

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>LittletonHousing Authority</u> PHA Code: <u>CO036</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>143</u> Number of HCV units: <u>288</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: Littleton Housing Authority seeks to strengthen our community by creating opportunities for diverse housing alternatives.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. The Board of Commissioners developed a five-year strategic plan in 2006. The following five-year goals were approved on December 7, 2006. <ol style="list-style-type: none"> 1. Partnerships <ol style="list-style-type: none"> a. Begin to establish relationships with financial planners and explore options for resource development. b. Continue to work on relationships with business community. c. Continue to improve communication with City Council and city staff 2. Enhance the Image of LHA <ol style="list-style-type: none"> a. Provide pictures of LHA properties and present LHA in a positive light. b. Educate the community about the extensive screening of potential residents. c. Communicate to the community leaders through an Annual Report. 3. Financial sustainability <ol style="list-style-type: none"> a. Meet with Steve Clark to discuss the advantages that LHA can offer developers in new projects. b. Develop information to use in discussions with potential development partners. 4. Public Housing Redevelopment <ol style="list-style-type: none"> a. Define HUD requirements for redevelopment. b. Work with HUD to prepare a redevelopment plan for properties identified after a Needs Assessment is completed. c. Contact the City to begin the discussion about affordable housing within the new Comprehensive Plan. 5. Purchase Non-subsidized Properties <ol style="list-style-type: none"> a. Continue to work with real estate professionals and actively search for appropriate properties. 6. Home Ownership Programs <ol style="list-style-type: none"> a. Reduce LHA's efforts toward homeownership by shifting the emphasis toward resident services such as credit counseling. b. Develop a partnership with Arapahoe County and/or local banks to provide home ownership education programs. 7. Rehabilitation Program <ol style="list-style-type: none"> a. Investigate the possibility of expanding the Rehabilitation Program into Centennial through and Intergovernmental Agreement. b. Promote the expertise of the Rehabilitation staff in the community and offset the costs of the rehabilitation program and increase income to LHA by expanding the program. c. Explore the feasibility of increasing the scope of the program beyond code and health and safety issues. 				

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>The Littleton Housing Authority has updated its housing program and operations and management policies to be in compliance with all regulations and requirements. The Littleton Housing Authority has also adopted a new EIV policy, a new VAWA policy, a new Security policy, and a new Section 3 policy for procurement activities.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The Annual and Five-year plans are available for review at the Littleton Housing Authority's administrative offices at 5745 South Bannock Street, Littleton, Colorado 80120.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The Littleton Housing Authority is currently in the preparation stages of a Redevelopment Project involving the demolition/disposition of a portion of its public housing stock, known as the Powers Avenue Redevelopment Project. The Littleton Housing Authority is earmarking 26 units for demolition/disposition in conjunction with this project. The addresses of the units slated for demolition/disposition are as follows:</p> <p>--927-937 West Powers Avenue, a duplex building, each with two bedrooms (demolition) --947-957 West Powers Avenue, a duplex building, each with three bedrooms (demolition) --967-977 West Powers Avenue, a duplex building, each with two bedrooms (demolition) --987-997 West Powers Avenue, a duplex building, each with two bedrooms (demolition) --6029-6031 South Sycamore Street, a duplex building, each with two bedrooms (disposition) --5646-5648 South Fox Circle, a duplex building, each with two bedrooms (disposition) --6082-6084 South Spotswood Street, a duplex building, each with two bedrooms (disposition) --6092-6094 South Spotswood Street, a duplex building, each with two bedrooms (disposition) --5313-5315 South Lakeview Street, a duplex building, each with three bedrooms (disposition) --5323-5325 South Lakeview Street, a duplex building, each with two bedrooms (disposition) --712-722 West Prentice Avenue, a duplex building, each with two bedrooms (disposition) --556-566 West Progress Avenue, a duplex building, each with three bedrooms (disposition) --586-596 West Progress Avenue, a duplex building, each with three bedrooms (disposition)</p> <p>As part of the relocation of public housing residents, the housing authority expects to request replacement housing choice vouchers for all displaced families. In addition, the LHA expects to project-base eight units in the new development. Over the next five-year period, staff anticipates that an additional 14 units could be earmarked for demolition/disposition, bringing the total of units slated for demolition/disposition to 38.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>These statements are included in the Annual/Five-year plan book for public review, and will be included with this submission as an attachment (see Attachment #1).</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>The five-year action plan is included with this submission as an attachment (see Attachment #2).</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

