adams County Community Needs Assessment This study will be used to identify existing services and perceived gaps not only for the elderly and families with disabilities, but also for all residents of Adams County.</p> <p>The RSC will also work with elderly/disabled families to promote economic self-sufficiency and to ensure that they are linked to the supportive services they need in order to continue to live independently in our developments.</p>
<p>Goal: Ensure Opportunity in Housing for all Americans</p>	
<p>Undertake affirmative measures to ensure admission to and occupancy of housing is conducted without regard to race, color, religion, national origin, sex, familial status and disability.</p>	<p>ACHA complies with the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 to ensure that admission to and occupancy of our housing is conducted without regard to race, color, religion, national origin, sex, familial status and disability. During 2002, ACHA reviewed and updated its Section 504/ADA self evaluation and needs assessment. A yearly evaluation was conducted for 2003. ACHA facilitates continuing education for all staff, through AHMA, NAHRO, HUD and the Office of Fair Housing training and other educational resources, ensuring compliance with fair housing and related regulations are attained.</p>

Attachment C

Resident Membership of the Governing Board

Adams County Housing Authority meets the exemption criteria provided by Section 2 (b) (2) of the U.S. Housing Act of 1937.

Although ACHA is exempt from appointing a resident to the governing board, the Authority continues to believe that resident representation on the governing board is important. ACHA continues to work with its Resident Advisory Board to train, educate and develop the skills and experience needed to effectively serve on a public housing authority board.

Attachment D

Membership of the Resident Advisory Board

BOARD MEMBER

Ms. Edna Michels
Ms. Henrietta Valdez
Ms. Ginger Rossen
Ms. Arlene Dusenberry
Ms. Amanda Garcia
Ms. Cathleen Britt
Mr. John Riley
Ms. Barbara Mesa
Ms. Esther Cassidy

PHA PROGRAM

Section 8
Scattered Sites
Senior/Disabled Housing
Senior/Disabled Housing
Section 8
Section 8
Section 8
Section 8
Section 8

Attachment E

Community Service Requirement

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

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

Prior to full implementation of this requirement, ACHA notified each resident in writing of the community service requirement, whether or not they were exempt, their responsibilities, what they need to do in order to comply, and what the verification requirement by ACHA would be. The community service requirement will become part of all new leases executed after 10/1/03. Prior to this ACHA used addendums to the leases of the residents to reflect the new requirements for leasing public housing.

ACHA Resident Service Coordinator will monitor the community service program requirements pursuant to the Community Service and Self-Sufficiency Requirement Policy that was revised and adopted on September 25, 2003. ACHA has partner agencies throughout Adams County, which offers residents opportunities to fulfill these requirements. ACHA also has a cooperative agreement with Adams County Department of Social Services, which administers the county's TANF funds to assist with this requirement and also with the Adams County One Stop Career Center.

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

Note: ACHA notified all public housing residents of the reinstatement of the community service requirement by July 31, 2003, as required by PIH Notice PIH 2003-17. Exempt and non-exempt residents have been identified and notified of their status. All non-exempt resident will be in compliance and performing community service activities no later than October 31, 2003. All resident have been provided a copy of the Policy.

Attachment F Pet Policy

The Pet Policy includes information on pet registration, sanitary standards, vaccination and licensing and other restrictions. The lease provides enforcement for the Pet Policy. The Admission and Continued Occupancy Policy also requires strict observance of the Pet Policy.

Residents are allowed to have a common household pet, but must comply with applicable State and local regulations, public health, animal control and anti-cruelty laws and regulations; and anti-cruelty laws and regulations; and with the rules and requirements as set forth in the Pet Policy.

Common households pets are allowed. Neutering/spaying of dogs and cats is required and the weight of a dog may not exceed 25 pounds at maturity. Residents may have aquariums with fish (maximum tank size – 20 gallons), two caged birds (parakeets or canaries only), and one small caged animal (rabbit, Guinea pig, hamster or gerbil). Residents may not have snakes, Pit Bulls, German Shepherds, or Doberman Pinschers.

