

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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

**PHA Plan
Agency Identification**

PHA Name: Larimer County Housing Authority

PHA Number: CO 103

PHA Fiscal Year Beginning: 01/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: Main administrative office of the PHA

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA
- Main administrative office of the local government

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

Mission

To provide and promote safe, affordable housing, economic opportunity and a living environment free from discrimination.

Goals

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

Objectives:

1. Apply for additional rental vouchers.
 - Applications will be submitted annually, usually in March, for HUD's Fair Share and Mainstream Vouchers.
2. Maintain a satisfactory turn-over rate for public housing vacancies.
 - Maintain an average vacancy of 3% or less and an average turn-around time of 20 days or less.
 - Pre-approve applicants.
 - Weekly vacancy meetings for good communication.
3. Leverage private or other public funds to create additional housing opportunities.
 - City CDBG and HOME applications due in February and August. Federal Home Loan Bank Applications due in March and July. Division of Housing and CHFA Tax Credit applications accepted monthly.
4. Acquire or build units or developments.
 - FCHC to acquire 95 unit Sleepy Willow in June 2002.
 - WHA to develop 42 rental units utilizing LIHTC program.
 - FCHA pursue the development of Rigden Farm 132 homeownership and 33 rental units.
 - Increase portfolio by 50% over next five years for the Housing Corporation.

Goal: Improve the quality of assisted housing

Objectives:

1. HUD shall recognize the FORT COLLINS Housing Authority as a high performer under the Public Housing Assessment Program (PHAS) and the Section 8 Existing Management Assessment Program (SEMAP) by December 31, 2004.
 - Quarterly review and training of PHAS and SEMAP scoring criteria and current status check with all staff.
2. Improve public housing management:
 - Monthly random customer service survey by Maintenance Department. Ten mailings per month. Suggestion box at Mountain office.
 - Maintenance sector assignment and rotation. Weekly meetings for review.
3. Improve voucher management:
 - Continue maximizing number of vouchers issued, leased and outstanding. Continue to review at weekly Housing Programs meetings and communicate with accounting staff.
4. Increase customer satisfaction:

- Complete customer generated work orders within 25 days. Emergency workorders within 24 hours.
 - Telephone calls returned within 24 hours.
 - Make comment box available and follow up on 100% of comments.
 - Training annually on how and when to refer issues to department managers or executive director.
5. Concentrate on efforts to improve specific management functions: (public housing lease rates and turnover, Section 8 lease-ups.)

Goal: Increase assisted housing choices

Objectives:

1. Provide voucher mobility counseling.
 - At regular tenant Section 8 briefings or individually as necessary.
2. Conduct outreach efforts to potential voucher landlords:
 - Individual briefing for individual landlords. Continue representation at Apartment Owners Association monthly meetings.
3. Implement voucher homeownership program:
 - Implementation dependent upon staffing approval for 2002.
4. Implement homeownership programs.
 - Continue to assess viability of other homeownership program options.

Goal: Improve community quality of life and economic vitality

Objectives:

1. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
 - Provide applicants information about all FCHA programs and all other community affordable housing options through receptionist and wait list functions.

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

Objectives:

1. Increase the number and percentage of employed persons in assisted families.
 - Continue operating public housing and Section 8 FSS programs and referral.
2. Provide or attract supportive services to improve assistance recipients' employability.
 - FSS Coordinators, ED, and Housing Programs Manager continue participation on boards of the Larimer County Workforce. Coordination with SBA, SBDC, and the economic development community.
 - Continue monthly newsletter and include more employment articles.
3. Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Continue contact and participation on committees of Office on Aging, Larimer County Human Services, Disabled Resource Center, and other community groups.
 - Add a senior section to the monthly newsletter.

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Fair Housing brochure and presentation at all briefings, lease-ups, tenant packets, and upon request.
2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.
 - Annual training for reception staff on resources available within the community.
3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
 - Continue consistent awareness and processing of request for reasonable accommodation. Inform Board of Commissioners of any potential denial of request.

Goal: Work as a partner and resource with other community groups to develop and meet common goals

Objectives:

