

## Submit Plan Checklist – PHA Plans

How do you know if your plan is complete? Use the following checklist to ensure the PHA Plan is complete and ready for submission:

<i>Place an "X" or √ in this column for items completed</i>		<b>Standard and Troubled 5-Year/ Annual 50075</b>	<b>High Performers, Section 8 Only 50075</b>
X	<b>1.0 PHA Information</b>	X	X
	C. 5-Year Plan completed (when due)	X	X
X	<b>2.0 Inventory</b>	X	X
X	<b>3.0 Submission Type</b>	X	X
N/A	<b>4.0 PHA Consortia</b>	Optional	Optional
	<b>5.1 Mission (when 5-Year Plan due)</b>	X	X
	<b>5.2 Goals and Objectives (when 5-Year Plan due)</b>	X	X
X	<b>6.0 PHA Plan Update</b>	X	X
X	<b>7.0</b>		
	HOPE VI	If applicable	If applicable
	Mixed Finance Mod/Development	If applicable	If applicable
X	Demo/Disposition	If applicable	If applicable
	Mandatory or Voluntary Conversion	If applicable	If applicable
	Homeownership Programs	If applicable	If applicable
X	Project-based Vouchers	If applicable	If applicable
X	<b>8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report</b>	If applicable	If applicable
X	<b>8.2 Capital Fund Five-Year Action Plan</b>	If applicable	If applicable
	<b>8.3 Capital Fund Financing Program (CFFP)</b>	If applicable	If applicable
X	<b>9.0 Housing Needs</b>	X	5-Year Plan Only
X	<b>9.1 Strategy for Addressing Housing Needs</b>	X	5-Year Plan Only
	<b>10.0 Additional Information</b>	X	5-Year Plan only
	<b>11.0 Required Submissions, if applicable</b>	X	

X	Required <b>Certifications</b> signed and submitted to Local HUD Field Office	
X	<i>Certification of Compliance with PHA Plan and Related Regulations</i> Form HUD-50077	X
X	If applying for Capital Funds: Form HUD-50070, <i>Drug-Free Workplace</i> Form HUD-50071, <i>Payments to Influence Federal Transactions</i> Forms SF-LLL and SF-LLLa, <i>Lobbying Activities</i>	X
X	<b>RAB</b> comments received and addressed	X

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Adams County Housing Authority</u> <span style="float: right;">PHA Code: <u>CO058</u></span> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2011</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>42</u> <span style="float: right;">Number of HCV units: <u>1434</u></span>																										
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:35%;">Participating PHAs</th> <th rowspan="2" style="width:5%;">PHA Code</th> <th rowspan="2" style="width:20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width:20%;">Programs Not in the Consortia</th> <th colspan="2" style="width:20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width:10%;">PH</th> <th style="width:10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1: <u>Not applicable</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1: <u>Not applicable</u>						PHA 2:						PHA 3:					
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<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> 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 for the next five years: Please refer to ACHA's HUD approved 5 Year Plan 2010-2014. No change for the 2011 Annual Plan submission.																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Please refer to ACHA's HUD approved 5 Year Plan 2010-2014. No change for the 2011 Annual Plan submission.																										
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  Element 6.0-11 - Fiscal Year Audit: This section has been revised to reflect the information from the most recent fiscal year audit. See attachment "Annual Plan Elements". Element 7.0-b Disposition: All units have been sold and planning for investments of the proceeds for the development of affordable housing is in process. See attachment "Annual Plan Elements"  (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.  <u>Adams County Housing Authority, 7190 Colorado Blvd., Commerce City, CO 80022</u>																										
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable.																										
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.																										
<b>8.1</b>	<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.																										
<b>8.2</b>	<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.																										
<b>8.3</b>	<b>Capital Fund Financing Program (CFFP).</b> <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.																										

