

PHA Plans

Streamlined 5-Year/Annual Version

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

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

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

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

(Fiscal Year Beginning October 1, 2005)

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

Streamlined Five-Year PHA Plan Agency Identification

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

PHA Number: CO051

PHA Fiscal Year Beginning: (mm/yyyy) 10/2005

PHA Programs Administered:

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

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

GJHA at 1011 North Tenth Street, Grand Junction, CO 81501.

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

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

Mesa County Public Library.

**Executive Director's Office located at the Main Administrative Office of
GJHA, 1011 North Tenth Street, Grand Junction, CO 81501.**

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The mission of GJHA is to advocate for and to provide safe, suitable housing for the Residents of the Grand Junction Area whose income falls below the median income of Mesa County.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: **Submit an application to the Colorado State Division of Housing for the Tenant Based Rental Assistance Program in addition to applying for any other funding in HUD's Super NOFA.**
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: **Leverage local match funds from the Grand Junction City Council or Mesa County.**
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)

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

X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: **Lease to Purchase Homeownership Program**
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Maintain the Security Deposit Loan Program for Disabled and Non-Disabled Families.
Maintain the Landlord Advisory Board .
Project-base up to 20% of GJHA's Tenant Based Vouchers.

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

X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
Explore opportunities in Workforce Housing.
Acquisition of existing units.
Project-Base Vouchers in areas of low concentrations of poverty.

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:**
- X Provide or attract supportive services to improve assistance recipients' employability: **Apply also for grants for supportive services to assist families so that they become economically self-sufficient.****
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities: **Provide for a Service Coordinator at the Section 8 New Construction Elderly/Disabled Properties.****
- X Other: (list below)**
Renter's Education Classes are provided quarterly by the Housing Advocate who works in conjunction with the Mesa County Human Services Work Force Center.
Continue to strengthen the Family Self-Sufficiency Program requirements and community involvement with the FSS Program.
Computer Lab for Elderly/Disabled Residents.
Housing Counselor assists families towards reaching the goal of Homeownership through GJHA's Lease to Purchase Homeownership Program.
Homebuyer's Education classes and Mortgage Counseling provided by the Housing Counselor.

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below)**
Housing Advocacy Program; Advertising broadly information concerning GJHA properties throughout the community; Advertise through the Human Services Agencies for employment and waiting list openings; GJHA provides housing to a broad income range, including up to 80% of AMI with Lincoln Apartments; Completed the development of 92 affordable units that have five (5) fully accessible units and all other ground level units that are adaptable; GJHA accepts all incoming Portable Families and absorbs them as needed;

GJHA transfers Tenants within programs for Reasonable Accommodation when necessary; GJHA will port families out of its jurisdiction as a Reasonable Accommodation even though the receiving housing authority's payment standard exceeds GJHA's payment standards

Other PHA Goals and Objectives (listed below):

The Grand Junction Housing Authority Executive Staff met with the Grand Junction Housing Authority's Board of Commissioners early June 2005 to establish a new series of Five Year Goals for the Agency for Fiscal Year 2005-2009.

Five Year Goals are as follows:

Goal One: Generate additional revenue to fill the gap for HUD funding cuts and to reduce per unit costs in order to serve more households on the Waiting Lists

- ❖ **Explore potential to provide property management services for private property owners, perhaps under a new 501C3.**
- ❖ **Explore potential to provide residential rehab services for private property owners, perhaps under a new 501C3.**
- ❖ **Expand the single-family home acquisition & rehab program, both for the Lease to Purchase Homeownership Program and for resale to generate cash.**
- ❖ **Consider lease of Ratekin Tower Apartments rooftop for communication equipment placement.**
- ❖ **Complete HUD required selection process to site-base Voucher for the Family Unification Program.**

Goal Two: Actively seek opportunities to increase the number of affordable housing units in the Grand Valley

- ❖ **Analyze the potential to sell Capital Terrace Town Homes to generate cash that can be reinvested.**
- ❖ **Study the viability of mixed income/mixed use developments combining affordable housing and commercial retail uses.**
- ❖ **Aggressively pursue reinvestment of the Downtown Housing Effort (DHE) funds in partnership with the Downtown Development Authority.**
- ❖ **Develop Proposal for Tenant-Based Rental Assistance in partnership with Mesa County and School District 51.**

Goal Three: Expand homeownership opportunities for entry-level buyers.

- ❖ **Expand the single-family home acquisition and rehab program, both for lease-to-purchase and for resale to generate cash.**
- ❖ **Develop an Employer-Assisted Home Ownership Program in partnership with Freddie Mac and approximately twenty (20) local Employers.**

Goal Four: Actively seek opportunity to expand services GJHA provides to households throughout the Grand Valley Community through partnerships with the local governments.

- ❖ Pursue Intergovernmental Agreement with the City of Fruita.
- ❖ Actively participate in the “Grand Valley Housing Partnership”.

Goal Five: Complete financial and compliance requirements for Linden Pointe Development; seek options to develop an on-site Child Care Facility.

- ❖ Complete close-out of Linden Pointe; Compliance requirements; Full lease-up; Audit; Perfect Tax Credits; Obtain Equity Pay-Ins.
- ❖ Seek options to develop a Child Care Center at Linden Pointe.

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

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

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

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures X Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. X Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section N/A of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs X Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). X Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit

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

Executive Summary (optional)

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

GJHA Executive Summary of Annual Plan

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

Concurrent with this process, GJHA has developed new policies concerning the Tenant Integrity Program and verification of income. Up-front income verifications will be the first priority in verifying income for the family. GJHA has joined under the Colorado Division of Housing's 'umbrella' in order to access the electronic wage information system, or C.U.B.S. (Colorado Unemployment Benefits System). GJHA has also gained access to Mesa County Department of Human Services CBMS (Colorado Benefit Management System) computer software system in order to strengthen the ability to obtain more up-front income verifications. This action has allowed for yet another collaboration between GJHA and the local Department of Human Services in order to work together on fraud issues. GJHA also utilizes other wage information systems such as The Work Number, TASS, credit reporting systems, etc. Policies have been implemented concerning interim income recertifications and quarterly reviews by use of a face-to-face interview for zero income families. GJHA has changed policy and will now process all interim income changes in the effort to reduce per unit cost and ultimately serve more families from the Waiting List. GJHA continues to promote HUD's Drug and Criminal Activity Policy by making use of CBI to perform background searches on family members over the age of eighteen at initial eligibility. GJHA has also been working closely with the local Safe Housing Advocacy Group in conjunction with the local City of Grand Junction Police Department and encourages local landlords to participate in the training sessions.

During Fiscal Year 2005 (Beginning October 1, 2004), the Grand Junction Housing Authority (GJHA), adopted the Fair Market Rents (FMR's) that HUD published in September 2004, and, with the exception of the two bedroom payment standard, set the

zero bedroom, one bedroom, three bedroom and the four bedroom between 90% to 100% of the published FMR. GJHA has set the two bedroom payment standard at 107.7% of the published Fair Market Rents (FMR's) due to the fact that the majority of the families served fall within the two bedroom unit size and the market rents remain consistently higher than the other bedroom sizes. GJHA continues to monitor tenant rent burdens in the Voucher Program to ensure the most effective utilization of this most valuable resource for serving low income families.

GJHA and the Board participated in an Affordable Housing Forum in August 2004 in conjunction with the City of Grand Junction to educate the community on the facts regarding housing in our area, discuss the options available to the community, prioritize the approach to the affordable housing issue and to secure commitments for further actions that can be taken to deal with the lack of affordable housing. Participants in GJHA's programs were invited to attend and discuss their issues and experiences along with representatives from Colorado Division of Housing, Fannie Mae, Colorado Housing and Finance Authority and various other agencies and developers from the surrounding communities.

GJHA's Board's top goal of developing the Linden Property has become a reality. This Tax Credit development was completed as of May 2005, and will be fully leased by Fall 2005. Five of these units are fully accessible. All ground level units are adaptable. A dedication ceremony is planned for September 2005. Future goals include obtaining funding to construct an on-site child care facility.

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

GJHA has hired a Housing Counselor to manage the Lease to Purchase Homeownership Program, which is a two-year lease with option to buy program. To date, the Housing Authority has purchased and rehabilitated four single family homes for this program. The Housing Counselor continues to work with the families who are currently leasing these homes to work towards home ownership as they continue to use their Voucher to assist with the rent. Any family who is in the Lease to Purchase Homeownership Program must join GJHA's Family Self-Sufficiency Program in order to receive extensive case management services to prepare them for homeownership.

It is GJHA's intention is to strengthen the Lease to Purchase Homeownership Program with grants that are received through the Grand Valley Housing Initiatives. Homebuyers Education Classes are conducted at GJHA due to the agency obtaining local funding commitments and CHFA (Colorado Housing and Finance Authority) funding to be a Homebuyers Education site. This program has also received funding through the United Way in order to conduct Default Counseling services.

To expand housing opportunities for family's receiving assistance, GJHA has continued to implement the Security Deposit Assistance Program. In addition to GJHA funding,

GJHA has been awarded funding from the United Way for this program. This assistance program will loan the families a portion of the security deposit through a revolving loan fund so that they may lease in areas that may not otherwise be affordable.

A Landlord Advisory Board continues to work with GJHA's Voucher Rental Assistance Department staff through the coming year. The main objective of this Board is to work with GJHA to clarify policy and federal regulations and educate participating landlords. The board also continues to focus on settling issues which may occur between GJHA and the landlords and makes suggestions concerning the Admin Policy. GJHA collaborates with local law enforcement and other agencies in order to provide local and free trainings to keep landlords abreast of local laws, such as Fair Housing, drug activity in units, etc.

GJHA continues to rank the Waiting List by giving top priority to Families Involuntarily Displaced due to Local Government Action, Elderly, Disabled and Working Families and Families with Persons with Disabilities who live or work in the city limits of Grand Junction or the Urban Growth Boundary. GJHA adopted the preference for Involuntarily Displaced Families to work in conjunction with the City of Grand Junction's Consolidated Plan and the Riverside Parkway Project.

The income targeting requirement of 75% of new admissions being at or below 30% of Area Median Income continues to be met every year as the wages in Mesa County continue to be lower than average. GJHA continues to encourage the Grand Junction Economic Partnership to give incentives only to employers to move to Grand Junction to create additional well paid jobs.