1. Building rapport with other civic agencies:
 - Workenders – Utilize monthly.
 - Apartment Owners Association – Monthly luncheons
 - Neighborhood Task Force, which includes law enforcement, City Attorney, City code enforcement, Streets Dept, Zoning, Parks, County Animal Control – Attended monthly by Housing Programs staff.
 - Larimer County Affordable Housing Coalition – Julie and/or John attend monthly meeting.
 - Larimer County Workforce committees: Julie – Workforce Investment Board Executive Committee. John & Ravenna – Youth Council.
 - PSS Advisory Board monthly meeting attended by Rachel.
 - Social Services Family Response Team monthly meeting attended by Rachel.
 - Experience Works – Employ and train interns as needed.
 - Larimer County Workforce – Employ and train interns as needed.
 - City’s HOMERUN program – Employ and train interns as needed.
 - Poudre School District contacts – Quarterly reports for PHDEP funding coordination and as needed for property management functions.
 - Northern Front Range Continuum of Care – John attends monthly.
 - Interfaith Council – Laurie attends the Housing Committee monthly.
 - Eastgate Homeowners association – attended annually by Jeff.
 - Stanford Homeowners association – attended annually by Jeff.
 - Thunderbird East Neighborhood Association – Attended monthly by Jeff, Laurie and Darlene.
2. Taking a leadership role in coordination efforts:
 - Weekly City Manager’s Executive Lead Team: Julie
 - CoNAHRO monthly meetings: Emily – VP of Member Services
 - National NAHRO Professional Development Committee: Julie
 - Larimer County Affordable Housing Coalition Legislative Committee: Julie
 - Board input and recommendation on issues such as growth, fees, etc. as determined by the Board.
 - CO FSS Coordinators monthly meetings and annual conference.
3. Identifying voids in the availability of facilities or programs in our community:
 - Coordinate with City and state consolidated plan, demographic surveys, etc.
4. Providing resources to the community regarding housing issues:
 - Offer meeting space and clerical support to neighborhood groups as appropriate.
 - Maintain area agency pamphlets and resource lists in waiting area, reception desk, through Housing Coordinators. Review and revise annually.
 - FCHA information listed in First Call Servicenet

- Financial advising and financial resource for other agencies, at the Board's discretion.
5. Linking residents to public and private resources.
 - FSS Referrals/enrollment on a regular basis.
 - Housing Coordinators Referrals
 - Donating two office spaces and resources to Project Self Sufficiency
 - Pamphlets and resource lists included with monthly newsletter, one highlighted each month.
 6. Active involvement and understanding of local and national housing issues and trends:
 - All staff attend at least one training per year.
 - Housing NOW Conference – Annually
 - CoNAHRO Conference – Annually
 - Mountain Plains Regional NAHRO Conference – Annually
 - CoNAHRO Maintenance Conference – Annually
 - Colorado Coalition for the Homeless Conference – Annually
 - Professional memberships in NAHRO, SHHP, Affordable Housing Coalition.
 - Continue professional periodicals and listserves for all.
 7. Development of relationship between the City of Fort Collins and other governmental entities.
 - City Executive Lead Team – Julie attends weekly.
 - City Department managers interaction. Ongoing.
 - Neighborhood Task Force – Monthly.
 - City Utilities interaction – Tenant Accounting Clerk ongoing.
 - County Sheriff's Department – Ongoing
 - Police Services – regular interaction and cooperation.
 - City of Loveland Housing Authority LaHIP program advisory board - Julie

Goal: Hire and retain knowledgeable, skilled staff

Objectives:

1. Providing competitive wages.
 - Annual wage survey update.
 - Budget preparation and prioritization by the Board annually.
 - Job Description updates periodically.
 - Benefits coordination with the City of Fort Collins.
 - Periodic review of benefits
2. Conducting training and development activities which reflect the Mission for staff and the Board of Commissioners.
3. Attending local, State, and national meetings and training programs
 - See above.
4. Encouraging active staff participation in policy development.
5. Utilizing staff skills to the maximum capacity.
6. Providing cross-training opportunities.

Goal: Develop a positive public image and promote community awareness of Housing Authority Programs by:

1. Educating the public in a politically sensitive manner.
 - Regular press releases regarding funding awards, awards of recognition, special achievements, etc.
2. Developing presentations to the public regarding goals attained, impact of services provided, and demonstration of accountability of public funds.
 - PowerPoint presentation prepared in 2002 and updated at least annually.
3. Active involvement of the Board of Commissioners in public relations.

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The LARIMER COUNTY Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. We have adopted the mission statement to guide the activities of the LARIMER COUNTY Housing Authority. We have also adopted goals and objectives for the next five years. Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

Highlights of this plan include:

- Housing Needs
- Financial Resources
- Programmatic Policies and Procedures which have been newly adopted or revised
- Asset Management
- Safety and Crime Prevention

In addition to the Plan, which follows, you will find the required HUD form, summarizing this plan, which will be submitted electronically on an annual basis.

