

# **PHA Plans**

## **Streamlined Annual Version**

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

OMB No. 2577-0226  
(exp. 05/31/2006)

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

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# **Streamlined Annual PHA Plan**

## **for Fiscal Year: 2006**

### **PHA Name:**

# **Longmont Housing Authority**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Longmont Housing Authority

**PHA Number:** CO070

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2006

**PHA Programs Administered:**

**Public Housing and Section 8**

**Section 8 Only**

**Public Housing Only**

Number of public housing units: 6

Number of S8 units:

Number of public housing units:

Number of S8 units: 509

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

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

**PHA Plan Contact Information:**

Name: Judith Morgan, Exe. Dir.

Phone: (303) 651-8581 ext 22

TDD: (303) 651-8748

Email (if available): info@longmontha.com

**Public Access to Information**

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

X PHA's main administrative office     PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.    X Yes     No.

If yes, select all that apply:

x Main administrative office of the PHA

PHA development management offices

x Main administrative office of the local, county or State government

x Public library     PHA website     Other (list below)

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

x Main business office of the PHA     PHA development management offices

x Other (list below) Public Library

## Streamlined Annual PHA Plan

Fiscal Year 2006

[24 CFR Part 903.12(c)]

### Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

#### A. PHA PLAN COMPONENTS

- 5 1. Site-Based Waiting List Policies
- 903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 6 2. Capital Improvement Needs
- 903.7(g) Statement of Capital Improvements Needed**
- 7 3. Section 8(y) Homeownership
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- 8 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
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  - Definition of Substantial Deviation and Significant Amendment or Modification
  - Resident Advisory Board (RAB) Selection, Roster and Comments
  - Community Service and Self Sufficiency Policy
  - Longmont Housing Authority Pet Policy
  - Longmont Housing Authority Organizational Chart

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan*** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, *Certification for a Drug-Free Workplace*;**

**Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;** and

**Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

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

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

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

**B. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs**

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

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1. x Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes x No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1.  Yes x No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:
4.  Yes  No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5.  Yes  No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

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

b. PHA-established eligibility criteria

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

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

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

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

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

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
  - low utilization rate for vouchers due to lack of suitable rental units
  - access to neighborhoods outside of high poverty areas
  - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

#### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: City of Longmont



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

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

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

1. See (3) PHA Statement of Consistency with the Consolidated Plan (a) Activities Listed.
2. Also, coordination and collaboration in
  - PHA Plan development
  - Rental Survey to determine housing needs and additional program outlook
  - Community Forum Walk to determine fair housing needs or impediments and what positive actions to implement to promote fair housing.
  - City of Longmont has and will support borrowing by LHA to behalf of 501(c)3 non-profit under the Tax Equity and Fiscal Responsibility Act.
  - Supporting Individual Development Account (IDA) to promote self-sufficiency.
  - Regional Affordable Housing Initiative summit and needs assessment
  - Tenant Base Rental Assistance – Application for 10 HCV from State Division of Housing Home allocation
  - Rental Rehab. – acquisition and rehab of existing units using Tax Exempt Financing Reconciliation Act (Tefra)
  - Members of
    - ✓ LHOT Housing First – comprised of faith based non-profit public and human services agencies
    - ✓ City of Longmont Multi-Cultural Plan – LHA representation on the Housing & Health Task Force subcommittee developing City of Longmont Housing First Model 10 Year Homeless Housing Plan
    - Latino Housing Task Force -
  - Support of HUD 811 and Housing Choice Voucher Mainstream funding applications

## 6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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 type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
X	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Other supporting documents (optional) LHA Organizational Chart (list individually; use as many lines as necessary)	Annual Plan
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Longmont Housing Authority 900 Coffman Street, Suite C Longmont, CO 80501			Grant Type and Number Capital Fund Program Grant No: CO06P07050106 Replacement Housing Factor Grant No:		Federal FY of Grant:
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	12367			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	12367			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				



**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name: Longmont Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: CO06P0700106 Replacement Housing Factor Grant No:			Federal FY of Grant: Y2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1406	Operating	1406		12367			12367	