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>Limited supply and locations of affordable housing for extremely low and very low-income families; Limited availability and accessibility of affordable housing for the elderly and the disabled; Limited availability of affordable home ownership opportunities for low-income families.</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>ACHA compiles information from customer service surveys, industry studies from HUD, local government and specific focus groups, news updates, and client data. The information is analyzed to determine the needs, establish goals and define the logistics to achieve the objectives. ACHA reviews the plan annually and makes changes as necessary based on client need, available resources and economic impact.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Of the goals identified in the 5-year Plan covering the period 2010-2014, some of the key results produced in 2010 were: 1) Consistent SEMAP score of 97% or higher, 2) Landlord outreach efforts that included a total revision of the Landlord Information Packet for new and existing landlords, 3) Completion of the first stages of the Project Based Voucher Program, including the Environmental Reviews of the properties, and 4) Initiation of counseling and workshops for participants claiming Zero or very low income. ACHA is on schedule to accomplish 100% of all five year projected goals by accomplishing 33% of the stated goals in year one.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Any collective change in the planned or actual use of federal funds for activities that would prohibit or redirect the agency's strategic goals of increasing the availability of decent, safe and affordable housing while promoting self-sufficiency and asset development of families and individuals from being implemented as identified in the 5 Year Plan. Any single or collective change in the planned or actual use of federal funds as identified in the 5 Year Plan that exceeds 20% of the ACHA's annual budget for Section 8 or public housing activities and capital improvements. Changes of a sufficient nature to the rent or admissions policies, of the organization of the waiting list not required by federal regulatory requirements as to effect a change in the Section 8 Administration Plan or the Public Housing Admissions and Continued Occupancy Policy. Changes to ACHA's plans effecting the demolition/disposition of public housing or designation of senior housing.</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: Faxed copies of these documents will not be accepted by the Field Office.</b></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)**

- I. **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/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/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/sac/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.

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

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014

**5.2 Goals and Objectives**

1. Increase decent affordable housing options through real estate development activities and the expansion of housing programs.
  - Develop, acquire and/or rehabilitate 300 units in five years
  - Actively pursue funding opportunities to develop housing units affordable to persons/families earning between 30% to 60% of Area Median Income (AMI).
  - Explore feasibility of developing a lease-to-own housing program
  - Identify potential private/public partnerships for the creation of additional affordable housing units.
  - Identify opportunities to develop affordable and mixed income housing communities adjacent to transit lines or Transit Oriented Developments (TODs).
  - Deploy a project based voucher program with a resident service component.
  
2. Strengthen communities through the expansion of programs and services to encourage economic self-sufficiency among residents and program participants.
  - Develop and/or expand the scope of existing workshops to cover the areas identified to support enhanced family improvement.
  - Focus strategies on transforming zero income participants to households with earned incomes.
  - Establish partnerships with private and public sector to develop a collaborative approach in meeting the varied needs of our residents and program participants.
  - Explore the feasibility of creating an ombudsman program to mentor our residents/program participants.
  - Work in partnership with community service agencies to identify strategies to address barriers in meeting economic self-sufficiency. These areas include childcare, transportation, employment, and health care.
  
3. Endorse fair and equal opportunity in housing.
  - Inform and educate residents and program participants on Fair Housing issues.
  - Increase frequency and number of locations for workshops to raise community awareness about predatory lending, foreclosure prevention, and homeownership/tenancy rights and responsibilities.
  - Require Fair Housing training and certification for all staff on a regular basis.
  - Design educational tools and materials to inform residents on issues of health and safety; energy conservation; household maintenance; and personal development.

4. Incorporate and support high standards of ethics, effective management, and promote accountability throughout the organization.
  - Develop a customer service satisfaction program to assess quality of service delivery system throughout all programs and properties.
  - Reaffirm corporate guiding values and core competencies and revise performance management appraisal system to reinforce desired outcome.
  - Expand scope of compliance to encompass all areas/departments of the agency.
  - Monitor internal control systems to ensure agency activities are carried out in an effective and efficient manner.
  - Maximize the utilization of technology through further expansion of Yardi modules, enhance capabilities through customization, and provide on-going associated staff training.
  - Continue to utilize and monitor data through HUD's on-line systems including but not limited to Voucher Management Systems (VMS); Section Eight Management Assessment Programs (SEMAP); Real Estate Assessment Center (REAC); Enterprise Income Verifications System (EIV).
  
