



6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>See Attachment 2</b></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The public may obtain copies of the 5-Year and Annual Plans at the main office listed below:</p> <p style="text-align: center;"><b>Lakewood Housing Authority dba Metrowest Housing Solutions 575 Union Blvd. Lakewood, CO 80228</b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><b>See Attachment 3</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p><b>See Attachment 5</b></p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>See Attachment 5</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>See Attachment 6</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>See <u>Lakewood Housing Needs Assessment Report</u> and Lakewood Housing Authority Housing Needs Assessment.</b></p> <p><b>See Attachment 4</b></p>

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>See Attachment 4</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5- Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><b>See Attachment 1</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

---

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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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 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. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

---

### **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

#### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

#### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

#### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

#### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

#### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a

minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

**PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.
2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing

owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the

PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

#### **7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number

of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

[http://www.hud.gov/offices/pih/centers/sa/c/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sa/c/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sa/c/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

### **8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual*

*Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned,

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

## 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

## 8.3 Capital Fund Financing Program

**(CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

## 9.1 Strategy for Addressing Housing Needs.

Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

**(a) Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**(b) Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

**(c)** PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with

scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*

(f) Resident Advisory Board (RAB) comments.

- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

# Attachment 1

## Section 5.2

### Goals and Objectives

Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Included a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-year Plan.

The Goals and Objectives of Lakewood Housing Authority are as follows:

- 1) *To increase affordable housing opportunities for low-to moderate income households*
- 2) *To help preserve Lakewood housing stock and to reduce neighborhood blight*
- 3) *To provide support services that allows residents receiving rental subsidies to reach their full potential toward self-sufficiency and to become fully integrated into the Lakewood Community*
- 4) *To provide and encourage services and activities that strengthens families, neighborhoods and the community*

## Section 5.2 and 10.0

Provide a brief statement of the PHA's progress in meeting the mission and the goals described in the 5-Year Plan.

### Progress Report

*“By implementing innovative financial tools and creating working partnerships among housing professionals and citizens the LHA was able to deliver its programs and services to hundreds of Lakewood residents and focus on the priorities of preserving existing affordable sites, in addition to adding new units to the housing stock that are within the reach of families and individuals from all income levels.”*

Steve Burkholder  
Mayor of Lakewood  
2005 LHA Annual Report

The following are highlights of the LHA's progress in meeting its mission goals and objectives:

Since FY2000, LHA has increased the number of affordable housing units in Lakewood by 1,168. In addition, since 2005, the Authority completed significant rehabilitation on 343 rental units in order to preserve Lakewood's Housing stock and to reduce neighborhood blight.

LHA operates a successful Family Self-Sufficiency for participants of the Public Housing and Section 8 Program with an average of 10 graduates a year. In 2005, LHA hired an additional Self-Sufficiency Coordinator to expand the concept of Self-Sufficiency to LHA's non-subsidized properties not receiving federal rental subsidies. The first of its kind this program is now being offered so that families who live or work in Lakewood and rent from the Authority have access to self-sufficiency services such as job readiness, job search, computer labs, child care, youth activities, nutrition classes, financial and credit counseling, ESL classes and First Time Homeownership Training.

In 2009, LHA combined and re-launched the Self-Sufficiency and Resident Initiatives Program to create a new program called PATH. The program offers Citizens of Lakewood who rent from the Authority (subsidized and non-subsidized) services to help them reach their goal of Self-Sufficiency. Services include:

- Individual Case Management
- Education and Training
- Employment Career Development
- Financial Fitness and Homeownership Tools

In 2007, LHA made a long term commitment to create and maintain sustainable affordable housing. The biggest example of that commitment is the Authority's latest development The Senior Residences at Creekside. Among its many award, Creekside was awarded the first ever Green Building Award by Colorado NAHRO, The Colorado Renewable Energy Society's Exemplary Building Award for outstanding contributions to the design of a high performing building through resources, efficiency and renewable energy and the 2008 National NAHRO Project of the Year.