As Congress continues to propose cuts in appropriations, GJHA will continue to seek ways to reduce the Voucher Program's per unit cost in order to serve as many families as possible. However, HUD needs to take into consideration that the rising per unit cost of housing a family may not be within the control of the housing authority. Many market factors, such as major employers closing their businesses and laying off employees, wages being too low to sustain the cost of living or lack of affordable housing resources, continue to be just a few of many reasons a per unit cost would increase. Therefore, HUD needs to be aware that the formula that is being used to calculate a per unit cost, based upon May through July 2004, actual per unit cost, has been very detrimental to the number of families this agency can serve, and needs to take into consideration many other factors. Many more families remain on the Voucher Program Waiting List. Proposing to reduce a housing authority's baseline number of units and the annual budgetary funding has not been the solution.

Due to a recent error discovered by GJHA in HUD's calculation of our Fiscal Year 2003 unit months leased, another reduction in Administrative Fees has occurred. As a result, current revenues are no longer adequate to support the current operating expenses. An even lesser Reserve Balance makes it even more difficult to continue to operate not only the Voucher Program, but the agency as a whole. Less Admin Fees does not allow the Agency to operate in an efficient manner. Admin Fee reductions, in the long run, could

reduce staff, but not caseloads, and drastically affect a high accuracy reporting rate. Staff reductions could also affect the way GJHA serves families or administers to fraud issues. HUD should reconsider this formula and fully fund the housing authorities that received a reduction in Administrative Fees.

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

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	758		2%
Extremely low income <=30% AMI	647	85%	
Very low income (>30% but <=50% AMI)	99	13%	
Low income (>50% but <80% AMI)	12	2%	
Families with children	482	64%	
Elderly families	31	4%	
Families with Disabilities	79	10%	
White	700	92%	
Hispanic	55	7%	
Black/African American	3	.5%	
Alaskan/Native	3	.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes: N/A			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	194		1.9%
Extremely low income <=30% AMI	173	89%	
Very low income (>30% but <=50% AMI)	18	9%	
Low income (>50% but <80% AMI)	3	2%	
Families with children	163	84%	
Elderly families	8	4%	
Families with Disabilities	3	2%	
White	173	89%	
Hispanic	20	10%	
African/American	N/A	N/A	
Alaskan/Native	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	2%	
2 BR	179	92%	
3 BR	11	5%	
4 BR	N/A	N/A	
5 BR	1	1%	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes: N/A			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

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

GJHA's Strategy for Addressing Needs

The Grand Junction Housing Authority will be looking at projects this upcoming year that will assist some of the 1,200 Families on the Waiting List that would, otherwise, not be served due to federal funding cuts. Currently, the agency is working to submit a Tenant Based Rental Assistance Program application to the Colorado State Division of Housing. In partnership, the Mesa County Department

of Human Services, the Workforce Center, the Grand Junction Housing Authority and Mesa County School District 51 have developed a plan to assist up to 50 families over the next two years to meet their short-term need for stable housing and to achieve their goals of self-sufficiency.

In order to help reduce monthly per unit costs in the Housing Choice Voucher Program and to serve more families on the Waiting Lists, GJHA plans to Project-Base Vouchers up to 20% of units leased during the most recently completed fiscal year. The staff continues to work on fraud enforcement. Quarterly face-to-face interviews are held with zero income families. GJHA saves an average of \$2,000 per quarter in HAP dollars as a result of these interviews. GJHA will continue to work with Mesa County Department of Human Services to expand its access to the State's electronic benefit system. This collaborative effort has been beneficial in the fraud enforcement area, also.

GJHA currently participates in the Grand Valley Housing Partnership. This participation will give GJHA the opportunity to expand services and its jurisdiction throughout the Grand Valley Community through partnerships with local governments.

The Family Self-Sufficiency Program is continually being strengthened with supportive services and grants. This enables Families on the FSS Program to continue to move up and off assistance while becoming self-sufficient and, or moving into homeownership. This, in turn, allows other Public Housing or Housing Choice Voucher Program Participants in our programs to join FSS and to serve more families on our Waiting Lists.

GJHA will continue to seek state and local dollars in order to diversify funding to create more affordable housing opportunities for families, who are waiting for the assistance, and homeownership opportunities to current participants. This diverse approach could generate more unrestricted income that will be used to develop more low-income and affordable housing in Mesa County.

(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)
**GJHA participates in the Grand Valley Housing Partnership.
 Designate a portion of GJHA's available Tenant Based Voucher funding for Project-Based Assistance.
 Minimizing the Housing Choice Voucher Program per unit cost.**

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)
**Pursue acquisition and rehab in the community to create more affordable units.
 Establish partnerships to acquire or develop a mixed income/mixed use property.**

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)

Submit a Tenant Based Rental Assistance (TBRA) Funding Application to the Colorado State Division of Housing to assist homeless families, homeless families living in shelters and working families to become economically self-sufficient.

Continue to collaborate with the Mesa County Department of Human Services to maintain the Housing Advocate supportive service.

Continue to participate in the Grand Valley Housing Partnership.

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)

Maintain a homeownership program that is a two-year lease to purchase program where the family can utilize their Voucher to assist them during that two year lease period.

Project-Base a certain percentage of GJHA's Tenant Based Voucher Funding to provide affordable housing options for families in low-income ranges.

Continue to strengthen the Family Self-Sufficiency Program through grants and supportive services.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly

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

Other: (list below)

GJHA has established ranking preferences which give Elderly/Disabled, a Family with Persons with Disabilities and Working Families top priority on the Waiting List.

Provide Service Coordinator services at GJHA's Elderly/Disabled Properties.

Maintain the Housing Advocate position which provides supportive services for all participants of the Housing Choice Voucher Program, including Elderly and Disabled.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
GJHA has established ranking preferences which give Elderly/Disabled and Working Families top priority on the Waiting List.
GJHA has also established a ranking preference which gives Person(s) with Disabilities Family equal priority as a Elderly/Disabled and Working Families on the Waiting List.
All ground level units at the recently completed Tax Credit Property, Linden Pointe Apartments are full adaptable.
Housing Advocate position provides supportive services for Eldery/Disabled Participants of the Housing Choice Voucher Program.

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

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

Select if applicable N/A

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
Provide map showing areas of concentrations of poverty in conjunction with the 2000 Census information and supply map key and resource information in Voucher Briefing Packets.
Provide listings of property management companies who list rentals throughout Mesa County.
Provide a link to the rental listing, “Almost Home Guide” in GJHA’s website.

Continue to educate Landlords through the Landlord Advisory Board. Fair Housing Training provided as a free service and hosted by GJHA for local Landlords or agencies to further educate the public about Fair Housing Laws and Regulations.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 – 2006 grants)		
a) Public Housing Operating Fund	\$56,616	
a) Public Housing Capital Fund	\$60,000	
a) HOPE VI Revitalization		
a) HOPE VI Demolition		
a) Annual Contributions for Section 8 Tenant-Based Assistance	HAP Funding: \$4,002,192 Based on Frozen PUC \$379.00 X 10,560 UML New Admin Fee Formula: \$531,744	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
a) Resident Opportunity and Self-Sufficiency Grants	FSS Coordinator Grant: \$29,051	
a) Community Development Block Grant		
a) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FYE 09/30/2005 (As of May 3, 2005)	\$61,613	
Set Aside Bonus (As of April 12, 2005)	\$4,332	
3. Public Housing Dwelling Rental Income	\$40,359	
4. Other income (list below)		
United Way Grant (Beg. 07/2005)	\$2,190	Tenant Services – FSS
United Way Grant (Beg. 07/2005)	\$6,000	Security Deposit Loans – Housing Advocate Program
United Way Grant (Beg. 07/2005)	\$1,290	Homeownership Program Default Counseling
4. Non-federal sources (list below)		
Total resources	\$4,795,387	

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **60 Days**
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other (describe)

**Suitability of tenant based upon the Tenant Selection Plan.
GJHA's Past Applicant System, WINTRK.**

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

CBI (Colorado Bureau of Investigations) Background Searches.

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

(2)Waiting List Organization

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

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

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

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

- c. Site-Based Waiting Lists-Previous Year

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

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

2. What is the number of site based waiting list developments to which families may apply at one time? ___
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing

waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

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

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

b. Transfer policies:

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

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

Accessibility issues for Reasonable Accommodation.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

**Involuntarily Displaced Family due to Local Government Action.
Person(s) with Disabilities Family.**

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about

the rules of occupancy of public housing (select all that apply)

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

Annual Lease Summary

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

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

(6) Deconcentration and Income Mixing

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors):

Other (list below)
CBI (Colorado Bureau of Investigations) Background Searches.
GJHA's Past Applicant System, WINTRK.

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

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

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

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

Criminal or drug-related activity

Other (describe below)

Previous or current Landlord information, such as name, address and telephone number.

Total number in household.

Information concerning past behavior by family members as occupants of assisted or Tax Credit housing where GJHA was the landlord. Requests for this information must be accompanied by a written release in order for GJHA to release any information.

(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)

Federal Project-Based Voucher Program (Upon HUD's approval of GJHA's Project Based Voucher Program criteria)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time

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

a unit?

If yes, state circumstances below:

Hard to house families, persons with disabilities, individual circumstances or family emergencies which hinder the family's ability to search for housing.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

- X** Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- X** This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
**Direct mailings to local Human Services Agencies and posted notices.
GJHA website.**

4. PHA Rent Determination Policies

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

A. Public Housing

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

(1) Income Based Rent Policies

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

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

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

b. Minimum Rent

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

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

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

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

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

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

***The family will be evicted as a result of the imposition of the minimum rent requirement.**

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

GJHA will NOT grant a hardship exemption if a family member voluntarily quits a job or fails to cooperate with an agency that provides income assistance (such as the Human Services Department, or the TANF Agency). GJHA must have documentation from the employer or appropriate agency before denying the exemption.

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

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

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

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

\$550 2 Bedroom Townhomes

\$600 3 Bedroom Townhomes

\$650 3 Bedroom Single Family Homes

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

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

Fixed percentage (other than general rent-setting policy)

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

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

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

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)
None of the above

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)
None of the above

f. Rent re-determinations:

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

(select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$ 40**
- Other (list below)
Any household member moves in or out of unit.
Any adult member of the household who was reported as unemployed on the most recent certification obtains employment.

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

(2) Flat Rents

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

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

Almost Home Rental Listing

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR: **Zero, One, Three, Four Bedroom Payment Standards**
 100% of FMR
 Above 100% but at or below 110% of FMR: **Two Bedroom Payment Standard**
 Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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)

The majority of families on GJHA's Waiting List are two bedroom households

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

- Annually
- Other (list below)

GJHA monitors rent burdens of assisted families throughout the year and at the time HUD publishes FMR's.