5. Develop and launch an educational campaign designed to promote the need for affordable housing and services and the value it brings to the community.
  - Design a curriculum for messaging presentations
  - Engage community leaders and local organizations to host a community dialogue around affordable housing and services.
  - Develop printed materials, public service announcements, press releases and human-interest stories to communicate and support our efforts.
  
6. Connect the community at large to appropriate housing information opportunities and resources to meet the needs of a diverse population.
  - Develop a system for residents and program participants to access general program information, service locations and a directory of community resources through multiple means such as a call center and electronically through the web.
  - Update and maintain marketing materials and agency website on a regular basis to capture programmatic and regulatory changes.
  - Work in partnership with local service providers to streamline and improve access to a multiple service delivery system.

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014 - Plan Elements

6.0 PHA Plan Elements (24 CFR 903.7)

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

ACHA has comprehensive policies and procedures pertaining to the administration of the subsidized housing programs managed by the Housing Authority. They are contained in the Administrative Plan for the Section 8 Housing Choice Voucher Program and the Admissions and Continued Occupancy Plan for the Public Housing Program.

Included in the Section 8 Housing Choice Voucher Program Administrative Plan are guidelines for non-discrimination, outreach to families and landlords, completion of application and determination of family eligibility, waitlist management, eligibility for admission, income for admission, notification to applicants, tenant selection and assignment, informal review, verification of income and other information, evidence and verification of eligible immigration status, briefing of families, obligations of the family, housing quality standards inspections, occupancy standards, lease approval, information and assistance for participating families, interim adjustments and annual certification, termination and family moves, denial of continued assistance, hearings, portability, family self sufficiency, complaints to the PHA, eligibility for students, Violence Against Women Act, Special Admission to the Waitlist and the Lottery System. ACHA observes deconcentration guidance from HUD by encouraging families to locate in neighborhoods that will improve the life opportunities of family members.

Contained in the Public Housing Admissions and Continued Occupancy Plan are guidelines for non-discrimination, family information, verification and privacy rights, applying for admission, eligibility for admission and process of application, waitlist management, grounds for denial of admission, tenant selection and assignment, income verification and documentation, orientation of families, housing quality standards inspections, eligibility for continued occupancy annual re-examinations and remaining family members, interim adjustments, lease termination and eviction, utilities, flat rent, complaints and grievance procedures, pet policy, and community service policy. The Housing Authority has one public housing development, Casa Redonda de Vigil, a 42 unit senior housing community. Based on this fact, deconcentration is not an option for ACHA's Public Housing Program.

Document access location: PHA office.

2. Financial Resources

ACHA utilizes the Annual Contributions Contract (ACC), Capital Fund Program, Operating Subsidy Program, Housing Choice Voucher Family Self Sufficiency Grant, and Community Service Block Grant to fund the administrative, operational, Housing Assistance Payment (HAP), capital improvements, and case management costs for the Section 8 Housing Choice Voucher Program and the Public Housing Program.

Document access location: PHA office.

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014 - Plan Elements

3. Rent Determination

ACHA does 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 U.S. Department of Housing and Urban Development (HUD) mandatory deductions and exclusions).

The Housing Authority's Rent Determination policies and procedures are based on the HUD regulations pertaining to Fair Market Rent, Payment Standards, Rent Reasonableness and Flat Rent. ACHA's guidelines were created to prevent program abuse, maximize resources, and confirm compliance with federal regulations for the Section 8 Housing Choice Voucher Program and Public Housing Program.

Document access location: PHA office.

4. Operation and Management

The Housing Authority maintains an organizational chart showing the management structure and organization.