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

In an effort to identify the housing needs of the Littleton Housing Authority clientele, the Arapahoe County Consolidated Plan for 2009-2013 was consulted, and the following observations were made:

9.0

- In terms of **affordability**, there is a shortage of 12,500 affordable rental units for renters earning less than \$20,000 per year (extremely low income) in Arapahoe County. In addition, approximately 12,500 renters who earn less than \$20,000 pay so much for their rental housing that they have difficulty affording other necessary household costs—such as transportation, childcare and health care. According to the Metro Denver Vacancy and Rent Survey, the median rent for Littleton in 2007 was \$806 per month.
- With regard to the **elderly** population, both with and without disabilities, rental needs are close to being met, as evidenced by an analysis of housing authority waiting lists. There is a greater need at this time for **families with children and families with disabilities**. However, more baby boomers will be classified as elderly in the coming years and the need for housing the elderly population is likely to increase as this population ages.
- The largest **racial** group to occupy rental units in the jurisdiction is Caucasian/white (72%). African Americans account for 16% of renter households, and household characterizing themselves as “some other race” account for 5% of renter households.
- In terms of **supply** of housing, the Littleton Housing Authority has a total of 1,077 subsidized rental housing units. At the time of the County’s housing needs assessment, the Littleton Housing Authority had 993 household for Section 8 voucher and public housing programs on their combined wait lists, indicating that there are almost as many households on the combined wait list as there are households being served.
- In a survey conducted by Arapahoe County of public housing waitlist families, respondents indicated that they did not have difficulty finding **accessible** units in the jurisdiction.
- In terms of **size**, rental units in Arapahoe County are most likely to be one-bedroom (35%) and two-bedroom (39%) units.
- While there is little data regarding the condition of the interior features of housing stock in the jurisdiction, the median year of housing structures built in the City of Littleton is 1979. The plan observed that as housing stock ages, the number and cost of required repairs will increase, and if repairs are not made, the **quality** of the area’s housing will decline. The Littleton Housing Authority’s housing stock is in relatively good condition.
- With regard to **location**, rental units in the jurisdiction are close to major transportation arterials and more dense and urban areas, including the City of Littleton.

Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

9.1

The Littleton Housing Authority has developed the following strategies for addressing housing needs in the City of Littleton.

- Continue to provide subsidized rental assistance through our Section 8 and Public Housing programs. At this time, waiting lists for both programs are open and applications are being taken on a daily basis.
- The Littleton Housing Authority purchased 69 units of market rental housing in three buildings in 2008 and is seeking to rehabilitate the buildings during the next year. The housing authority will explore the feasibility of purchasing additional multi-family buildings in an effort to continue to provide affordable market rental housing in the community.
- Proposed redevelopment of Powers Avenue site as an in-fill, multi-family rental development in the northeast neighborhood. The project is expected to increase density on the site from eight units to approximately 50 units of affordable housing, including workforce housing. Eight units in the new project are expected to be project-based Section 8.
- The Littleton Housing Authority receives over \$200,000 per year from HUD for capital improvements to its public housing stock. Modernization efforts will continue on Bradley House and family public housing units in accordance with the five-year action plan.

The Littleton Housing Authority is committed to providing affordable housing choices to all persons regardless of race, color, religion, sex, marital status, familial status, national origin, age, or handicap of the applicant. The Littleton Housing Authority will abide by all federal, state and local requirements and laws in this regard and will take the following steps to affirmatively market its housing programs:

- All brochures and public information relating to housing programs will display the “equal housing opportunity” slogan and logo.
- All applicants will be provided with a copy of the HUD brochure “Fair Housing, It’s Your Right.”
- The Littleton Housing Authority will inform the general public of its affordable housing opportunities via the housing authority website and various local and regional publications as needed.