## 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
Total CFP Estimated Cost			\$			\$



**Statement of Progress In Meeting the Five-Year Plan Mission & Goals**

**Part I**

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

**LHA Goal: Expand the supply of assisted housing**

**Objectives:**

1. Apply for additional rental vouchers
2. Leverage private or other public funds to create additional housing opportunities:
3. Acquire or build units or developments

**LHA Progress:**

1. **LHA has applied and will continue to apply annually to HUD for additional vouchers to assist low-income families in Longmont. Applied on behalf of Center for People with Disabilities for HCV Mainstream and supported an application for HUD 811 Project.**
2. **LHA applied for CDBG & HOME funds for senior Development**
3. **Aspen Meadows – LHA assisted in the development of 50 elderly/disabled units with Longmont Housing Development Corporation. LHA provided monetary grants of approximately \$720,000 and vouchers funding approximately \$500,000.**
4. **Village Place Apartments – In April 2005 LHA purchased from a Minnesota ownership group 72 elderly/disabled units. This building was coming to the end of its Low Income Housing Tax Credit period. LHA used its tax-exempt borrowing authority to attract interim financing from First Main Street Bank and Mile High Housing fund. In 2006, LHA will re-syndicate the property using tax credits and bonding authority in combination with pending grant funds from the City of Longmont, the Federal Home Loan Bank and the State Division of Housing. This will allow LHA to keep Village Place Apts. an affordable housing choice for our elderly citizens. With this purchase LHA became the largest provider of affordable housing in Longmont.**
5. **Hover Crossing – In May 2005 LHA’s sister organization Longmont Housing Development Corporation (LHDC) purchased four acres of**

**\$ASQCO0702006200607121238-02**

**vacant land using loan funds from the Affordable Housing Fund. LHDC submitted a funding request for 50 units of HUD Supportive Housing for the Elderly to be built on this site. The first application was not funded, however, LHDC will submit another application for funding in 2006 & 2007.**

- 6. Tenant Based Rental Assistance Program (TBRA) – In December 2005 ten families received TBRA with funding from City of Longmont and Colorado Department of Housing. The coupons are part of the Housing First pilot program and will provide 24 months of housing and intensive case management services for the participants.**

**LHA Goal: Improve the quality of assisted housing**

**Objectives:**

1. Increase customer satisfaction:

**LHA Progress:**

- 1. LHA sends customer evaluations to residents of assisted housing to assess and improve ways LHA may be able to identify problem areas of management and implement changes to LRPB Admission and Occupancy & LHA Administrative Policies.**
  - Sign & Spanish language speaking staff
  - Increasing office hours
  - City of Longmont Inspection services brochure added to briefing and recert. packets to inform landlords and Section 8 participants of acceptable housing standards
  - **Collaborated with City of Longmont in making application to Boulder County Weatherization to replace boilers and weatherize affordable housing building.**
  - **Streamlined recertification and interim changes process**
  - **Reorganized office setting for professional and customer friendly atmosphere.**

**\$ASQCO0702006200607121238-02**

**LHA Goal: Increase assisted housing choices**

**Objectives:**

1. Provide voucher mobility counseling
2. Conduct outreach efforts to potential voucher landlords
3. Increase voucher payment standards -

**LHA Progress:**

1. **LHA continues to provide mobility counseling by providing group briefing twice a month allowing clients greater housing choices.**
2. **Annual Landlord Breakfast Orientation – Outreach effort to potential and current landlord, updates them to changing HUD program regulation**
3. **LHA annually assesses and increases or decreases the voucher payment standards if needed to allow families greater housing choices and to stimulate local economy.**

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

**LHA Goal: Provide an improved living environment**

**Objectives:**

1. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
2. Implement public housing security improvements:
3. Designate developments or buildings for particular resident groups (elderly, persons with disabilities).