ACHA uses the following for maintenance and management of its public housing units: Admissions and Continued Occupancy Policy, Personnel policies, Procurement policies, Maintenance Plan with schedule of charges (this includes pest infestations policy – inspection dates, frequency of inspection, eradication methods and approved vendors for eradication), and an approved vendor list for maintenance.

Section 8 Management uses the Section 8 Housing Choice Voucher Program Administrative Plan.

Document access location: PHA office.

5. Grievance Procedures

ACHA's Grievance Procedures are designed to offer a program participant the opportunity to raise and resolve any dispute which they may have with respect to a Housing Authority action or failure to act in accordance with the public housing lease or federal and/or ACHA regulations which adversely affect their rights, duties, welfare, as well as continued participation in the Public Housing and Section 8 Housing Choice Voucher programs.

Document access location: PHA office.

6. Designated Housing for Elderly and Disabled Families

The Housing Authority applied for and was granted by HUD the designation of "Elderly Housing" for Public Housing project CO058000001P, also known as Casa Redonda de Vigil.

Document access location: PHA office.

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014 - Plan Elements

7. Community Service and Self Sufficiency

ACHA developed and implemented a Community Service Policy to establish guidelines and procedures for staff and public housing residents to follow for compliance with the community service and self sufficiency activity requirements so that all affected residents can fulfill their obligation each month. The policy and procedure is detailed in the Admissions and Continued Occupancy Plan for Public Housing.

Document access location: PHA office.

8. Safety and Crime Prevention

ACHA is not aware of a high incidence of crime in its public housing property. However, the Authority is very sensitive to reducing crime. ACHA does check police reports to track crime incidents. If crime became an issue in the any of the public housing developments, ACHA would take the appropriate measures to deal with the issue. The Housing Authority has taken additional measures to ensure safety and crime prevention: 1) on-site safety seminars provided by the local police department, 2) employment of a security company for nightly patrols of the community, and 3) an alert system for each unit.

Document access location: PHA office.

9. Pets

ACHA has a Pet Policy to ensure that those residents who desire pets are responsible pet owners and that those residents who do not desire pets are not inconvenienced by pets on the premises. The policy and procedure is detailed in the Admissions and Continued Occupancy Plan for Public Housing as well as addressed in the unit lease.

Document access location: PHA office.

10. Civil Rights Certification

ACHA is in compliance and will continue to comply with all Fair Housing and Civil Rights laws, statutes, regulations and Executive Orders as enumerated in 24 CFR 5.105(a). ACHA has not been charged with a systemic violation of the Fair Housing Act by the Secretary alleging ongoing discrimination; ACHA is not a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; and ACHA has not received a letter of noncompliance findings under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974.

The Housing Authority has completed and signed the 50077.cr certification. The certification was submitted to the U.S. Department of Housing and Urban Development as part of the 5 Year Plan 2010-2014, and will be part of each annual plan submission.

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014 - Plan Elements

PHA Statement of Consistency with the Consolidated Plan

The Adams County Consolidated Plan supports the Housing Authority through clear communication, grant awards and coordination of common goals as detailed below to maximize human and financial resources:

“ACCD staff members communicate on an on-going basis with the Adams County Housing Authority with regard to program implementation and affordable housing policy in the County.”

Both agencies actively participate in the Adams County Housing Task Force. ACHA administers the First time Homebuyer Program for the County which is funded through the HOME program. ACHA has also received various CDBG grants in the past to create, rehabilitate, and sustain affordable housing. The Housing Authority also administers the Neighborhood Stabilization Program (NSP) on behalf of Adams County.

ACHA is a quasi-governmental agency that has both a separate Board of Directors and management from Adams County. The County and ACHA work very closely, however, to ascertain the housing needs of the residents of Adams County – both public housing and non-public housing.

Priority # 1: Rental housing is available for the low and very low income populations where rental housing rates are low.

Priority #2: Affordable housing is located in areas easily accessed by the low to moderate income populations.