<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Progress made in meeting the Littleton Housing Authority’s mission and goals has been detailed in an annual report provided to the agency’s Board of Commissioners at their annual meeting on May 7, 2010. The report is too lengthy to summarize in this section and is included in this five-year plan as an attachment (see Attachment #3).</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>The Littleton Housing Authority’s definition of “significant amendment” and “substantial deviation modification” are as follows:</p> <p>Substantial deviation from the five-year plan include:</p> <ul style="list-style-type: none"> • Changes to rent or admissions policies or organization of the waiting lists • Additions of non-emergency work items (items not included in the current annual statement or five-year action plan) • Change of replacement reserve funds under the Capital Fund • Any change with regard to demolition or disposition • Any change with regard to designation • Any change with regard to homeownership programs funded with Section 8 or Public Housing funds • Any change with regard to conversion activities <p>Significant Amendment or Modification to the Annual Plan: When the activity itemized as substantial deviation will take place in a particular year or years, that activity will be detailed and submitted for approval in that year’s Annual Plan.</p>

<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

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

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

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

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

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Part I: Summary	
PHA Name: Littleton Housing Authority	Grant Type and Number Capital Fund Program Grant No: CO06P036501-10 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2010 FFY of Grant Approval:	

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	50,000			
3	1408 Management Improvements	5,000			
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	52,941			
10	1460 Dwelling Structures	65,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	20,000			
14	1485 Demolition	10,000			
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	5,000			
17	1499 Development Activities ⁴				

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

Part I: Summary						
PHA Name: Littleton Housing Authority		Grant Type and Number Capital Fund Program Grant No: CO06P03501-10 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2010 FFY of Grant Approval:	
Type 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	217,941				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director			Date			
Signature of Public Housing Director			Date			

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Littleton Housing Authority		Grant Type and Number Capital Fund Program Grant No: CO06P036501-10 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
36-2, 36-3	Landscape Consulting	1430	1	7,000				
36-2, 36-3	Demolition Consulting	1430	1	3,000				
36-1	Parking lot Paving	1450	1	6,000				
36-2, 36-3	Landscaping	1450	23	46,941				
36-2, 36-3	Sewer Line Replacement	1450	5	2,000				
36-2, 36-3	Interior and Exterior Stairs	1460	as needed	1,000				
36-1	Plumbing Stacks	1460	as needed	10,000				
36-1	Painting of Units	1460	20	16,000				
36-1	Fire Doors	1460	12	10,000				
36-1	Railings	1460	as needed	4,000				
36-1	Window Replacement/Stairs	1460	12	15,000				
36-2, 36-3	Kitchen/Bath renovation	1460	as needed	5,000				
36-2-36-3	Flooring	1460	as needed	4,000				
HA-wide	Closet Door Replacement	1460	as needed	2,000				
HA-wide	Vehicle Replacement	1475	1	20,000				
36-2, 36-3	Demolition	1485	8	10,000				
36-2, 36-3	Relocation	1495.1	8	5,000				
HA-WIDE	Operations	1406	n/a	50,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary						
PHA Name/Number Littleton Housing Authority		Locality (City/County & State) Littleton, Colorado			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement	147,000	147,000	177,000	177,000
C.	Management Improvements		10,000	10,000	5,000	5,000
D.	PHA-Wide Non-dwelling Structures and Equipment		18,000	18,000	15,000	15,000
E.	Administration					
F.	Other (Fees and Costs)		5,000	3,000	3,000	3,000
G.	Operations		30,000	30,000	30,000	30,000
H.	Demolition		10,000	10,000	-0-	-0-
I.	Development (relocation)		10,000	10,000	-0-	-0-
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		230,000	230,000	230,000	230,000
L.	Total Non-CFP Funds					
M.	Grand Total		230,000	230,000	230,000	230,000

Part I: Summary (Continuation)

PHA Name/Number		Locality (City/county & State)				<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>	
		Annual Statement					

**LITTLETON HOUSING AUTHORITY
GOALS AND OBJECTIVES
PROGRESSS REPORT 2009-2010**

1. Partnerships

- Begin to establish relationships with financial planners and explore options for resource development.
- Continue to work on relationships with business community
- Continue to improve communication with City Council and City Staff

Staff continues to actively strengthen our relationship with the City of Littleton, City Council and City staff. The Board of Commissioners and staff last met with City Council in December 2008 at a study session to share information and answer questions. With the impending redevelopment of Powers Avenue, the communication between LHA and various city departments has increased. In the coming months, LHA will be working closely with Public Services and Littleton Fire Department as well as the Design Review Committee, the Planning Commission and City Council regarding zoning and design issues.