A security deposit of \$300 for a cat or dog and \$50 for any other allowed pet is required before entrance of the pet. \$150 of the deposit is non-refundable. ACHA will use the pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacement to, and fumigation of, the tenant's apartment. ACHA will refund any unused portion of the pet deposit to the tenant within 30 days after the tenant moves from the apartment.

Exclusion for animals that assist persons with Disabilities

This policy does not apply to animals that reside on the premises and are used to assist persons with disabilities, also defined as “service animals”. This exclusion also includes such animals that visit the premises. However, the exclusion does not preclude the resident from maintaining their unit and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

The exclusion for animals that reside on the premises must be requested in writing and will be granted under the following guidelines. The tenant or prospective tenant certifies in writing that the tenant or a member of the tenant's household is a person with a disability; the animal requested for exclusion has been trained to assist persons with that specific disability; and the animal actually assists the person with a disability.

Attachment G
Voluntary Conversion Required Initial Assessment

A letter dated September 27th, 2001 was mailed to the Denver Field Office that outlined ACHA's initial assessment. ACHA determined that its 35 units of single-family public housing might be appropriate to convert to tenant-based assistance. Upon receipt of HUD's comprehensive final rule on voluntary conversion, ACHA will identify the specific units that are most appropriate for conversion. This initial assessment was based on the following:

1. The conversion would not be more expensive than continuing to operate the units as single-family public housing. During 2001, ACHA subsidized the 35 units at approximately \$93,000 per year.
2. Conversion would principally benefit residents of the public housing to be converted and the community.
3. Conversion would not adversely affect the availability of affordable housing in Adams County.

Required Questions

a. How many of the PHA's developments are subject to the Required Initial Assessments?

Two developments - CO-058-003 and CO-058-005.

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)?

One development - CO-058-001 Casa Redonda de Vigil

b. How many Assessments were conducted for the PHA's covered developments?

Two assessments.

c. Identify PHA developments that may be appropriate for conversion based on the Required Assessments:

<u>Development Name</u>	<u>Number of Units</u>
CO-058-003 (Westminster Dispersed)	15
CO-058-005 (Adams Co. Dispersed)	20

Attachment H

Resident Advisory Board Recommendations

Resident Comment: It seems to me that Adams County needs more affordable housing developed for seniors and for the disabled.

Response:

There is a need for this type of housing in the County. ACHA did participate in the development of a senior housing project called Orchard Hills that opened March 2003. We continue to look for opportunities to develop affordable housing for this population when it is feasible.

Resident Comment: Why doesn't ACHA have "victims of domestic violence" or "victims of reprisals or hate crimes" as preferences for Section 8 waiting list?

Response:

All applicants for Section 8 waiting list are given the "Definition of Preferences". Both victims of domestic violence and hate crimes are addressed under involuntary displacement and are considered a preference by ACHA.

Resident Comment: Why doesn't ACHA give extensions to the standard 60-day period to search for a unit under a Section 8 voucher?

Response:

ACHA currently does not give an extension to the 60-day period to enable maximization of funding and ensure high utilization among participants. Additionally there is a high percentage of apartment vacancies in the County that should promote participants lease-up within established time frame. If that situation should change, then ACHA would consider giving an extension to the standard 60-day period. Under certain circumstances extensions are granted to facilitate requests for reasonable accommodations.

Resident Comment: Why doesn't ACHA have "victims of domestic violence" as an admission preference for public housing?

Response:

See answer to Section 8 waiting list.

Resident Comment: Why doesn't ACHA have a Section 8 Homeownership Program?

Response:

ACHA has had a homeownership program since 1992. Although this program has been and continues to be very successful, ACHA is committed to exploring and if feasible, expanding any of its current programs. ACHA is currently discussing the merits of a Section 8 Homeownership Program to see if it would enhance the ongoing homeownership program.