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

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

Most recent quarterly Rent Reasonableness Study

(2) Minimum Rent

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

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

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

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

5. Capital Improvement Needs

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

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

A. Capital Fund Activities

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

(1) Capital Fund Program

a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? **If yes, complete items 12 and 13 of this**

- b. Yes No: **template (Capital Fund Program tables).** If no, skip to B. Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).
- Please see Items 12 and 13 at the end of this template. These tables will also be uploaded as a separate required attachment file.**

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

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

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant) **N/A**
 Development name:
 Development (project) number:
 Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: Will the PHA be conducting any other public housing development

or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

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

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

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

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

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

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

- (1) Yes **X** No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)
GJHA Board of Directors adopted the Lease to Purchase Homeownership Program at the 04/28/2003 Board Meeting. This program is currently available to all GJHA Residents and Families currently holding a Housing Choice Voucher or a

tenant of a GJHA owned property. This program has also been adopted by the Resident Advisory Board and will be available for public review during the comment period for any current changes that have been adopted.

The Lease to Purchase Homeownership Program criteria will be uploaded as a separate required attachment file.

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?__

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

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

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

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

8. Civil Rights Certifications

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

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard*

Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans. A hard copy will be submitted to the HUD Field Office.

9. Additional Information

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

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

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

GJHA has completed one of the Board of Director's major goals of completing development of 92 units of Multi-Family Tax Credit Property. Construction has been completed. The property will be fully leased by October 2005. A Dedication Ceremony is scheduled to take place in September 2005. This achievement answers to more than one goal this agency has set over the previous five years. It addresses not only the Grand Valley Needs Assessment's shortage of affordable housing, but it also speaks to the affordable housing need in accordance with the City of Grand Junction's Consolidated Plan. GJHA will continue to expand on this goal by working with the City of Grand Junction to help complete its Five Year Consolidated Plan.

GJHA continues to work on yet another Consolidated Plan goal, or the homeownership program. The Lease to Purchase Homeownership Program, adopted by the GJHA Board of Directors, continues to grow and expand. Since the implementation of the program, GJHA has purchased and rehabbed four homes to rent for a two-year lease with option to purchase program, or if the family is completely ready for homeownership, the option to purchase the home outright is available. GJHA has obtained local funding and Colorado Housing Finance Authority (CHFA) funding and has implemented the Homebuyers Education Program. A Housing Counselor has been hired to manage this program and the Family Self-Sufficiency Program. United Way Funding has also been obtained to implement Default Counseling.

GJHA continues to look for opportunities and develop ideas with the Downtown Housing Effort (DHE) by working with the Downtown Development Authority (DDA) to develop workforce housing. Reinvestment of recycled loan funds will be utilized in this project.

Over the next three to five years, GJHA will continue to explore opportunities to expand services outside the Grand Junction City Limits and Urban Growth Boundary through the non-profit, Grand Valley Housing Initiatives.

Other Completed Goals:

- ❖ **Institute a Marketing & Public Relations Program.**
- ❖ **Complete Mark-to-Market Financial Restructuring of Ratekin Tower.**
- ❖ **Development of Linden Property.**
- ❖ **Sell Pitkin Property at Auction.**
- ❖ **Adopt a formal Pay and Benefits System.**
- ❖ **Assess staff capacity and supplement as appropriate.**
- ❖ **Support Grand Valley Catholic Outreach Transitional Housing Proposal.**
- ❖ **Meet with Mesa State Foundation to explore opportunities for collaboration.**
- ❖ **Improve and streamline legal processes, including evictions and contracts for services.**

Goals that have been Delayed or Tabled:

- ❖ **Evaluating the potential for removing thirty (30) units at Capital Terrace Town Homes from Public Housing and selling to GVHI**
- ❖ **Plan to purchase expeditiously appropriately zoned land inside City Limits; seek out desirable land not currently listed for sale.**
- ❖ **Host meeting of past GJHA Board Members to ask for involvement and support on key legislative issues.**

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

A. Substantial Deviation of the Annual Plan from the Five Year Plan

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

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

changes to the admissions policies or organization of the waiting list which would have an impact on more than **20%** of the applicants on the waiting list at the time of the change, and which were not contemplated in the Five Year Plan, or

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

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

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

B. Significant Amendment or Modification of the Annual Plan:

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

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

changes to the admissions policies or organization of the waiting list which would have an impact on more than **20%** of the applicants on the waiting list at the time of the change, and which were not contemplated in the Annual Plan, or

addition of non-emergency work items, which were not contemplated in either the Five Year Plan or the Annual Plan, which increase capital fund spending by more than **20%**; or

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

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

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

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

The RAB Comments concerned the following:

Grammatical corrections; Suggested other agency's to advertise waiting list openings, etc.; Suggestions concerning including language in the Pet Policy for assistance or service animals in Public Housing; Comments about whether or not an assistance animal could be defined and not include more aggressive dogs such as pit bulls, rotweilers, etc.; Providing for Pre-Applications and Eligibility Applications that are in Braille for the sight impaired; Questions as to why asbestos is not included in HQS Standards; General policy questions concerning the Tenant Selection Plan; Suggestion to list our agency in the telephone book in a manner that is more visible and more easily located by families.

- b. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

- The PHA changed portions of the PHA Plan in response to comments

List changes below:

Made all grammatical changes.

Added publications suggested.

Contact and collaborate with the local Center for Person(s) with Disabilities and have current waiting list pre-application and Eligibility and Annual Recertification Application translated into Braille. GJHA will also have general information concerning their programs available in Braille.

Currently in contact with telephone book companies to make arrangements to have our listing put in an area in the telephone directory that is more easily located by the public.

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

- Other: (list below)

(2) Resident Membership on PHA Governing Board

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

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

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Tisha Petelo

Method of Selection:

Appointment: Grand Junction City Council
**The term of appointment is (include the date term expires):
November 3, 2004 - October 31, 2009**

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

Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
GJHA sends letters to all program participants asking for an interested person(s) to serve. Resumes are requested. An interview process is then held by the Grand Junction City Council.

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)
Letters are sent to candidates who are participants in GJHA's programs. A notice is also published that there is an opening for a Resident Member on the GJHA Board of Directors in the main office lobby of GJHA so all Participants who come to the office are informed. Resident Advisory Board Members are also informed by

letter. Applicants who are interested in the position are asked to submit a resume. Resumes are then selected and interviews are conducted with the Grand Junction City Council.

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

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

Date of next term expiration of a governing board member: **October 31, 2009**

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: City of Grand Junction Colorado

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

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

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?
- If yes, check which circumstances apply:
- Low utilization rate for vouchers due to lack of suitable rental units
 - Access to neighborhoods outside of high poverty areas
 - Other (describe below:)
- Preserve and improve the quality of existing housing and neighborhoods and encourage significant reinvestment in the existing housing and neighborhoods.**
- Improve the vacancy rates in the GJ area by entering into three (3) year HAP Contracts.**
- Increases affordable housing opportunities for families in low-income ranges.**
- Lower per unit costs for GJHA in order to serve more families on the Waiting List.**
- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

The number of units that will be Project-Based will be in accordance with HUD’s most recent final rule and regulation published concerning this program. Currently, the rule states that up to 20% of GJHA units leased during the most recently completed fiscal year may be designated as Project-Based Vouchers, not to exceed 176 units per month of the 880 Vouchers that HUD currently funds GJHA under the Annual Budget Authority.

General location of the units will be in the City Limits and the Urban Growth Area of Grand Junction, with an inter-governmental agreement to operate the Voucher Program within Mesa County.

The criteria for GJHA’s Project-Based Voucher Program will be provided as a separate required attachment to the Agency Plan that is uploaded to HUD and a hard copy will be submitted to the Director, Office of Public Housing.

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Grand Junction		Grant Type and Number Capital Fund Program Grant No: CO 06P05150103 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 10/01/2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$32,600			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$23,000			
10	1460 Dwelling Structures	\$4,400			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$60,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name: Housing Authority of the City of Grand Junction				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 10/01/2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 10/01/2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 10/01/2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 10/01/2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 10/01/2009
CO051 – Capital Terrace Town Homes	Annual Statement				
Site Improvement – Fencing – Masonry Block	\$23,000				
Dwelling Structures – Floor Coverings	\$4,400				
Dwelling Structures – Painting of Units		\$23,000			
Dwelling Structures – Floor Coverings		\$4,400			
Dwelling Equip.-Non Expendable (1465.1) – Appliances			\$4,000		
Dwelling Structures – Floor Coverings			\$4,400		
Non-Dwelling Equipment – Maintenance Vehicle (Van)			\$14,100		
Non-Dwelling Equipment – Computer for Property Manager			\$800		
Dwelling Structures – Floor Coverings				\$4,400	
H/A Wide – Computer Network System				\$20,000	
Site Improvement – Parking Lot Reseal					\$10,000
Dwelling Structures – Floor Coverings					\$6,500
Dwelling Structures – Cabinets – Kitchen and Bathroom					\$13,500
CFP Funds Listed for 5-year planning	\$27,400	\$27,400	\$23,300	\$24,400	\$30,000
Replacement Housing Factor Funds	N/A	N/A	N/A	N/A	N/A

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City Of Grand Junction			Grant Type and Number Capital Fund Program No: CO 06P05150103 Replacement Housing Factor No: N/A			Federal FY of Grant: 10/01/2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CO051- Capital Terrace Town Homes							
Site Improvement – Fencing – Masonry Block	12/2005			12/2005			
Dwelling Structures – Floor Coverings	07/2006			07/2006			

RESIDENT ADVISORY MEMBERS
FISCAL YEAR 2005-2006 AGENCY PLAN
TERM ENDS MAY 2005

Athena Fejeran
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Grand Junction, CO. 81501

Mildred Wilson
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Michael Brown
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Micheal Hoover/Angela Hires
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Mary Hefley
1262 Bookcliff Ave #1
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Richard Davis
580 Bookcliff #17
Grand Junction, CO. 81501

Date: February 17, 2005

To: Resident Advisory Board Members

From: Mary Frances Gregory
Administrative Director

Ref: Administrative Plan Changes – Admin Policy
FY 2006, FYB 10/01/2005

It is that time of year again! The Grand Junction is asking your assistance, as a current member of the Resident Advisory Board, to review the agency's Administrative Plan and any changes that need to be done to the current policy to revise and implement a new policy for Fiscal Year 2006, beginning October 1, 2005.