In 2009, LHA moved to a new location at 575 Union Blvd Lakewood Colorado. The building is accessible to LHA's clientele with close proximity to light rail and eco-friendly bus transportation. At the same time, the Authority changed its name to Lakewood Housing Authority dba as Metrowest Housing Solutions. The "DBA" designation is an abbreviation for "doing business as" and is a common business practice that allows LHA to conduct business with their new name without having to re-launch the Authority altogether. LHA changed its name to further its mission to continue to find creative ways to create safe, decent affordable and beautiful housing for Lakewood residents.

## **Section 6.0 (13)**

### **Violence Against Women (VAWA)**

In accordance with 42 U.S. C. 11437c-1 the following information is required in the PHA's five-year and Annual Plan regarding any goals, activities, policies or programs of the PHA that are

intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking.

It is the goal of LHA to assist victims of domestic, violence, dating violence, sexual assault or stalking. Program participants are notified of their rights under VAWA at their initial briefing. Clients seeking assistance under VAWA are referred to Family Tree Women in Crisis Center. Family Tree is the primary provider of comprehensive services for women in crisis in the Authority's jurisdiction. Services provided by the Agency include: 24 hour crisis line in English and Spanish; domestic violence shelter; emergency shelter and services for battered women and children; counseling and support services; on-site clinic; children's program and safety education; community education; legal advocacy and restraining order clinics; domestic violence support groups in the shelter and in mountain areas.

## **Section 10.0**

### **Criteria for Substantial Deviations and Significant Amendments**

#### **Amendment and Deviation Definitions**

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 material change in the policies regarding the manner in which tenant rents are calculated.
- A material change in the admissions policies regarding the selection of applicants from or organization of the waiting list.
- A material change regarding demolition, disposition or designation, homeownership programs or conversion activities previously identified in the Agency Plan.

## **Section 11.0 (f) and (g)**

**Resident Advisory Board (RAB) Comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHA must include a narrative describing their analysis of the recommendations and the decisions made on the recommendations. Include any element(s) of the PHA Plan that is challenged.**

- (f) There were no comments from the Resident Advisory Board.

(g) There were no Challenged Elements to the PHA Plan.

## Attachment 2

### Section 6.0 Plan Update Five-Year/ Annual PHA Plans

In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the Public. Additionally, a PHA must a) identify specifically which plan elements have been revised since the PHA's prior Plan Submission b) Identify where the 5-year and Annual Plan may be obtained by the public . At a minimum PHA's must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHA's are strongly encouraged to post the complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

<b>Plan Elements readily available to the public</b>		
<b>Revised Since Prior Submission</b>	<b>PHA Plan Elements</b>	<b>Department</b>
X	Tenant Eligibility: Included in Public Housing Admissions and Continued Occupancy Policy (ACOP) Section 8.2 and Section 8 Administrative Plan Section 3.0	Operations
X	Selection and Admissions Policy: Included in Public Housing ACOP Section 10.0 and Section 8 Administrative Plan Section 5.0	Operations
	Deconcentration: Included in Public Housing ACOP Section 10.4	Operations
X	Wait List Procedures: Included in Public Housing ACOP Section 9.0 and Section 8 Administrative Plan Section 4.0	Operations
X	Financial Resources: Statement of Financial Resources and Planned Uses for the Resources Results of latest Public Housing Assessment System (PHAS) Results of latest Section 8 Management Assessment (SEMAP)	Finance
	Rent Determination: Included in Public Housing ACOP Section 11.0 and Section 8 Administrative Plan Section 11.0	Operations
X	Operations and Management: A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pests infestation, including cockroaches) and management of the PHA and programs of the PHA. See Attached Maintenance Policies and Procedures	Operations