**LHA Progress:**

1. **LHA LRPB resident live in census tracts with mixed income families.**

**\$ASQCO0702006200607121238-02**

- 2. In addition to Aspen Meadows 50 units, LHA acquired Village Place Apts. with 72 units, for elderly & disabled persons, both are secured buildings.**
- 3. The Aspen Meadow and Village Place are projects designated for elderly and/or persons with disabilities.**
- 4. Security improvements to LRPH and affordable housing projects (Aspen Meadows and Terry/Grant Street Prop.) included:**
  - Security locks**
  - Security lights & flood lamps**
  - Security - safety exterior doors**
- 5. Bi-annually map locations of housing choice voucher holders in all affordable housing units. Continually map and monitor the results to ensure de-concentration.**

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

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

**Objectives:**

- 1. Increase the number and percentage of employed persons in assisted families.**
- 2. Provide or attract supportive services to improve assistance recipients' employability.**
- 3. Provide or attract supportive services to increase independence for the elderly or families with disabilities.**

**LHA Progress:**

- 1. LHA has a cooperation agreement with Boulder County H.A. to administer the Project Self-Sfficiency and Family Self -Sufficiency programs.**
- 2. LHA pays FSS escrow as allowed and encourages self sufficiency homeownership**

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- 3. LHA provided a Work Over Welfare (W.O.W.) program for all Longmont participants and annually recertifies their income. If a family income increases, LHA ignored the increase until the next recertification. However, due to funding, LHA has discontinued the W.O.W. Program and are now requiring participants to report all changes.**
- 4. LHA employs low-income seniors to work in our offices through Senior Resource program.**

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

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

**Objectives:**

1. Undertake affirmative measures to ensure access in assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
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:
3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

LHA Progress:

- 1. LHA has adopted a Fair Housing & Reasonable Accommodations Policy, which ensures equal opportunity and affirmatively furthers fair housing.**
- 2. Landlord Tenant Symposium – Through LHA contributes to giving ongoing information and updates landlord/tenants of Sec. 8 regulatory program changes.**
- 3. Latino Housing Task Force – Through the Task Force, LHA contributed to the Fair Housing Impediments Study.**

**The LHA continues to provide the following:**

**\*To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.**

**\*To encourage self-sufficiency of participant families and assist in the expansion of family opportunities, which address educational, socio-economic, recreational and other human services needs.**



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**\*To provide positive public awareness and expand the level of family, owner, and community support in accomplishing LHA's mission.**

**\*To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.**

**\*To administer an efficient, high-performing agency through continuous improvement of LHA's support systems and commitment to our employees and their development.**

**\*To provide decent, safe, and sanitary housing for very low income families while maintaining their rent payments at an affordable level.**

**\*To ensure that all units meet Uniform Physical Conditions Standards/Housing Qualify Standards and families pay fair and reasonable rents.**

**\*To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.**

**\*To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families.**

- **To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.**



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THE LONGMONT  
HOUSING AUTHORITY

### **Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

In accordance with 24 CRF 903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its Five-Year Plan and significant amendments or modifications to the Five-Year Plan and Annual Plan, the following definitions are offered:

#### **Substantial Deviation of Annual Plan from the 5-Year Plan:**

Substantial deviation is defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, or objectives, or plans of the agency which require formal approval of the Board of Commissioners.

#### **Significant Amendment/Modification:**

Significant Amendment or Modification is defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.





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## Resident Advisory Board

THE LONGMONT  
HOUSING AUTHORITY

### Method of Selection

Membership of RAB may represent assisted individuals and families from LHA's public housing and/or tenant based Section 8 Program.

Low Rent Public Housing Program - At the time of admission, every participant is informed in writing that they are automatically assigned as voluntary members of LHA's Resident Advisory Board. They are informed that at any time during their tenure as residents under this program they may advise LHA executive director of any and all meaningful suggestions, comments or questions they may have regarding LHA's dwelling units, programs, policies and/or management of LHA. Each participant is also invited to make recommendations in the annual PHA Plan process.

Tenant Based Section 8 Program - The City Clerk of the City of Longmont oversees the recruitment process for appointment to LHA Board of Commissioners. The Mayor and City of Longmont Council then interviews, selects and appoints board members to a 5 year term.