As you know, the housing authority, in accordance with federal regulations, is required to present any changes to the Administrative Plan to the Resident Advisory Board for approval. Although there have been very little changes in the federal regulations, there has been some federal budget cuts concerning the funding for the Section 8 Voucher Program. It has become increasingly important that this agency use creative techniques financially in order to continue to serve as many families as we can on our Waiting Lists. The policy that we implement this year will be very important, as we could continue to see more cuts to the funding for Fiscal Year 2006.

Therefore, I will be scheduling an introductory meeting of the Resident Advisory Board on Thursday, March 3, 2005, at 2:00 p.m. The meeting will be held at the Grand Junction Housing Authority main office, 1011 North Tenth Street, Grand Junction, CO 81501. Please see the attached agenda.

If you remember, your participation on this Board began January 2004 and will end May 2005. We had a very dedicated Board last year and I really appreciated your input! I am looking forward to your continued effort in assisting the housing authority to have one of the strongest Administrative Policy's ever!

I look forward to seeing you on March 3rd! Please RSVP by Tuesday, March 1, 2005, by calling Tish Neff at (970) 245-0388, so we know how many will be attending this meeting. Should you have any other questions, please do not hesitate to contact me at (970) 245-0388.

Thanks again! I really appreciate your participation in the Resident Advisory Board.

<p>Agenda</p> <p>03/03/2005</p>	<p align="center">Resident Advisory Board Meeting</p> <p align="right"> Thursday 2:00- 4:00 PM @ GJHA Conference Room 1011 N. 10th Street, Grand Junction, CO 81501 </p>	
<p>Facilitator</p>	<p>Mary Gregory</p>	
	<p align="center">Agenda Topics</p>	
<p>Item # 1</p>	<p>Welcome and Introductions</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 2</p>	<p>HUD's Funding Renewal for Federal Fiscal Year 2005- Discussion</p>	<p>Lori Rosendahl- Section 8 Supervisor</p>
<p>Item # 3</p>	<p>Capital Terrace Townhomes Lease Addendum- Smoke Detector Lease Violations</p>	<p>Virginia Garcia- Asset Manager</p>
<p>Item # 4</p>	<p>Project Based Vouchers- FUP Vouchers and Youth Transitioning out of Foster Care</p>	<p>Lori Rosendahl- Section 8 Supervisor</p>
<p>Item # 5</p>	<p>Preparation for next meeting/ Other Business</p>	<p>Mary Gregory- Administrative Director</p>
<p>Observers:</p>	<p>None Expected</p>	

NOTES:

03/03/2005

Minutes

Resident Advisory Board Meeting

Thursday
2:00 PM
@ GJHA Conference Room

Meeting was brought to order: 2:05 PM

By: Mary Gregory

Those present: (Residents)- Richard Davis, June Pearson, Theresa Patty, Mildred Wilson, James “Jim” Wooten, Kathleen Howlett, Michael Brown, Mary Hefley, Judy Yeaton, Athena Fejeran, Peggy Lawyer, Robert “Bob” Sawyer

(Staff)- Mary Gregory, Lori Rosendahl, Virginia Garcia, Jessica Esqueda, Tish Neff

Those absent: (Residents)- Michael Hoover, Angela Hires, Martin Carrol, C.R. Todenhoft, Tisha Petello, Antoinette Schiavon, Ruby Bigelow, Martha Banker, Cathy Rose

(Staff)- Jon Lindman

I. Introduction of current Resident Advisory Board members. (Mary Gregory- Administrative Director)

Mission- to provide valuable input and to assist with any proposed policy revisions and/or additions to the current Administrative Plan before being presented to G.J.H.A. 's Board of Commissioners.

Timeline for Completion of PHA Plan:

1. Begin preparations for developing the Plan- March 1, 2005
2. Notice of hearing that Plan is on file for review May 13, 2005
and Public comments. **Shall be posted in public at local library, G.J.H.A. front office, Exec. Director's office, Ratekin Towers, and Walnut Park for a period of 45 days.*
3. Public Hearing to review Public comments and to get Resolution signed by G.J.H.A. 's Board of Commissioners. * To be held in conjunction with scheduled Board Meeting and is open to anyone who wishes to attend. June 27, 2005
4. PHA Plan uploaded electronically to HUD for approval. July 15, 2005

II. HUD's Funding Renewal for 2005 Federal Fiscal Year in regards to Section 8 Rental Assistance program. (Lori Rosendahl- Section 8 Supervisor)

1. Administrative Fees cut equivalent to \$43,000 **Figure based on incorrect data and still awaiting final decision about this figure.*
2. Housing Assistance Payments (H.A.P.) cut equivalent to \$300,000 **Equal to*

50 vouchers. Instead of being able to lease-up to 880 vouchers, only 830 vouchers will be funded, possibly.

3. How does G.J.H.A. plan to control costs for 2005?

A). Fraud violations from current voucher holders will be recognized and penalties will continue to be enforced, i.e., income changes and discrepancies.

B). Proposal of some Project Based Vouchers using existing units in town, particularly for Family Unification Program (FUP) Vouchers which are typically more costly. This will help control rent amounts through the Landlords agreements to charge the lower rents. Goal: Additionally, these vouchers will be used to assist five youths transitioning from Foster Care Program each year as the result of successful project basing. **Policy is anticipated to be presented for review in April 2005.*

III. Due to recent deficiency on REAC inspection at Capital Terrace Property, an Amendment to Capital Terrace Residential Lease concerning the use/maintenance of smoke detectors was reviewed and adopted through a unanimous vote by the Resident Advisory Board. *Effective March 1, 2005. (Virginia Garcia- Asset Manager)

The following terms are outlined in the addendum as part of the Lease Agreement:

1. Tenants agree not to remove smoke detector batteries or disable any part of the smoke detector.
2. Removing any part of the smoke detector will be considered a safety hazard violation and the Property Manager will immediately initiate termination of Residential Lease.

IV. Preparation for next meeting and other business. (Mary Gregory- Administrative Director)

Next Resident Advisory Board Meeting-

Date: Thursday, March 31, 2005

Time: 2:00 PM to ?

Place: Grand Junction Housing Authority Conference Room- 1011 N. 10th Street, Grand Junction

*Meeting agenda and pertinent information will be mailed out prior to meeting

Members who are unable to attend the meeting, your input is important. Please e-mail your suggestions/comments to mgregory@gjha.org or snail mail your input to:

1011 N. 10th Street,
Grand Junction, CO 81501
C/O: Mary Gregory- Resident Advisory Board

Meeting adjourned: 2:47 PM

By: Mary Gregory

*Minutes recorded and distributed by: Tish Neff- Eligibility Tech I, G.J.H.A.

DATE: March 25, 2005

TO: Resident Advisory Board Members

FROM: Mary Frances Gregory
Administrative Director

REF: March 31, 2005 RAB Meeting

Enclosed please find the current changes to the Administrative Policy which we will be reviewing for your approval during the March 31, 2005, Resident Advisory Board Meeting, which is being held at the Grand Junction Housing Authority's main office at 2:00 p.m.. Please note, any new change to the policy has been dated at the end of the paragraph or section that has been changed and is also highlighted for your convenience.

Please bring the materials along with you when you attend this meeting. Write down any questions you may want to discuss during the meeting. If you cannot attend this meeting, and you have comments concerning any of these changes, please mark your changes on the materials provided and return to:

Grand Junction Housing Authority
ATTN: Mary Frances Gregory
1011 North Tenth Street
Grand Junction, CO 81501

For those of you who requested that the current Administrative Policy be copied on a cd, I will be handing those out during the meeting so they are not damaged while being mailed.

Please contact Tish Neff at (970) 245-0388 to inform as to whether or not you will be attending this meeting by Wednesday, March 30, 2005, 5:00 p.m.. Should you have any other questions, please do not hesitate to contact me.

I look forward to seeing you all at this meeting! Your input is valuable and we appreciate your involvement! Thank you.

<p>Agenda</p> <p>03/31/2005</p>	<p align="center">Resident Advisory Board Meeting</p> <p align="right"> Thursday 2:00 PM @ GJHA Conference Room 1011 N. 10th Street, Grand Junction, CO 81501 </p>	
<p>Facilitator</p>	<p>Mary Gregory</p>	
	<p align="center">Agenda Topics</p>	
<p>Item # 1</p>	<p>Welcome and Introductions</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 2</p>	<p>Approval of Minutes- March 3, 2005 Meeting</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 3</p>	<p>Changes to the Administrative Policy- Chapters 1-6</p>	<p>Mary Gregory- Administrative Director Lori Rosendahl- Section 8 Supervisor</p>
<p>Item # 4</p>	<p>Appendicies attached to Administrative Policy</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 5</p>	<p>Fiscal Year 2005 Utility Allowance Charts</p>	<p>Lori Rosendahl- Section 8 Supervisor</p>
<p>Item # 6</p>	<p>H.O.M.E. Program Criteria</p>	<p>Jon Lindman- Housing Counselor</p>
<p>Item # 7</p>	<p>Preparation for next meeting/ Other Business</p>	<p>Mary Gregory- Administrative Director</p>
<p>Observers:</p>	<p>None Expected</p>	

NOTES:

03/31/2005

Minutes

Resident Advisory Board Meeting

Thursday
2:00 PM

@ GJHA Conference Room

Meeting was brought to order: 2:03 PM

By: Mary Frances Gregory

Those present: (Residents)- Richard Davis, June Pearson, Theresa Patty, Mildred Wilson, James “Jim” Wooten, Kathleen Howlett, Michael Brown, Mary Hefley, Judy Yeaton, Peggy Lawyer, Robert “Bob” Sawyer, Martin Carroll
(Staff)- Mary Gregory, Lori Rosendahl, Virginia Garcia, Jessica Esqueda, Sheri Vega, Jon Lindman, Tish Neff

Those absent: (Residents)- Michael Hoover, Angela Hires, C.R. Todenhoft, Tisha Petello, Antoinette Schiavon, Ruby Bigelow, Martha Banker, Athena Fejeran

Retiring Members: Cathy Rose and Corena Miles- We thank you for your commitment and dedication!

I. CD's are now available of the current Agency Plan containing all policies and Tenant Selection Plans. Policies in Chapters 1-6 on the CD reflect the proposed revisions indicated by the highlighted areas. These CD's are available to all RAB members at each member's request.