In summary, we are on course to improve the condition of affordable housing in Fort Collins and Larimer County Colorado.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Annual Plan

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 9. Designation of Housing
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 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

Required Attachments:

- X Admissions Policy for Deconcentration

Optional Attachments:

- Resident Advisory Committee Outreach

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA State of Colorado Consolidated Plan 2000

The Statewide Consolidated Plan was written in 2000 and is a five-year strategic plan to identify and address community planning and housing needs. Based on the analysis of data, a number of needs were identified:

1. The community needs affordable rental and ownership housing units for very low, low and moderate income households,
2. The community needs to provide households the opportunity to purchase a home,
3. The community needs to expand homeless services in the community,
4. The community needs to provide additional transitional housing units, permanent supportive housing units and emergency shelter beds,
5. The community needs to provide housing for special needs households and,
6. The community needs to improve and increase services for seniors, disabled, indigent children, those affected by substance abuse and those needing employment training. Funding to meet these needs is provided, in part, by the State of Colorado HOME Investment Partnership programs along with Federal, State and other local funding.

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance Larimer and Fort Collins Combined		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	603		100
Families with children	377	63%	
Elderly families	50	8%	
Families with Disabilities	118	20%	
Race/ethnicity W.	533	88%	
Race/ethnicity B.	30	5%	
Race/ethnicity I/A	37	6%	
Race/ethnicity A	3	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- X Adopt rent policies to support and encourage work

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

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

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- X 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:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)	\$240,660	
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	240,660	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Interest		
Tenant Charges		
4. Non-federal sources (list below)		
Total resources	240,660	240,660

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Larimer County Housing Authority consists of Section 8 units only.

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- X Criminal or drug-related activity only to the extent required by law or regulation
 - X Criminal and drug-related activity, more extensively than required by law or regulation
- b. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- X Criminal or drug-related activity

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- X Federal public housing
 - X Federal moderate rehabilitation
 - X Federal project-based certificate program
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- X PHA main administrative office

(3) Search Time

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

If yes, state circumstances below:

Severe hardship, disabilities/special accommodations, other issues approved by Director of Housing Programs.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

2. Working families and those unable to work because of age or disability
2. Residents who live and/or work in your jurisdiction
2. Those enrolled currently in educational, training, or upward mobility programs
X Households that contribute to meeting income requirements (targeting)
3. Individuals who have lived in a FCHA SRO Mod Rehab unit for at least six continuous months, OR Families required to relocate from an FCHA public housing unit for occupancy or disability reasons.

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

X Date and time of application

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

X The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- X The Section 8 Administrative Plan
- X Briefing sessions and written materials

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

- X Through published notices

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

Larimer County Housing Authority does not own public housing units

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- X 100% of FMR

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

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

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

- X Annually

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

- X Success rates of assisted families
- X Rent burdens of assisted families

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

The Larimer County Housing Authority programs are administered through an agreement with the Fort Collins Housing Authority.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	35	5
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

C. Management and Maintenance Policies

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

(2) Section 8 Management: (list below)

Administrative Plan
FSS Program Action Plan
Grievance Procedures
Fraud Control Procedures

(3) Agency-wide

Personnel Policy
Disposition of Property
Capitalization Policy
Investment Policy
Drug-Free Workplace
Procurement Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

Not Applicable.

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

X PHA main administrative office, 1715 West Mountain Avenue, Fort Collins, Colorado.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

Section 8 only PHA.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

Section 8 only PHA.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

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

Section 8 only PHA.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

Section 8 only PHA.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

Section 8 only PHA.

B. Section 8 Tenant Based Assistance

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

2. Program Description:

The Fort Collins Housing Authority operates a Homeownership program for which some LCHA participants may be eligible.

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 01/24/2001

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

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- X Jointly administer programs

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- X Public housing rent determination policies
- X Public housing admissions policies
- X Section 8 admissions policies
- X Preference in admission to section 8 for certain public housing families
- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self Sufficiency- Fort Collins	40	General application/Wait List	PHA Main Office	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8 Fort Collins/Larimer Combined	33 Families	40 Families 09/03/2002

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - X Informing residents of new policy on admission and reexamination
 - X Actively notifying residents of new policy at times in addition to admission and reexamination.
 - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services (Completed in 2000)
 - X Establishing a protocol for exchange of information with all appropriate TANF agencies (Completed in 2000)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
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13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

Section 8 only PHA.

<u>14. PET POLICY</u>

[24 CFR Part 903.7 9 (n)]

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N/A Section 8 Only PHA.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes X No: If there were any findings, do any remain unresolved?

5. Yes No: If yes, how many unresolved findings remain? _____
 Have responses to any unresolved findings been submitted to HUD?
 If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

Section 8 only PHA.

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Interviewed and appointed by City Council

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of Colorado Consolidated Plan

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

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Resident Advisory Committee Outreach

August 13, 2002
Resident Advisory Committee

The Resident Advisory Committee of the Larimer County Housing Authority consists of all residents. LCHA has had a difficult time getting resident participation due to only having a Section 8 Program.

A Resident Advisory Committee meeting was held on August 13, 2002. No residents attended or responded. A half-page advertisement was published in both the July and August issues of The Home Page, the Housing Authority's monthly newsletter.

Julie J. Brewen
August 13, 2002