Priority # 3: Affordable housing is available for low income renters that want to buy.

Priority # 4: Aging housing stock of low to moderate income owner occupied units is rehabilitated and/or repaired.

Priority # 5: Homeownership increases in areas where the ownership rates are low.”<sup>1</sup>

The Housing Authority incorporates the housing priorities specified in the Consolidated Plan into the agency’s strategic planning

Document access location: PHA office.

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<sup>1</sup> Adams County 2010-2014 Consolidate Plan

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014 - Plan Elements

11. Fiscal Year Audit

In the most recent fiscal year audit for 2009, no findings were cited. The audit evidences that the one finding from 2008, as cited in the 2009 Annual Plan, was cleared.

Document access location: PHA office.

12. Asset Management

ACHA has engaged in activities that will contribute to the long-term asset management of the agency's public housing stock, including planning for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs. This system is seamlessly matched with our non-public housing real estate portfolio management to maximize resources, fulfill fiscal and programmatic accountability, and achieve the best possible outcomes while expanding affordable housing choice options for low income families.

Document access location: PHA office.

13. Violence Against Women Act

ACHA has incorporated an amendment to the Section 8 Housing Choice Voucher Program administrative plan outlining specific eligibility requirements and procedures for application of this program component.

Document access location: PHA office.

7.0 (a.) Hope VI

ACHA does not anticipate pursuing a HOPE VI grant in fiscal year 2010.

(b.) Disposition

The U.S. Department of Housing and Urban development (HUD) approved the Housing Authority's application for the disposition of 35 single family public housing units on September 20, 2007 with approved amendments dated September 11, 2008 and June 18, 2009. The disposition is complete and all 35 units have been sold. ACHA's strategy is to replace these scattered site units with one or two larger, affordable rental properties. The replacement housing units will be affordable and restricted to families with incomes not exceeding 80% of the area median income at initial occupancy.

Our replacement program is a combination of acquisition of existing multifamily units and construction of new multifamily units. HUD has determined that ACHA's planned use of the proceeds meets the requirements of the statute. It is our goal to use the proceeds from the disposition to leverage additional financial resources to provide approximately 3 times the number of units disposed of, or 100 affordable housing units by the end of fiscal year 2012.

We are currently pursuing the activities of our Replacement Program Plan. ACHA will revise this Plan, as necessary, based on events that may cause an economic, environmental or hardship

Adams County Housing Authority  
PHA Annual Plan 2011  
PHA 5-Year Plan 2010-2014 - Plan Elements

impact to the Housing Authority or the community. At such time, ACHA will provide a copy of the revised Replacement Program Plan and an amended Annual Plan to the local HUD field office. The Housing Authority submitted a Replacement Housing Factor Plan to the local HUD field office on August 19, 2010.

Document access location: PHA office.

(c.) Homeownership

The Adams County Housing Authority's Homeownership Opportunities Program was created to assist responsible low and moderate income families to purchase their first home. Families who are in a position to obtain a mortgage often do not have the ability to pay the down payment and closing costs, nor do they necessarily have all the information they need to be successful buyers. To address these issues, ACHA provides intensive counseling and education to prospective homebuyers. Additionally, ACHA provides a soft second mortgage in the form of a forgivable loan with the provision that the purchaser remain in the home as their primary residence. At this time ACHA is not currently pursuing the Housing Choice Voucher Home Ownership Program.

(e.)Project Based Voucher Program

ACHA has developed a draft of the policies, procedures, notices and administrative plan for our Project Based Voucher Program. A final review of these materials will be conducted in Fiscal Year 2010. Recommendations from the final review will be taken under advisement by the Housing Authority's Management Team and necessary changes will be processed. Upon completion of these activities, the package will be submitted to HUD for review and approval. Upon the issuance of an approval from HUD, the Project Based Voucher Program will be implemented.