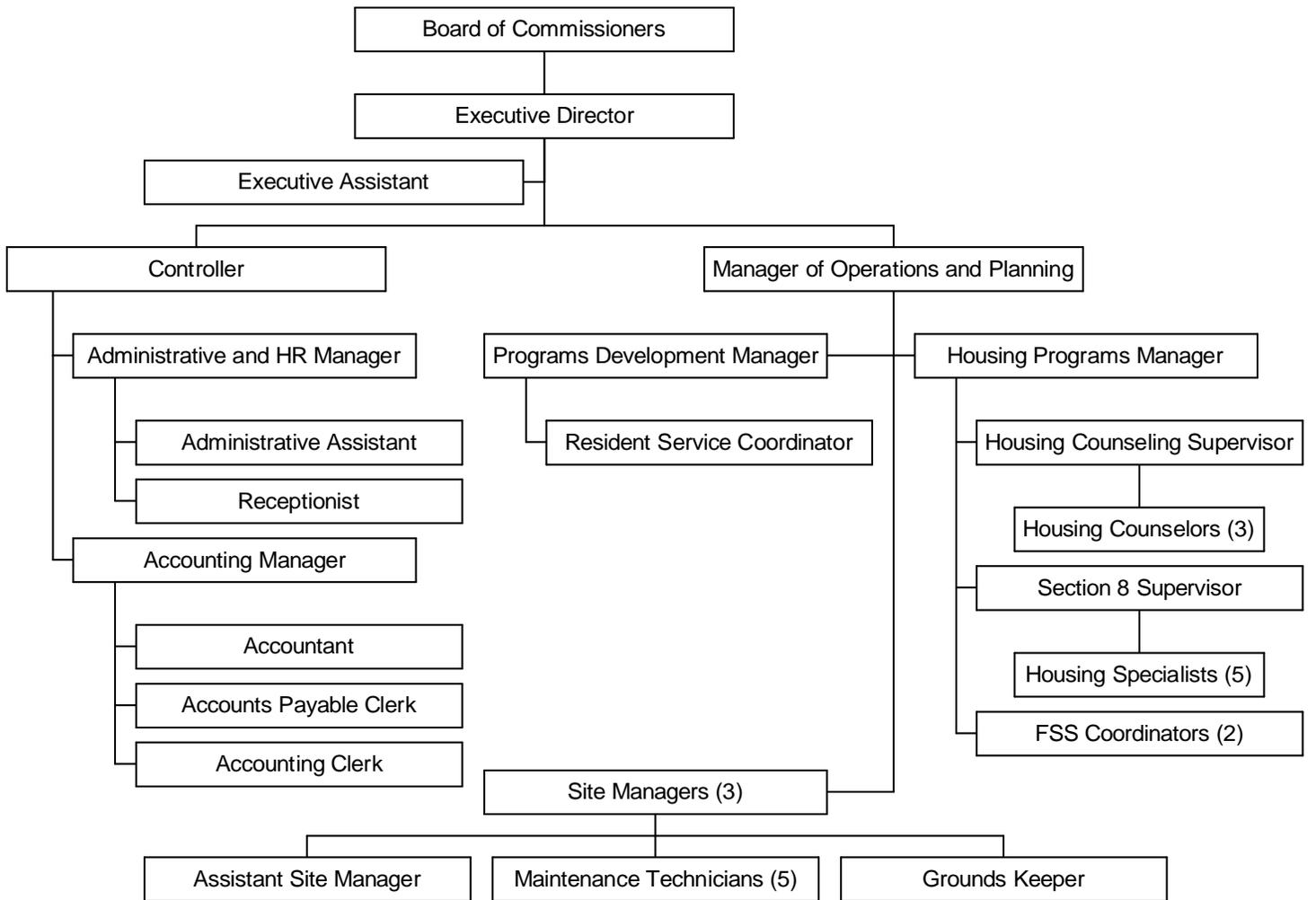
Resident Comment: I have problems with my landlord sometimes and since I'm a Section 8 resident, I don't know if I can get help from ACHA.

Response: We are somewhat limited in what we can do with the Section 8 landlords, however they do have a contractual agreement with us to provide housing for our residents. We have in the past had meeting with landlords that were not responsive to tenant requests or problems. We encourage all of our Section 8 residents to contact us when they have problems with their landlord and we will provide assistance .

Resident Comment: I don't always know where to go to get information for service providers or benefit assistance.