II. Meeting Minutes for Resident Advisory Board Meeting held on Thursday, March 3, 2005 were reviewed and adopted without any changes by the RAB members present at this day's meeting.

III. Review of Agency Plan and the proposed revisions to the policies in chapters 1-6: Summary of the revisions is as follows:

1-1: Current: “Administration of the GJHA housing programs and the functions and responsibilities of the GJHA staff shall be in compliance with the Personnel Policy of the GJHA.”

Revised: “Administration of the GJHA housing programs and the functions and responsibilities of the GJHA staff shall be in compliance with the Personnel Policy **and the Procurement Policy** of the GJHA.”

*Procurement Policy is part of Agency plan that outlines the process to follow when GJHA enters into a contract with outside organizations. It also contains a code of conduct stating that GJHA staff does not accept gratuities and gifts from residents, etc.

Appendix F- Organizational Chart revisions are as indicated:

Roseanna Romero- Housing Inspector (new staff), Lacie Polk- Housing Specialist from Eligibility Tech II, Tish Neff- Eligibility Tech I (new staff), Misty Collard- Eligibility Tech II (new staff), Joe Suarez- Property Manager from Housing Inspector, Margaret Ellrick- Service Coordinator from Section 8 Department

1-1: Current: “Temporary (day work) shall typically be filled from available applicants at the Mesa County Workforce Center, Community Service Volunteers (i.e. R.S.V.P. Volunteers), or Partners.”

disability is based solely on any drug or alcohol dependence; and

- Means “individuals with disabilities”, as defined in § 8.3 of this title, for purposes of reasonable accommodation and program accessibility for persons with disabilities.”

4.3 Current: “Persons who claim that they are disabled must be receiving Social Security disability, Supplemental Security Disability, Aid to the Needy Disable, or are required to provide the form “Verification of Handicap or Disability” signed by their primary physician which states the person meets HUD’s definition of disability. (See Appendix C- Verification of Handicap or Disability)”

Revised: “Persons who claim that they are disabled must be receiving Social Security disability, Supplemental Security Disability, Aid to the Needy Disable, or are required to provide the form “Verification of Handicap or Disability” signed by their primary physician which states the person meets HUD’s definition of disability.

(See Appendix B- Verification of Handicap or Disability)”

Appendix B Current: “1) A person who has a physical, mental or emotional impairment that:

- a) is expected to be of long-continued and indefinite duration;
- b) substantially impedes the person’s ability to live independently; and...”

Revised: “1) A person who has a physical, mental or emotional impairment that:

- a) is expected to be of long-continued and indefinite duration;
- b) substantially impedes **but does not prohibit** the person’s ability to live independently; and...”

4.4 Current: “Singles mean a single or unrelated adults with no “immediate family” members. “Singles” are not intended to include any elderly, disabled individuals. Examples: roommates are considered singles, a single adult who is not elderly, disabled, college student with no children or other family members.”

Revised: “Single means a single or two, unrelated adults with no “immediate family” members. “Singles” are not intended to include any elderly, disabled individuals. Examples:

Roommates **who apply individually** are considered singles, a single adult who is not elderly, disabled, college student with no children or other family members.”

4.5 Current: A Live- In Aide- “Relatives are not automatically excluded from being care attendants, but must meet the definition described above.”

Revision: “Relatives are not automatically excluded from being care attendants, but must meet the definition described above. **Live-in attendants who are relative will be given a choice as to whether or not they want to be considered a remaining member of the tenant family. The relative who is the live-in attendant will be required to sign an affidavit declaring their option.**”

5.3 Current: Pre-Application Procedures- “Once the pre-application is complete, based on the information provided, GJHA staff will assess the applicant’s eligibility or ineligibility.”

Revised: “Once the pre-application is complete, based on the information provided, GJHA staff will assess the applicant’s **income eligibility or ineligibility and family status.**”

“The applicants will receive a ranking preference based upon the information on the pre-application which will be verified upon the selection of applicants from the waiting lists. **Income eligibility and status of the assigned ranking preference will be determined when the full application process is complete and verified.**”

Current: “Applicants are responsible for informing the GJHA of all changes in family circumstances (including income) and are responsible for responding to requests from the GJHA to update pre-applications. Refusal to provide information will result in the applicant being removed from the waiting list.”

Revised: “Applicants are responsible for informing the GJHA of all changes in family circumstances (such as income, address, family status, etc.), and are responsible for responding to requests from the GJHA to update pre-applications. Refusal to provide information will result in the applicant being removed from all waiting lists.”

5.4 Revised: Pre-Application Procedures- (added text)-

“Any requests from GJHA or correspondence that is returned by the post office due to an address change, a forwarding order expiring or just being undeliverable, and the applicant has not previously reported the change to GJHA will result in the applicant being removed from all waitlists.”

5.4 Current: “D. Notification of Family Status Based on the information in the application, if the family is determined eligible, they will be given a probable date by which they may reasonably expect to receive housing.”

Revised: “D. Notification of A Family’s Pre-Application Status Based on the information in the application, if the family is determined eligible, they will be given a probable date by which they may reasonably expect to receive housing at the time the pre-application is submitted.”

Revised: (Added text)- “The applicant will be given a receipt as proof that their pre-application was received by GJHA which will be dated and time stamped. This date and time stamp will be the original application date and time on the waiting lists which the applicant applied for.”

5.4 Current: Completion of a Full Application-

“Applicants on the waiting list will be requested to fill out a full application when the GJHA estimates that assistance may be available within 120 days.”

Revised: Completion of a Full Application-

“At the time the applicant is pulled from the waiting list, GJHA will verify in the Past Applicant System (WINTRK) as to whether or not the family is in good standing prior to notifying the applicant of their eligibility status. See Chapter 18, Denial of Termination of Assistance, A. General Policy, Applicants- Denial of Admission.

Applicants pulled from the waiting list who are in good standing with GJHA will be mailed a letter of eligibility and will be given ten (10) days to schedule an appointment. At that time, the applicant will be requested to fill out a full application. Applicants will be pulled from the waiting list when the GJHA estimates that assistance may be available within 120 days.”

*GJHA will work to better accommodate the blind applicants by providing Pre-Applications and other important documents in brail.

5.5 Current: Requirements to Attend Scheduled Meeting-

“It is the applicant’s responsibility to reschedule the interview if they miss the appointment. If the applicant does not reschedule the missed interview within the same week and/or misses two scheduled appointments, the GJHA has the right to reject the application.”

Revised: “It shall be the applicant’s responsibility to reschedule the interview if they miss the appointment. If the applicant does not reschedule the missed interview within the same week and/or misses two scheduled appointments, the GJHA has the right to deny the application.”

6.1 Current: A. Application Pool-

“■ Families “targeted” by HUD or the Housing Authority to receive a special type of Voucher (i.e. Family Unification Program, Mainstream for Persons with Disabilities Program, Families displaced due to demo/disposition of Public Housing units, etc.)”

Revised: “■ Families “targeted” by HUD or the Housing Authority to receive a special type of Voucher (i.e. Family Unification Program, Youth Transitioning out of Foster Care Program, Mainstream for Persons with Disabilities Program, Families displaced due to demo/disposition of Public Housing units, etc.)”

6.2 **Current:** Employment Status (Working vs. Non-Working)-

“■ is age 62 years of age or older or receiving social security disability, SSI or any other payment based on applicant’s inability to work, such as unemployment or worker’s compensation.”

Revised: “■ is age 62 years of age or older or receiving social security disability, SSI or any other payment based on applicant’s inability to work, such as unemployment or worker’s compensation, or any paid medical leave.”

Current: “Families who have children under the age of 6 years are required to be gainfully employed a minimum of 20 hours a week.”

Revised: “*Sole member households who have children under the age of 6 years are required to be gainfully employed a minimum of 20 hours a week.”

(Added text) “Applicants who are currently in an educational or training program part-time (6-11 credit hours) and are gainfully employed a minimum of 20 hours per week will be considered a working household.

■ Person with Disabilities Status: A family with a member other than the family head, spouse, or sole member, who is a person with disabilities. It may include a dependant child under the age of 18, or an immediate family member who is limited to any parent, stepparent, grandparent, son or daughter over 18 years of age, grandchild, brother or sister, who share residency.”

6.3 **Revised:** (Added text)- “Verification of Preference for Person with Disabilities Status (at time of eligibility appointment)- At the time of the eligibility appointment, applicants must provide verification from a financial institution, Social Security Office or other agency from which SSA, SSI, or other disability payments (i.e. Veterans benefits, AND, etc.) are disbursed. Survivorbenefits will not be counted as disability income.”

6.4 **Current:** Preference Eligibility- “Applicants circumstances may change while awaiting housing assistance. If the GJHA has reasonable grounds to believe that the applicant no longer qualifies for the preference, the applicant will be asked to re-verify the preference. These changes may affect entitlement to a ranking preference and entitlement to final housing assistance (e.g. if a family head or spouse is issued a Housing Voucher on the basis of receiving a “working family” preference, and then quits their job prior to leasing a unit, GJHA will deny family the Housing Voucher and place the family back on the waiting list with their current waiting list preference.”

Revised: “Applicants circumstances may change while awaiting housing assistance. If the GJHA has reasonable grounds to believe that the applicant no longer qualifies for the preference, the applicant will be placed back on the waiting list according to the information the applicant provides on the Waiting List Change Form and the current preference. These changes may affect entitlement to a ranking preference and placement on the waiting list. These changes may also affect entitlement to final housing assistance. For example, if a family head or spouse is issued a Housing Voucher on the basis of receiving a “working family” preference, and then quits their job prior to leasing a unit, GJHA will deny the family the Housing Voucher and place the family back on the waiting list with their current waiting list preference.”

6.5 D. Order of Selection-

(Added text)- “Project Based Voucher Program- Of the families initially provided a project based voucher by a public housing agency in any fiscal year, a minimum of 75% shall be families whose income does not exceed 30% of the area median income.”

6.6 Waiting List Priority Codes- (Added Codes)-

“FAM3= Family w/Persons w/Disabilities/City &UGA” – Points = 100

“FAM5= Family w/Persons w/Disabilities/County”- Points= 90

“FAM13= Family w/Persons w/Disabilities/Out of Area” – Points= 35

*RAB members present today, voted by seconding a motion to give Family w/Disabilities the same points status as the Elderly/Disabled status.

*GJHA is obligated, and will notify all eligible waiting lists applicants about the addition of this priority code in order to give the applicants the opportunity to adopt this preference ranking on the waiting lists.