Document access location: PHA office.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name: <b>Adams County Housing Authority (ACHA)</b>	Grant Type and Number Capital Fund Program Grant No: _____	Replacement Housing Factor Grant No: _____
Date of CFFP: _____		FFY of Grant: <u>2011</u>
		FFY of Grant Approval: _____

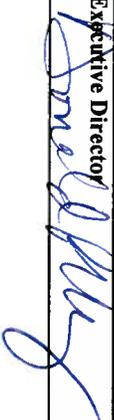
Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	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>			26,124			
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)			6,434			
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement			7,334			
10	1460 Dwelling Structures			12,224			
11	1465.1 Dwelling Equipment—Nonexpendable			12,222			
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>						
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)			64,338			
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			9,778			

<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.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part I: Summary

PHA Name: Adams County Housing Authority (ACHA)		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____		FFY of Grant: 2011	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Estimated Cost		Total Actual Cost <sup>1</sup>		FFY of Grant Approval: _____	
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Expended		
Signature of Executive Director		Date	Signature of Public Housing Director		Date		
		11-10-2010					









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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/20011

**Part I: Summary**

PHA Name/Number ACHA CO058	Locality (City/County & State) Commerce City, Adams, CO	<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:		
Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B. Physical Improvements Subtotal	Annual Statement	29,773	29,819	13,062	31,862.00
C. Management Improvements					
D. PHA-Wide Non-dwelling Structures and Equipment				5,441	
E. Administration		6,626	6,825	7,030	7,241
F. Other				12,351	
G. Operations		29,869	31,612	32,419	33,309
H. Demolition					
I. Development					
J. Capital Fund Financing – Debt Service					
K. Total CFP Funds		66,268	68,256	70,303	72,412
L. Total Non-CFP Funds					
M. Grand Total		66,268	68,256	70,303	72,412











Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name: **Adams County Housing Authority (ACHA)**

Grant Type and Number  
 Capital Fund Program Grant No: \_\_\_\_\_  
 Date of CFFP: \_\_\_\_\_

Replacement Housing Factor Grant No: \_\_\_\_\_

FFY of Grant:  
 2011 - RHF  
 FFY of Grant Approval: \_\_\_\_\_

Type of Grant  
 Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending: \_\_\_\_\_

Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
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>		51,228				
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)		51,228				
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						

<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.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part I: Summary

PHA Name: Adams County Housing Authority (ACHA)		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____		FFY of Grant: 2011-RHF FFY of Grant Approval: _____	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		Line Summary By Development Account		Original Total Estimated Cost		Revised ? Total Actual Cost <sup>1</sup>	
Signature of Executive Director <i>[Signature]</i>		Date 11-10-2010		Signature of Public Housing Director		Obligated Date Expended	









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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/20011

**Part I: Summary**

PHA Name/Number ACHA CO058-RHF		Locality (City/County & State) Commerce City, Adams, CO			<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015		
B.	Physical Improvements Subtotal	Annual Statement						
C.	Management Improvements							
D.	PHA-Wide Non-dwelling Structures and Equipment							
E.	Administration							
F.	Other							
G.	Operations							
H.	Demolition							
I.	Development		51,228	51,228	51,228	51,228		51,228
J.	Capital Fund Financing - Debt Service							
K.	Total CFP Funds		51,228	51,228	51,228	51,228		51,228
L.	Total Non-CFP Funds							
M.	Grand Total		51,228	51,228	51,228	51,228		51,228