### Low Rent Public Housing Advisory Board Roster

Cheyenne Moondancer  
1539 Pratt Street  
Longmont, CO 80501

Eve Rios  
7 Pratt Place  
Longmont, CO 80501

Janelle Kennedy  
1636 Kimbark Street  
Longmont, CO 80501

Annabel Delgado  
273 Caywood Court  
Longmont, CO 80501

Robert Neece  
271 Caywood Court  
Longmont, CO 80501

Misty Bell  
1418 Twin Sisters  
Longmont, CO 80501

### Longmont Housing Authority Section 8 Resident Board Member



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**Information**

Vacant

**Comments of Residents Advisory Board**

There were no comments from the Resident Advisory Board for the year of FY2006.





**THE LONGMONT  
HOUSING AUTHORITY**

**COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY**

The Quality Housing and Work Responsibility Act of 1998 requires all non-exempt public housing adult residents to contribute either (8) hours per month of community (volunteer work) or participate in training, counseling, classes or other activities that help an individual toward self sufficiency and economic dependence. This is a requirement of the Public Housing Lease.

**Definitions**

Community Service – Volunteer work which includes, but is not limited to:

Work at local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc;

Work with non-profit organization that service LHA residents or their children such as : Boy Scouts Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community cleaning up programs, beautification programs other youth or senior organizations;

Work at the authority to help with children's programs;

Work at the Authority to help with senior programs;

Helping neighborhood groups with special projects;

Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and

Caring for the children of other residents so they may volunteer.

**NOTE: Political activity is excluded.**

**Self Sufficiency Activities**– activities that include, but are not limited to:

Job readiness programs;

Job training programs;

GED classes;

Substance abuse or mental health counseling;

English proficiency or literacy reading classes;



Apprenticeships;

Budgeting and credit counseling;

Any kind of class that helps a person toward economic independence; and

Full time student status at any school, college or vocational school.

**Exempt Adult:** an adult member of the family who

Is 62 years of age or older;

Has a disability that prevents him/her from being gainfully employed;

Is the caretaker of a disabled person;

Is working at least 20 hours per week; or

Is participating in a welfare to work program.

### **Requirements of the Program**

The eight (8) hours per month may be either volunteer work or self sufficiency program activity, or a combination of the two.

At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.

Activities must be performed within the community and not outside the jurisdictional area of the Authority

Family obligations

At lease execution or re-examination after February 1, 2000, all adult members (18 and older) of a public housing resident family must

Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and

Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community service requirement will result in non-renewal of their lease.

At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signature of supervisors, instructors, or counselors certifying to the number of hours contributed.

If a family member is found to be noncompliant at reexamination, he/she and the Head of Household will



sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

Change in exempt status:

If during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.

If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

### **Authority obligations**

To the greatest extent possible and practicable, the Authority will:

Provide name and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement); and

Provide in house opportunities for volunteer work or self sufficiency programs.

The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.

The Authority will make final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.

Noncompliance of family member:

At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;

If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;

If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;

The family may use the Authority's Grievance Procedure to protest the lease termination.





THE LONGMONT  
HOUSING AUTHORITY

## **Longmont Housing Authority Pet Policy**

### SELECTION CRITERIA

#### A. Approval

Pets are permitted in public housing. The pet owner understands that he/she must follow the Pet Policy guidelines listed below as established by the Housing Authority. Prior to accepting a pet for residency at the housing site (exception made for auxiliary aid/service animals), the resident must provide to Longmont Housing Authority proof of the pet's good health and suitability as outlined in "Basic Guidelines" listed below.

#### B. Basic Guidelines

1. The following types of common household pets will be permitted under the following criteria:

##### A. Dogs

- (1) Maximum number- LHA is flexible
- (2) Must be housebroken

##### B. Cats

- (1) Maximum number- LHA is flexible
- (2) Must be trained to the litter box

##### C. Birds

- (1) Maximum number- LHA is flexible
- (2) Must be maintained inside of cage at all times

2. No other types of pets may be kept by tenants on the premises of this project without prior written permission of landlord.

### II. NON-REFUNDABLE DAMAGE FEES AND PET DEPOSITS

A. The total pet deposit for one pet is \$400. This cost is comprised of the following:

Management reserves the right to change this deposit amount consistent with federal guidelines at any time.

a. Resident's liability for damages caused by their pet is not limited to the amount of the pet deposit.