6.7 D. Order of Selection-

(Added text)- “Persons with Disabilities Family is defined as a family with a member other than the family head, spouse, or sole member, who is a person with disabilities. It may include a dependent child under the age of 18 or an immediate family member which is limited to any parent, stepparent, grandparent, son or daughter over 18 years of age, grandchild, brother or sister, who share residency.”

IV. Revisions of additional Appendices included in Administrative Policy are as follows:

Appendix C: Verification of Need for a Live-In Health Care Provider Form-

(Added text)- “Applicant/Tenant” added to each question to help better determine eligibility for this request.

Appendix G: Income Limits for GJHA Programs Form –

Current: “2005 Physical Year Income Limits”

Revised: “2005 Calendar Year Income Limits”

*Area median income limits for 2005 have increased since 2004.

Appendix G #2: Colorado Housing and Finance Authority Income & Rent Tables 30%-120% of Median Income for Colorado Counts for 2005 –

*Table used to determine eligibility for the Tax Credit Developments

V. Fiscal- Year 2005 Utility Allowance Charts presented with explanation:

*Due to a rise in costs, gas rates were adjusted by 12%

*Utility allowance is taken off of tenant’s 30% portion of rent on Section 8 and Capital Terrace Townhouses, too.

VI. H.O.M.E Program Criteria: (Jon Lindman)-

Home Ownership Made Economical- Homeownership Program- GJHA

Purpose: “To provide an opportunity for low-income families, who ordinarily could not afford to buy a home, to share in the American dream of homeownership.”

*See handout for additional, detailed criteria regarding this program.

VII. Other Business:

Placement in the front of the phonebook is not applicable to GJHA because we don’t provide a service that deals with injury or potential injury. President of Mesa County’s Phone Directory provided this answer and offered to place GJHA phone number in various places in the phonebook’s Directory Assistance (i.e., Section 8 Housing, Family Self-sufficiency, Home Buyer’s Education, Mortgage Counseling, etc.).

*Make a list and e-mail to order change in the upcoming year’s Directory Assistance.

Next Meeting:

Date: **Thursday, April 28, 2005** (Re-scheduled from Thursday, April 21, 2005)

Time: **2:00 PM**

Place: **GJHA Conference Room, 1011 N. 10th Street**

*RAB members, who are not able to attend the meeting, please submit any questions and/or comments to: Mary Frances Gregory

1011 N. 10th Street

Grand Junction, CO 81501

Meeting Adjourned: 3:50 PM

By: Mary Frances Gregory

Meeting minutes recorded and distributed by Tish Neff- GJHA Eligibility Tech I

<p>Agenda</p> <p>04/28/2005</p>	<p align="center">Resident Advisory Board Meeting</p> <p align="right"> Thursday 2:00 PM @ GJHA Conference Room 1011 N. 10th Street, Grand Junction, CO 81501 </p>	
<p>Facilitator</p>	<p>Mary Gregory</p>	
	<p align="center">Agenda Topics</p>	
<p>Item # 1</p>	<p>Welcome and Introductions</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 2</p>	<p>Approval of Minutes- March 31, 2005 Meeting</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 3</p>	<p>Changes to the Administrative Policies- Chapters 9-26</p>	<p>Mary Gregory- Administrative Director Lori Rosendahl- Section 8 Supervisor</p>
<p>Item # 4</p>	<p>Project Based Voucher Program Criteria</p>	<p>Lori Rosendahl- Section 8 Supervisor</p>
<p>Item # 5</p>	<p>Preparation for Next Meeting /Other Buisness ▪ Meeting- May 5, 2005, 2:00 PM</p>	<p>Mary Gregory- Administrative Director</p>
<p>Observers:</p>	<p>None Expected</p>	

NOTES:

04/28/2005

Minutes

Resident Advisory Board Meeting

**Thursday
2:00 PM**

@ GJHA Conference Room

Meeting was brought to order: 2:08 PM

By: Mary Frances Gregory

Those present: (Residents)- Richard Davis, June Pearson, Theresa Patty, James “Jim” Wooten, Michael Brown, Mary Hefley, Judy Yeaton, Athena Fejeran, Peggy Lawyer, Robert “Bob” Sawyer, Martha Banker (Staff)- Mary Gregory, Lori Rosendahl, Jessica Esqueda, Tish Neff

Those absent: (Residents)- Michael Hoover, Angela Hires, Martin Carrol, C.R. Todenhoft, Tisha Petello, Antoinette Schiavon, Ruby Bigelow, Mildred Wilson

I. Introductions- No new members present at this meeting.

II. Meeting Minutes for Resident Advisory Board Meeting held on Thursday, April 28, 2005 were reviewed and adopted without any changes by the RAB members present at this day’s meeting.

III. Review of Agency Plan and the proposed revisions to the policies in chapters 9-26: Summary of the revisions is as follows:

9.1: Up-front Income Verifications

Revised: (Added text)

“GJHA will also verify public assistance by use of the CBMS (Colorado Benefit Management System), which is linked to the Mesa County Department of Human Services State Benefit system.”

9.2: Written Third Party Verifications

Revised: (Added bullet option)

“ Such sources and forms may include (but are limited to):

- CBMS (Colorado Benefit management System)”

9.5: Current: “GJHA will also require the family to sign a release to obtain employment information from the CUB System (Colorado Unemployment Benefit System)”

Revised: “GJHA will also require the family to sign a release to obtain employment information from the CUBS System (Colorado Unemployment Benefit System) and public assistance information from the CBMS or the Colorado Benefit Management System, which is linked to the Department of Human Services State benefit system.”

9.6: Public Assistance

Current: “ All Public Assistance Programs. Human service agency’s written statements as to type and amount of assistance the family is now receiving, and any changes in assistance expected during the next 12 months.”

Revised: “All Public Assistance Programs. A release form will be signed by the family and GJHA will verify public assistance payments in the CBMS program (Colorado Benefit Management System). If the CBM System is not accessible due to technical difficulty, the human service agency’s written statements as to type and amount of assistance the family is now receiving, and any changes in assistance expected during the next 12 months will be used instead.”

16.1: A. Required Changes to Report

Current: “Increases in gross household income will not be processed between regularly scheduled annual re-certifications **EXCEPT IN THE FOLLOWING SITUATIONS:**”

Revised: “ Any increases in gross household income will be processed between regularly scheduled annual re-certifications, including, but not limited to:”

16.1: (Added text)

“The family will be given a fifteen (15) day notice prior to the first month for a rent increase. If the time period is less than fifteen (15) days notice, the increase in the tenant rent portion will take effect on the first day of the second month following the month the change has been reported.

16.2: Decrease In Income

Current: “ A family who has willfully or voluntarily quit their employment due to an increase in their rent portion will not receive a reduction in their rent portion until the first day of the **second month** following the reported decrease in income. GJHA will verify the family has intentionally quit their employment through a third party written verification.”

Revised: “A family who has willfully or voluntarily quit their employment due to an increase in their rent portion **will not** receive a reduction in their rent portion until the first day of the **second month** following the reported decrease in income, or thirty (30) days from the date the decrease would have gone into effect. GJHA will verify the family has intentionally quit their employment through a third party written verification.”

18.1: General Policy

(Added text- below bullets)

“ GJHA will verify if the applicant had been a previous Participant of any GJHA program by use of the past applicant system, WINTRK, or pulling of the past tenant file. This system documents whether the family left in good standing with the agency or owes money.”

18.1: Applicants

Current: “GJHA will deny assistance to applicants if they:”

Revised: “GJHA will deny assistance to applicants on all waiting lists if they:”

18.1: **Current:** “2. Have ever been evicted from federally assisted housing;”

Revised: “2. Have ever been evicted from federally assisted housing or any GJHA owned property such as Crystal Brook, Linden Pointe, or Lincoln Park Apartments.”

18.5: Program Participants

(Added text-conclusion of section)

Revised: “*Upon leaving GJHA program the family will be entered into the past applicant system, WINTRK, documenting the reason for termination and whether or not the family owes any money.*”

18.6: Termination of Assistance for Drugs/Criminal Activity

**RAB members had lengthy discussion about sex offenders in regards to the Section 8 Housing Choice Voucher Program.*

26.1: Administrative Fee Reserve

(Added text- final paragraph)

Revised: “As of January 2005, Administrative Fee Reserves are restricted and **must be used only** for the Section 8 Housing Choice Voucher Program and any related expenditures or related development activity. Transfer of amounts from the Administrative Fee Reserve to another non-Section 8 Voucher Program account does not constitute, ‘use for other housing purposes’.

IV. Project Based Voucher Program Criteria

*Rough draft of the policy presented to the RAB members. Final draft is still being composed.

1). Project- Based Assistance Program:

- a). Will strengthen FUP (Family Unification Program) and control costs
- b). Help to provide as many options to families and increase landlord participation in Sec 8
- c). No separate wait list to be established; as FUP families are all provided assistance, GJHA will then assist families currently on the Section 8 Housing Choice Voucher waiting list.

2). Point system will be put into place in order to rank and select applications for the PBA Program without bias. (Point values for each factor are still being determined).

Community decision will be honored in regards to final selections from applications received.

3). GJHA may work with the School District Homeless Program- program for homeless children. Kathy Haller- Homeless Liaison for the school District

V. Other business and preparation for next meeting

Other business- Grammatical errors were amended and content clarifications to previous policy revisions were discussed by the RAB.