Response: We have always provided general information from our housing program staff and from our front desk for walk-ins. We also have several resource guides that are available for the public. We have however recently hired a Resident Services Coordinator (RSC). The RSC will work more closely with our residents and

Adams County Housing Authority Organizational Chart



ATTACHMENT J ELDERLY/DISABLED COORDINATOR

Adams County Housing Authority has 77 units of public housing. Forty-two (42) of these units are elderly/disabled at the project called Casa Redonda de Vigil. The remaining units are scattered site single-family houses where families live.

The 42 units represent 55% of ACHA's public housing stock. The cost of delivery of services to Casa Redonda de Vigil by ACHA's Resident Services Coordinator is calculated below at 55% of the total cost of the program.

Salary	\$42,000
Fringe Benefits	11,000
Administrative costs	7,000*
Total:	<u>\$60,000</u>

$$\$60,000 \times .55\% = \$33,000.00$$

* Training	\$1,000
Office Equipment	960
Computer	1,200
Computer connection charge	1,340
Utilities	1,000
Travel	1,000
Supplies	500

We have submitted a request for \$33,000 on form HUD-52723 Part D. Line 3 for Calculation of Operating Subsidy.

Attachment K
PHA Plan
Table Library

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

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

Capital Fund Grant Number CO06P05850104 FFY of Grant Approval: (01/01/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$14,000.00
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	26,000.00
10	1460 Dwelling Structures	35,500.00
11	1465.1 Dwelling Equipment-Nonexpendable	24,500.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$100,000.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CO058-001,003 & 005	Operations:	1406	14,000
CO058-001	Site Improvements: Parking lot repair, exterior lighting repair, Exterior stair repair, & landscaping	1450	\$3,000
CO058-003 & 005	Site Improvements: Landscaping & exterior lighting replacement	1450	\$23,000
CO058-001	Dwelling Structures: Carpet replacement, roof repair, & siding repair, window replacements, painting	1460	\$6,600
CO058-003 & 005	Dwelling Structures: Roof replacement, masonry, carpet/tile replacement, window replacements, exterior painting & garage door replacements	1460	\$28,900
CO058-001	Dwelling Equipment: Plumbing fixture repair, appliance replacements	1465.1	\$3,500
CO058-003 & 005	Dwelling Equipment: Kitchen cabinet replacements, appliance replacements, sewer/plumbing repair, hot water unit replacements & heating unit replacements	1465.1	\$21,000
	TOTAL		\$100,000.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
1406 1450 1460 1465.1	06/30/06 06/30/06 06/30/06 06/30/06	06/30/07 06/30/07 06/30/07 06/30/07

**Capital Fund Program – 5-Year Action Plan
Project CO058-001**

	2000	2001	2002	2003	2004
Community Bldg Rehab					
Parking Lot Repair			\$7,000	\$1,000	
Exterior Lighting Repair			1,000	1,000	
Exterior Stair Repair				1,000	
Laundry Room Repair			2,000		
Plumbing Fixture Repair	\$ 3,360		1,000	2,000	1,000
Carpet Replacement	16,000		5,000	5,500	3,600
Appliances			2,000	5,500	2,500
Landscaping			4,000	2,000	3,000
Roof Repair			500	1,500	
Window Replacement			500		2,000
Siding Repair				2,000	
Painting			2,000		1,000
TOTAL	\$19,360	\$0.00	\$25,000	\$21,500	\$13,100

Project CO058-003 & 005

Roof Replacement	\$45,000		\$14,693	\$20,000	\$10,000
Heating Unit Replacement	15,000		4,000	2,000	
Hot Water Unit Replacement	5,000			2,000	1,000
Masonry	15,000		2,050	5,000	
Sewer/Plumbing Repair	10,000	\$ 9,000	500	2,500	10,000
Landscaping	5,000		27,000	3,000	23,000
Carpet/tile Replacement	7,000	19,700	5,225	12,000	13,000
Window Replacement			35,000	25,000	5,000
Appliance Replacement			1,000	10,000	5,000
Garage door Replacement			1,000	5,000	900
Exterior Lighting Replacement			500	1,000	
Kitchen Cabinet Replacement			15,000	4,000	5,000
Interior Painting		6,000			
Exterior Painting		4,800		3,000	
TOTAL	\$102,000	\$39,500	\$105,968	\$94,500	\$72,900