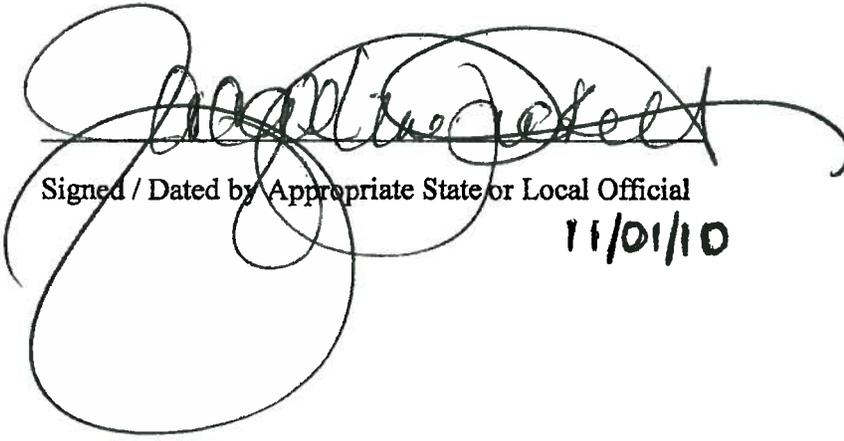


**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Jacquie Pickett the Administrator of Community Development certify that the Five Year and Annual PHA Plan of the Adams County Housing Authority is consistent with the Consolidated Plan of Adams County, Colorado prepared pursuant to 24 CFR Part 91.

  
Signed / Dated by Appropriate State or Local Official

11/01/10

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Susanna Sotelo the Neighborhood Resources Supervisor certify that the Five Year and  
Annual PHA Plan of the Adams County Housing Authority is consistent with the Consolidated Plan of  
City of Thornton, Colorado prepared pursuant to 24 CFR Part 91.

Susanna Sotelo 11/2/10

**Signed / Dated by Appropriate State or Local Official**

Resolution 10-6

<b>Civil Rights Certification</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011</b>
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**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

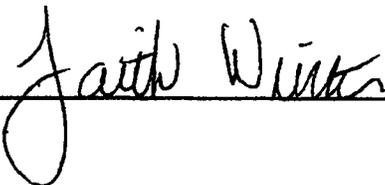
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Adams County Housing Authority

CO058

PHA Name

PHA Number/HA Code

<small>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</small>			
Name of Authorized Official	Faith Winter	Title	Vice Chairman
Signature		Date	9/22/10

<b>PHA Certifications of Compliance with PHA Plans and Related Regulations</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011</b>
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

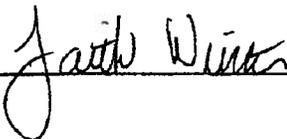
Adams County Housing Authority  
PHA Name

CO058  
PHA Number/HA Code

     5-Year PHA Plan for Fiscal Years 20      - 20     

  X   Annual PHA Plan for Fiscal Years 20 11 - 20 11

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  Faith Winter	Title  Vice Chairman
Signature  	Date  9/22/10

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Casa Redonde de Vigil  
1080 W. 69th Avenue  
Denver, CO 80221

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Donald R. May

Title

Executive Director

Signature



Date

11-10-2010

X

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Donald R. May

Title

Executive Director

Signature



Date (mm/dd/yyyy)

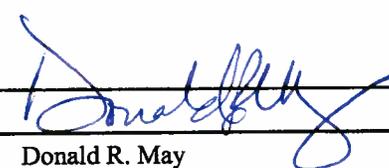
11-10-2010

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 7	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Adams County Housing Authority 7190 Colorado Blvd. Commerce City, CO 80022  Congressional District, if known: 7	
<b>6. Federal Department/Agency:</b> U.S. Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> Capital Fund Program  CFDA Number, if applicable: 14-872	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  Not Applicable	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  Not Applicable	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Donald R. May Title: Executive Director Telephone No.: 303-227-2080      Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**Adams County Housing Authority**

**Annual Plan 2011**

**Resident Advisory Board and Public Comments**

Comments from the RAB include:

- Pleased that ACHA has completed a number of the goals identified in the Annual plan for 2011
- ACHA seems to be ahead of the game when it comes to the housing needs of Adams county residents.
- One RAB member expressed their concern that ACHA was focused on Public Housing which was great but wants to address her concerns about the private sector as well.

There were no comments from the public submitted regarding the Annual plan either during the 45 day review period from September 15, 2010 or at the public hearing held on October 28, 2010.