Next business meeting-

Date: Friday, May 6, 2005

Time: 2:00 PM

Location: GJHA Conference Room, 1011 N. 10th Street

RAB Luncheon-

Date: Friday, May 20, 2005

Time: 2:00 PM

Location: GJHA Conference Room, 1011 N. 10th Street

Meeting adjourned: 3:17 PM

BY: Mary Frances Gregory

<p>Agenda</p> <p>05/06/2005</p>	<p align="center">Resident Advisory Board Meeting</p> <p align="right"> Friday 2:00 PM @ GJHA Conference Room 1011 N. 10th Street, Grand Junction, CO 81501 </p>	
<p>Facilitator</p>	<p>Mary Gregory</p>	
	<p align="center">Agenda Topics</p>	
<p>Item # 1</p>	<p>Welcome and Introductions</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 2</p>	<p>Approval of Minutes- April 28, 2005 Meeting</p>	<p>Mary Gregory- Administrative Director</p>
<p>Item # 3</p>	<p>Rules of Occupancy- Capital Terrace/Ratekin Towers/Walnut Park</p>	<p>Virginia Garcia- Asset Manager Jessica Esqueda- Property Manager</p>
<p>Item # 4</p>	<p>Pet Policies- Capital Terrace/Ratekin Towers/Walnut Park</p>	<p>Virginia Garcia- Asset Manager Jessica Esqueda- Property Manager</p>
<p>Item # 5</p>	<p>Other business and preparation for RAB Luncheon</p>	<p>Mary Gregory- Administrative Director</p>
<p>Observers:</p>	<p>None Expected</p>	

NOTES:

05/06/2005

Minutes

Resident Advisory Board Meeting

Friday
2:00 PM

@ GJHA Conference Room

Meeting was brought to order: 2:10 PM

By: Mary Frances Gregory

Those present: (Residents)- Richard Davis, June Pearson, James “Jim” Wooten, Mary Hefley, Judy Yeaton, Martha Banker, Robert “Bob” Sawyer
(Staff)- Mary Gregory, Lori Rosendahl, Jessica Esqueda, Sheri Vega, Virginia Garcia, Tish Neff

Those absent: (Residents)- Michael Hoover, Angela Hires, Martin Carrol, C.R. Todenhoft, Tisha Petello, Antoinette Schiavon, Ruby Bigelow, Mildred Wilson, Athena Fejeran, Peggy Lawyer, Kathleen Howlett, Theresa Patty

I. Introductions- No new members present at this meeting.

II. Meeting Minutes for Resident Advisory Board Meeting held on Thursday, April 28, 2005 were reviewed and adopted without any changes by the RAB members present at this day’s meeting.

III. Review of Tenant Selection Plans and Pet Policies-CTT/Ratekin Towers/Walnut Park, Summary of the revisions is as follows:

7.4: Capital Terrace Townhomes Policy-Decrease in Income

(Added text- conclusion section) “A family who has willingly or voluntarily quit their employment due to an increase in their rent portion will not receive a reduction in their rent portion until the first day of the **second month** following the reported decrease in income. GJHA will verify the family has intentionally quit their employment through a third party written verification.

However, should a family willfully or voluntarily quit their employment for the following reasons, their rent portion will be decreased by the first day of the next month following the reported decrease in income:

- Lack of affordable child care
- Death of spouse and need to care for dependents
- Medical reasons”

8.2: Grand Junction Housing Authority Lease Summary- Public Housing (updated at annual re-certification) revisions are as follows:

D. Additional Provisions: The following additional terms and conditions are part of this Lease Agreement: (Added text)-

“Tenant acknowledges by initialing that, ‘Tenant shall not remove any smoke detector battery or disable any part of the smoke detector and that removing any part of the smoke detector or the batteries will be considered a safety hazard and a violation of this Lease Agreement and eviction proceedings will begin’. See Rules of Occupancy, Section E.”

10. Appendix A- Rules of Occupancy (CTT) revisions are as follows:

(Added Subtitle with text)-

“C. Work Orders

Tenants shall report any non-emergency repairs that must be done to the unit by calling in a work order request to the Property Manager's office at 245-5034. Property Manager's office hours are 7:30 a.m. to 4:30 p.m. Any maintenance request that is an emergency should be placed with the Maintenance Department by calling (970) 242-4186."

D. Pets

(Added text)- Pet deposit will be \$400.00. This must be paid in full at the time the pet application is submitted. If the pet is an assistance animal due to a disabled tenant, no pet deposit is required.

(Added Subtitle and text)-

"E. Smoke Detectors

A tenant shall not remove any smoke detector battery or disable any part of the smoke detector. Removing any part of the smoke detector will be considered a safety hazard violation and a violation of HUD's Real Estate Assessment Center (REAC) Inspection of the property. If the smoke detector is disabled in any way, including removing the battery, termination of the Tenant's Residential Lease and eviction proceedings will begin."

G. Door Locks/Keys

Current: "Tenants are not allowed to install deadbolts or any other type of security system without the express written permission of GJHA. If tenant wishes additional security by way of a chain or other safety lock, GJHA will furnish and install the device for an additional charge to Tenant. The lock will then become part of the dwelling unit and Tenant will not be allowed to remove the lock upon vacating."

Revised: "Tenants are not allowed to install deadbolts or any other type of security system."

L. LockOuts

Current: "Tenants will be assessed a lock out charge of \$25.00 any time GJHA staff person must provide this service. The charge assessed will be in accordance with the current Maintenance and Janitorial Charges currently in effect. The charge must be paid within 30 days."

Revised: " Tenants will be assessed a lock out charge of \$5.00 during regular business hours of 7:30 a.m. to 4:30 p.m. any time a GJHA staff person must provide this service. Should the lock out occur on weekends, holidays or after regular business hours of 4:30 p.m., tenants will be assessed a lock out charge of \$25.00. The charge assessed will be in accordance with the current Maintenance and Janitorial Charges currently in effect. The charge must be paid within 30 days."

(Added subtitle with text)-

"O. Satellite Dish

Absolutely no satellite dish will be mounted to any building that the Tenant resides in. Tenants must get written permission from the Property manager in order to have the satellite dish mounted on a pole by the satellite dish company. If this policy is not adhered to, it will be considered a violation of the Lease and eviction proceedings will begin. The Tenant will be responsible for damages and will be charged and billed accordingly."

P. Dumpsters

(Added text)-

“Tenants, all other Household Members, Guests or any other persons under the Tenant’s control shall not rummage through the dumpster but instead keep all waste contained in the dumpster in a sanitary and safe manner.”

(Added subtitle and text)-

“V. Drugs/Criminal Activity/Alcohol Abuse

*The Tenant, all other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any drug related criminal activity **on or off the premises** The term ‘drug related criminal activity’ means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance.*

In addition, the Tenant, all Other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

Other criminal activity that may threaten the health or safety of the owner, property management staff or persons performing a contract administration function or responsibility on behalf of GJHA including a GJHA employee or a GJHA contractor, subcontractor or agent, shall not be engaged in by the Tenant, all other Household Members, Guests, or other persons under the Tenant’s control.

Note: GJHA may evict the tenant by judicial action for criminal activity if GJHA determines that the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction.

The Tenant, all Other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents.

Any future changes to the Drugs/Criminal Activity/Alcohol Abuse Policy will be posted in the Property Manager’s Office.

(All of Section V. Revised, and added to Rules of Occupancy 04/18/2005).

(Added text, before Tenant’s signature line)-

“I/We acknowledge that we have read and initialed each page above and that by signing below, I/We acknowledge that I/We understand the most current Rules of Occupancy.”

(Added text before Property Manager’s signature line)-

“I/We as a GJHA Representative, acknowledge that I/We have reviewed the most current Rules of Occupancy with the Tenant(s) by initialing each page above and signing below.”

**Note: All pages of Rules of Occupancy shall be initialed by both parties Tenant(s) and the GJHA Representative, in order to ensure the contents are a binding and legal document.*

Appendix B: Pet Policy for Capital Terrace Townhomes- revisions as follows:

Part B:

A. Pet Definition:

Current: "...Except where indicated, these rules apply principally to dogs and cats. However, any animal used to assist the disabled is not a pet, but must abide by these Rules and Regulations.

Revised: "... Except where indicated, these rules apply principally to dogs and cats. However, any animal used to assist the disabled is not a pet, but must abide by these Rules and Regulations and will require a physician's letter to serve as the proof of the assistance need by the Tenant.

C. Pet Fees

(Added text, last paragraph in section)-

"Residents who own an assistance pet are not required to pay a Pet Deposit of any amount. However, if the tenant's assistance animal caused damage to the tenant's unit or any of the common areas of the property, at that time, GJHA may charge the tenant for the cost of repairing the damage in accordance with the paragraph listed above."

D. Size of Pet

(Added text, last line in section)-

"Size and weight limit does not apply to a pet that is an assistance animal."

*Note: Check with Fire Department in regards to how to handle an assistance animal in the event of a fire in order to determine the current policy language.

Appendix A: Ratekin Tower House Rules- revisions as follows:

General

C. Lockouts/Welfare Checks:

Current: "Any time you are locked out of your apartment, contact the Property Manager, or in his/her absence, contact the Maintenance staff. There will be no charge for lockouts during regular business hours (7:30 a.m. to 4:30 p.m.). After hours lockouts will be assessed a \$25.00 charge."

Revised: "Any time you are locked out of your apartment, contact the Property Manager, or in his/her absence, contact the Maintenance staff. The Property Manager's office hours are 7:30 a.m. to 4:30 p.m. If the lockout occurs on weekends, holidays, or after regular business hours of 7:30 a.m. to 4:30 p.m., tenants will be assessed a lockout charge of \$25.00."

Maintenance

A. Repairs/Work Orders:

Current: "Report needed repairs/work orders from 7:30 a.m. to 4:30 p.m., Monday through Friday, by calling 245-0388. For after- hours urgent maintenance, please call 242-4186. Maintenance staff is on-call to respond to urgent maintenance which include:"

Revised: "Report needed repairs/work orders by calling the Property Manager's Office at 255-0984. The Property Manager's office hours are 7:30 a.m. to 4:30 p.m. Emergency work order

requests should be reported to the Maintenance Department by calling 242-4186. Maintenance staff is on-call to respond to urgent maintenance which include:”

B. Appliances, Cleaning, Storage:

Current: “Cardboard boxes, glass containers, or wet trash must be taken outside and placed in the trash dumpster on the south side of the building. See Lease for more information.”

Revised: “Cardboard boxes, glass containers, or wet trash must be taken outside and placed in the trash dumpster on the south side of the building. Any medical or hazardous waste shall not be disposed of through the trash chute, but instead should be disposed of in a safe manner and in accordance with disposing of hazardous materials. Should you require any information concerning this matter, please contact the Service Coordinator. Hazardous waste material includes but is not limited to hypodermic needles, diapers, Depends products, wound dressings that contain blood, etc. See Lease for more information.

Tenants and guests or any other person under the Tenant’s control shall not rummage through the dumpster but instead keep all waste contained in the dumpster in a sanitary and safe manner.”

E. Commons Areas:

(Added)-

4. “Tenants, visitors, and others may not loiter at the front main entrance seating area except to wait for transportation.”

7. “The Dining Room is available for use by tenants. If the tenant wants to organize a private event, the individual tenant must get permission from the Property Manager. Tenant will be responsible for cleaning up the area after the event is over and will be responsible for any additional cleaning costs or damages.”