<b>Plan Elements readily available to the public</b>		
<b>Revised Since Prior Submission</b>	<b>PHA Plan Elements</b>	<b>Department</b>
	Grievance Procedures: Included in Public Housing ACOP Section 23 and Section 8 Administrative Plan Section 16	Operations
	Designated Housing for Elderly and Disabled Families: N/A	Operations
	Community Service and Self-Sufficiency: Included in Public Housing ACOP Section 14.0 PATH Program Description Brochure	Operations
	Safety and Crime Prevention: For Public Housing Only See Attached Public Housing ACOP Section 11.0	Operations
	Pets: Included in Public Housing ACOP Section 18.0	Operations
X	Civil Rights Certification: See Report <i>Impediments to Fair Housing</i>	Operations
	Fiscal Year Audit: The results of the most recent fiscal year audit for the PHA	Finance
X	Asset Management: See Attachment 3	Operations
X	Violence Against Women (VAWA) See Attachment 1 and Section 17.1 8 Administrative Plan	Operations
	Hope VI Mixed Finance Modernization or Development, N/A	Operations
	Demolition and /or Disposition: See Attachment 3	Operations
	Conversion of Public Housing: N/A	Operations
	Homeownership: See Attachment 3	
	Project Based Vouchers: Included in Section 8 Administrative Plan Section 27	Operations
	Capital Fund Annual Statement/Performance and Evaluation Report	Operations
	Capital fund Program Five-Year Plan	Operations
	Capital Fund Financing Program (CFFP) N/A	Operations
	Housing Needs/ Strategy for Addressing Housing Needs: See Attached Report Lakewood Housing Assessment and Attachment 4	Operations

### Attachment 3

#### Section 7. (b)

#### **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, Project-based Vouchers. Include statements related to these programs.**

Lakewood Housing Authority has received authorization from the Department of Housing and Urban Development to sell its public housing portfolio to the Lakewood Housing Corporation. Residents currently residing in LHA public housing units will receive Section 8 Housing Choice Vouchers to continue residing in their current units or use their housing choice voucher to rent another unit. The units will be rented and ultimately sold for fair market value and the proceeds will be used to acquire, build or rehabilitate affordable housing for low-moderate income households.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Lakewood Public Housing 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(May 21, 2008)</u>
5. Number of units affected: 159
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: 2006-2015 a. Actual or projected start date of activity: November 2009 b. Projected end date of activity: December 2015

#### **Section 7 (d) Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

Lakewood Housing Authority plans 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. LHA will limit the number of families participating in the Section 8 homeownership option to 50 families a year. LHA has established eligibility criteria for participation in its Section 8 Homeownership Option in addition to HUD criteria that are contained Section 23 of the Section 8 Administrative Plan.

## **Attachment 3**

### **Section 7 (e) Project-Based Voucher Program**

Lakewood Housing Authority will continue to administer its Section 8 Projected Based Program within its jurisdiction. The amount of vouchers that are project based will not exceed 20% of the Section 8 HCV inventory or any additional number required by HUD. The use of project based vouchers can provide access to neighborhood outside of high poverty areas and may be used to support and maintain affordable rental housing including development and modernization and therefore consistent with the PHA Plan.

## Attachment 4

### Section 9.0 Statement of Housing Needs

#### **A. Housing Needs of Families in the Jurisdiction**

Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and household of various races and ethnic groups and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

**For the Complete Report See: *Lakewood Housing Needs Assessment***  
**This report prepared by Community Strategies Institute in partnership with the City of Lakewood and the Lakewood Housing Authority represents a thorough analysis of the housing needs in the City of Lakewood. The following tables are brief excerpts referencing housing needs from the report:**