Resident will be required to reimburse the Housing Authority for the actual cost of any and all damages caused by their pet.

b. Pet owner is responsible for all expenses incurred should an infestation in their unit and/or adjacent units or common areas be present which is attributable to his/her pet. Resident will be charged for actual expenses incurred to eliminate offensive pet odors.

c. Individuals with disabilities who have approved auxiliary aid or service animal must comply with the LHA Pet Policy, except when noted, and assumes responsibility for any damages incurred by their animal.

3. A pet deposit of \$400. A \$50 minimum down payment and \$50 payment per month thereafter until the balance is paid.

### III. PET RULES

#### A. Dogs and Cats

1. Dogs and cats shall be maintained within the resident pet owner's unit. When outside, the pet shall be kept under the control of the resident at all times.

2. All animal waste or litter from cat litter boxes shall be picked up immediately by the pet owner and disposed of in sealed plastic trash bags and placed in trash bins. Residents shall be responsible for mitigating any pet odors and disposal of pet waste. Cat litter shall not be disposed of by flushing down toilets. Charges for unclogging toilets or clean-up of common areas required and attributable to pet nuisance shall be billed to and paid by the resident pet owner.

3. Pet owners shall keep their pets under control at all times. Pet owners shall assume sole responsibility for liability arising from any injury sustained by any person attributable to their pet and agree to hold the owner and management harmless in such proceedings.

4. Resident pet owners agree to control the noise of their pet such that it does not constitute a nuisance to neighbors. Failure to control pet noise can result in the removal of the pet from the premises and/or eviction of the resident. Management reserves the right to determine if a pet must be immediately and permanently removed from the premises due to aggressive behavior which causes threat or bodily injury to any neighbor or staff member.

5. No pet shall be left unattended in any unit for longer than 12 hours.

6. All resident pet owners shall provide adequate care, nutrition, exercise, and medical attention for their pet. Pets which appear to be poorly cared for or which are left unattended for longer than 12 hours will be reported to the humane society or other appropriate authority and will be removed from the premises at the pet owners expense.

8. In the event of a residents sudden illness, the resident pet owner agrees that management shall use discretion with respect to the provision of care for the pet. These provisions will be consistent with federal guidelines unless written instructions by the resident with respect to this area are provided to the project office in advance. All expenses relating to the care of the pet will be the responsibility of the



resident.

9. In the event of the death of a resident, the resident pet owner agrees that management shall have discretion to determine appropriate provision of care of the pet consistent with federal guidelines unless written instructions with respect to accommodation are provided in advance by the resident to the Housing Authority.

10. Unwillingness on the part of named caretakers of a pet per items #8 and #9 of this section to assume custody of the pet shall relieve the Housing Authority of any requirement to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered as authorization to management to exercise discretion in such regard consistent with federal guidelines.

11. Management reserves the right to require the removal of a pet from the premises on a temporary or permanent basis for the following causes:

- a. Creation of a nuisance after proper notification.
- b. Excessive pet noise or odor with proper notification.
- c. Unruly or dangerous behavior
- d. Excessive damage to the resident's apartment unit and/or housing common areas.
- e. Repeated problems with vermin or flea infestation.
- f. Failure of the resident to provide adequate and appropriate vaccination of the pet.
- g. Leaving a pet unattended for more than 12 hours.
- h. Failure of the resident to provide adequate care of their pet.
- i. Resident death and/or serious illness.
- j. Failure to observe any other rule contained in this section and not here listed, upon proper notification.

#### B. Birds

1. Must be kept caged at all times.
2. Waste must be disposed of in sealed plastic trash bag and placed in trash bin.
3. Excessive noise is not permitted.



# **Longmont Housing Authority**

## **Management Organizational Chart**

**Mayor of Longmont/City of Longmont Council**



**Longmont Housing Authority Board of Commissioners**



**Executive Director/Board Secretary**



**Housing Coordinator**



**Housing Specialist**



**Housing Technician**



**Housing Inspector**