(Added subtitle)-

F. “Computer Lab: There is a computer Lab that is available to all tenants who reside at Ratekin Towers. The use of these computers is free. The hours of operation are 7:30 a.m. to 4:30 p.m. Rules concerning use are posted in the computer lab. Any other issues concerning the computer lab should be reported directly to the Service Coordinator.”

Harassment

(Added subtitle)-

““V. Drugs/Criminal Activity/Alcohol Abuse

The Tenant, all other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any drug related criminal activity **on or off the premises** The term ‘drug related criminal activity’ means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance.

In addition, the Tenant, all Other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

Other criminal activity that may threaten the health or safety of the owner, property management staff or persons performing a contract administration function or responsibility on behalf of GJHA including a GJHA employee or a GJHA contractor, subcontractor or agent, shall not be

engaged in by the Tenant, all other Household Members, Guests, or other persons under the Tenant's control.

Note: GJHA may evict the tenant by judicial action for criminal activity if GJHA determines that the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction.

The Tenant, all Other Household Members, Guests, or other persons under the Tenant's control shall not engage in any abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents.

Appendix A- Walnut Park Policies and Regulations House Rules- revisions as follows:

9. Pet Policies-

Current: *“Policies regarding pets are under separate cover. Effective 9/1/96, the Pet Deposit will be three hundred dollars (\$300.00). The Pet Deposit is in addition to the standard rental security deposit. Dogs shall not weigh more than twenty (20) pounds at the time of maturity and stand no more than fifteen (15) inches at the shoulder. There is \$75.00 Visiting Pet Charge, (when your guests bring a pet to your unit).*

Revised: *“Policies regarding pets are under separate cover. Effective 9/1/96, the Pet Deposit will be three hundred dollars (\$300.00). The Pet Deposit is in addition to the standard rental security deposit. Dogs shall not weigh more than twenty (20) pounds at the time of maturity and stand no more than fifteen (15) inches at the shoulder. If the pet is an assistance animal due to a disabled tenant, no deposit is required and the size and weight limit will not apply. However, all other rules and regulations under the Pet Policy will apply. There is a \$75.00 Refundable Visiting Pet Charge, (when your guests bring a pet to your unit).*

12. Maintenance

Current: *“Maintenance personnel will be employed to maintain grounds. TENANTS MUST CALL WORK ORDERS TO THE GJHA OFFICE AT 245-0388 FOR ANY REPAIRS NEEDED. EMERGENCY WORK ORDERS: 242-4186.*

Revised: *“Maintenance personnel will be employed to maintain grounds. TENANTS MUST CALL IN WORK REQUESTS FOR REPAIRS DIRECTLY TO THE PROPERTY MANAGER'S OFFICE AT 245-5034. THE PROPERTY MANAGER'S OFFICE HOURS ARE 7:30 A.M. TO 4:30 P.M. ANY MAINTENANCE REQUEST THAT IS AN EMERGENCY SHOULD BE PLACED WITH THE MAINTANANCE DEPARTMENT BY CALLING 242-4186.*

14. Locks

Current: *“...There will be a twenty-five (\$25.00) charge for lockouts after regular business hours. (M-F, 7:30 AM-4:30 PM,) weekends, and holidays. For after hours lockouts, call 242-4186. Tenants are not allowed to install their own deadbolts or any other type of security without the written permission of a Property Manager. Lease may be terminated if you do not follow this rule.”*

Revised: *“...Anytime you are locked out of your apartment contact the Property Manager, or in his/her absence, contact Maintenance Staff. The Property Manager's Office hours are 7:30 a.m. to 4:30 p.m. If the lockout occurs on weekends, holidays, or after regular business hours, of 4:30 p.m., tenants will be assessed a lockout charge of \$25.00.”*

17. Dumpsters

(Added text- last paragraph in section)-

“TENANTS, GUESTS OR ANY OTHER PERSON UNDER THE TENANT’S CONTROL SHALL NOT RUMMAGE THROUGH THE DUMPSTER BUT INSTEAD KEEP ALL WASTE CONTAINED IN THE DUMPSTER IN A SANITARY AND SAFE MANNER.

19. Commons Areas

~~**Current:** “Tenant’s Association—A tenant’s association has been established and every tenant is eligible for membership. The tenant’s association will be responsible for announcing public events, community services and any other number of recreational activities.~~

~~19-A. Tenants may rent the Commons Building for a function for the cost of \$25.00. You must schedule the function with the Property Manager.~~

Revised: “Commons areas are available for use by tenants. If the tenant wants to organize a private event, the individual tenant must get permission from the Property Manager. Tenant will be responsible for cleaning up the area after the event is over and will be responsible for any additional cleaning costs or damages.”

(Added subtitle and text)-

21. Drugs/Criminal Activity/Alcohol Abuse-

*The Tenant, all other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any drug related criminal activity **on or off the premises** The term ‘drug related criminal activity’ means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance.*

In addition, the Tenant, all Other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

Other criminal activity that may threaten the health or safety of the owner, property management staff or persons performing a contract administration function or responsibility on behalf of GJHA including a GJHA employee or a GJHA contractor, subcontractor or agent, shall not be engaged in by the Tenant, all other Household Members, Guests, or other persons under the Tenant’s control.

Note: GJHA may evict the tenant by judicial action for criminal activity if GJHA determines that the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction.

The Tenant, all Other Household Members, Guests, or other persons under the Tenant’s control shall not engage in any abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents.

Any future changes to the Drugs/Criminal Activity/Alcohol Abuse Policy will be posted in the Property Manager’s Office.

(All of Section V. Revised, and added to Rules of Occupancy 04/18/2005).

Pet Policy- Ratekin Tower Apartments /Walnut Park Apartments- revisions as follows:

A. Pet Definition:

Current: "...However, and animal used to assist the handicapped is not a pet, but must abide by these Rules and Regulations."

Revised: "...However, any animal used to assist the disabled is not a pet, but must abide by these Rules and Regulations and will require a physician's letter to serve as the proof of the assistance need by the Tenant."

C. Pet Fees

(Added text, last paragraph)-

"Residents who own an assistance pet are not required to pay a Pet Deposit of any amount. However, if the tenant's assistance animal causes damage to the tenant's unit or any of the common areas of the property, at that time, GJHA may charge the tenant for the cost of repairing the damage in accordance with the paragraph listed above."

D. Size of Pet

(Added text, last line of section)-

"Size and weight limit does not apply to a pet that is an assistance animal."

J. Restrictions on Visiting Animals

Current: "1.All provisions of the Pet Rules shall not apply to any visiting pet, except that the Pet Deposit provided by paragraph C of the Pet Rules shall be reduced to \$75.00 for a visiting pet."

Revised: "1.All provisions of the Pet Rules shall not apply to any visiting pet, except that the Pet Deposit provided by paragraph C of the Pet Rules shall be reduced to \$75.00 for a visiting pet, which is refundable upon completion of an inspection of the unit and there are no damages."

*Note: Need to verify if size and weight limitations can be specified for therapeutic pets or do they have to be managed in the same manner as an assistance animal where there are no size and weight limitations."

These policy changes were reviewed and adopted by the Resident Advisory Board members present at this days meeting.

IV. Other Business

A. Fair Housing Training to be held on Tuesday, May 17, 2005, 11:30 a.m. to 1:30 p.m. at Linden Pointe location, 1975 Barcelona Way in Orchard Mesa. RAB members are invited to attend. Please RSVP to Tish Neff at 245-0388.

B. Resident Advisory Board Luncheon scheduled for Friday, May 20, 2005, 2:00 p.m. at GJHA, 1011 N. 10th Street. Please RSVP to Tish Neff at 245-0388.

C. Tours available to RAB members of Linden Pointe location. Please contact Property Manager, Joe Suarez, for an appointment at 242-7177.

Meeting Adjourned: 3:40 PM

By: Mary Frances Gregory

**Minutes recorded and distributed by Tish Neff, Eligibility Tech I- GJHA*

PET POLICY
CAPITAL TERRACE TOWNHOMES

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

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

PART A: PET APPLICATION

Resident Name _____

Resident Address _____

Name of Pet _____

Age of Pet _____ Type of Pet _____

Weight of Pet _____

Veterinarian Name _____

Veterinarian Address _____

How Long Have You Owned This Pet? _____

Has Your Pet Lived In Rental Housing Before? _____

Name of Rental Housing _____

Address of Rental Housing _____

Manager's Name _____

PART A: VETERINARIAN'S STATEMENT

Resident Name _____

Resident Address _____

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

Date

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

Veterinarian's Signature

Date

Attach Picture of Pet Here



PART A: STATEMENT FROM ALTERNATIVE CARE PROVIDER FOR PET

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

PET _____ RESIDING IN APARTMENT # _____
(Pet Type)

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

Signature Date

Address City Zip

Telephone Number

Signature of Housing Authority Representative Date

PART B: PET RULES

A. Pet Definition:

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

B. Pet Registration:

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

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

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

C. Pet Fees:

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

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

Residents who own an assistance pet (service animal) are not required to pay a Pet Deposit of any amount. However, if the tenant's assistance animal (service animal) causes damage to the tenant's unit or any of the common areas of the property, at that time, GJHA may charge the tenant for the cost of repairing the damage in accordance with the paragraph listed above.
(Revised 04/15/2005)

D. Size of Pet:

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

Size and weight limit does not apply to a pet that is an assistance animal (service animal). **(Revised 04/15/2005)**

E. Number of Limitations:

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

F. Pet Control in Public Areas:

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

G. Fire Emergency:

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

H. Absence of Owner Emergency:

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

I. Sick or Injured Animals:

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

J. No Visiting Pets are allowed in Public Housing.

K. Inoculation:

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

L. Kitty Litter

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

M. Dog Curbing:

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

N. Pet Waste Removal:

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

O. Spaying, Neutering and Declawing:

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

P. Apartment Care:

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

Q. Animal Behavior and Violation of Pet Agreement:

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

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

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

R. Pet Care:

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

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

PART C: PET RULE VIOLATION PROCEDURE

A. Notice of Pet Rule Violation:

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

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

B. Pet Violation Meeting:

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

C. Notice of Pet Removal:

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

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

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

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

**Resident Survey Follow-Up Plan
Fiscal Year 2004 RASS Survey**

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

Florescent wall lights were also installed in 2004 on front porches of each of the twenty -four (24) town homes for sharper night vision.

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

It is planned some time during March 2005 through June 2005, to completely repave the entire parking lot in the complex. Landscaping and a new playground surface is also planned to be completed by April 2005.