#### **Supply/Demand Analysis for Rental Housing Units, 2007**

	<b>Income Limit</b>	<b>Households in Income Range</b>	<b>Affordable Price</b>	<b>Additional Supply Needed</b>
<b>0-30%</b>	<b>\$21,420</b>	<b>4,885</b>	<b>\$451</b>	<b>3,860</b>
<b>31-50%</b>	<b>\$35,700</b>	<b>4,960</b>	<b>\$808</b>	<b>NA</b>
<b>51-50%</b>	<b>\$42,840</b>	<b>2,595</b>	<b>\$986</b>	<b>NA</b>
<b>61-80%</b>	<b>\$57,120</b>	<b>4,067</b>	<b>\$1,343</b>	<b>79</b>
<b>81—100%</b>	<b>\$71,400</b>	<b>2,812</b>	<b>\$1,700</b>	<b>2,237</b>

## Attachment 4

### Supply/Demand Analysis for Sale Housing Units,2007

	<b>Income Limit</b>	<b>Households in Income Range</b>	<b>Affordable Price</b>	<b>Additional Supply Needed</b>
<b>0-30%</b>	<b>\$21,420</b>	<b>4,885</b>	<b>\$69,149</b>	<b>4,870</b>
<b>31-50%</b>	<b>\$35,700</b>	<b>4,960</b>	<b>\$115,249</b>	<b>4,879</b>
<b>51-60%</b>	<b>\$42,840</b>	<b>2,595</b>	<b>\$138,298</b>	<b>2,480</b>
<b>61-80%</b>	<b>\$57,120</b>	<b>4,067</b>	<b>\$184,398</b>	<b>3,880</b>
<b>81-100%</b>	<b>\$71,400</b>	<b>2,812</b>	<b>\$230,497</b>	<b>2,532</b>

### **Housing Needs of Families on the PHA's Waiting Lists**

Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	617		
Extremely low income <=30% AMI	566	91.7	
Very low income (>30% but <=50% AMI)	50	8.1	
Low income (>50% but <80% AMI)	1	.2	
Families with children	358	58	
Elderly families	10	1.6	
Families with Disabilities	55	9	
White	529	86	
Non Hispanic	307	49.8	
Hispanic	310	50.2	
Black	88	14	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	
2 BR	179	42%	
3 BR	103	24%	

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
4 BR	30	7%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 21 months (Jan 08)			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

## **Strategy for Addressing Needs**

Lakewood Housing Authority will continue to employ the following strategies to address the housing needs of families in its jurisdiction and on the waiting list in the upcoming year.

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

- 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

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

- 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.

**Need: Specific Family Types: Families at or below 30% and 50% of median**

### **Strategy 1: Target available assistance to the elderly:**

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- 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: Maintain 50 Section 8 Housing Choice Vouchers specifically for disabled.

**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:**

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

- 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

<b>Part I: Summary</b>	
<b>PHA Name: Lakewood Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: CO06P04950110 Replacement Housing Factor Grant No: N/A Date of CFFP:
<b>FFY of Grant: 2010</b> <b>FFY of Grant Approval:</b>	

**Type of Grant**  
 **Original Annual Statement**       **Reserve for Disasters/Emergencies**       **Revised Annual Statement (revision no: \_\_\_\_\_)**  
 **Performance and Evaluation Report for Period Ending:**       **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$288,217			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part I: Summary</b>					
<b>PHA Name:</b> Lakewood Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: CO06P04950110 Replacement Housing Factor Grant No: N/A Date of CFFP:	<b>FFY of Grant:2010</b> <b>FFY of Grant Approval:</b>			
<b>Type of Grant</b>					
<input 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 <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$288,217			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date 10/12/09</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.









**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/20011

<b>Part I: Summary</b>						
PHA Name/Number Lakewood Housing Authority CO06P049		Lakewood, Colorado Jefferson County			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011_____	Work Statement for Year 3 FFY 2012_____	Work Statement for Year 4 FFY 2013_____	Work Statement for Year 5 FFY 2014_____
B.	Physical Improvements Subtotal	Annual Statement				
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations		\$288,217	\$288,217	\$288,217	\$288,217
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total					







<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$