Staff continues to be involved in numerous City committees. LHA is a gold sponsor of the Carousel of Music and staff is on the planning committee for the event that is held in August each year. Andy Hancock served as Master of Ceremonies at last year's event. In addition, LHA is a member of the Neighborhood Services Team, the Sustainability Committee, and the Safety Committee. The Executive Director attends weekly department head staff meetings and staff attends various citizen forum meetings throughout the year.

Staff has developed a close working relationship with the City of Centennial in the development of the demonstration Rehab program in their jurisdiction.

Through our participation on the Neighborhood Services Team, staff was able to bring concerns to the City regarding the poor living conditions in many of the buildings in the northeast neighborhood. As a result, the City began conducting saturation inspections in the area. Health and safety issues were addressed and the buildings are being upgraded. To date, 85 initial inspections have been conducted and 259 reinspections have been completed as a result. A total of 918 units have been inspected. In total, 240 buildings are to be inspected encompassing 4,723 units.

We continue to have ongoing discussions with Jo Davidson, Executive Director of the Community Housing Development Association, and other community leaders and organizations in order to develop additional partnerships between

the agencies, such as the one we have with the Lara Lee Apartments. We are currently investigating several other acquisition opportunities.

While it has been extremely challenging to find a use or tenant for the office building at 5854 South Datura, staff has worked with the Department of Commerce and provided space for a census information center in the community. The building is currently being used by the Volunteer Nurses Association once each month for a community clinic. Staff is currently working with the City to determine if the building would provide needed space for one of the departments. Currently, the fiber optics connecting the library, museum and fire station to Littleton Center run through the building. Our goal is to have a long-term lease on the property while maintaining ownership.

2. Enhance the Image of LHA

- Provide pictures of LHA properties and present LHA in a positive light
- Educate the community about the extensive screening of potential residents.
- Communicate to the community leaders through an Annual Report.

Staff is continually updating the Littleton Housing Authority website, which is on the City's website. It is anticipated that LHA will have a stand-alone website later this year through our software provider, which was authorized by the Board in 2009. The new website will further enhance the image of the agency by including pictures of various properties and floor plans of the units. Policies, such as screening and continued admission and occupancy, will be posted on the new website.

Currently, LHA Board meeting minutes and agendas are posted on the City's website. The Housing Guide and application for housing is available online and can be downloaded by individuals interested in applying for subsidized housing programs. On-line applications should be operational later this summer.

Staff regularly attends the Rental Property Association of Littleton (RPAL), which is sponsored by the City of Littleton and is largely attended by owners and managers from the northeast neighborhood.

The Rehab Coordinator has made presentations to homeowner's associations and AARP about the benefits of the Rehab program. Presentations have been made to the community about all of our programs at the City Council District II citizen's forum.

LHA has had numerous articles published in the Littleton Report in order to keep our name before the public. Press releases have included the hosting of six

block parties for National Night Out, Pack the Backpacks, Perfect Attendance winners, scholarship awards, and numerous articles about the Rehab program.

An Annual Report will be designed later this year to further promote LHA in the housing community. The report will be used to market our programs and provide information to current and future business partners.

The new administrative offices provide a positive presence in the northeast neighborhood. The building was paid off in 2009 and enhances the agency's portfolio and has improved the functionality of the organization tremendously.

2009 Highlights:

LHA received approximately \$275,000 in American Recovery and Reinvestment Act (ARRA) funds. LHA successfully obligated 100% of the funds by March 4, 2010, which was in advance of the deadline imposed by HUD. These funds were utilized in several energy-saving projects. The renovation of Bradley House included energy-efficient windows on the first floor and exterior renovation, new energy-efficient refrigerators were installed in 57 family public housing units and a major landscaping project on the Shepperd and Windermere family housing site will be completed this summer. The landscaping project features water saving, moisture-sensitive sprinkling systems, drought resistant lawns, new retaining walls and replacement of trees and shrubs.

In addition, public housing received grants of approximately \$216,000 for capital improvement projects. The concrete replacement program was completed in 2009. Tree trimming was completed at all public housing sites. Apartment 101 in Bradley House, which was previously utilized as office space, was totally renovated and is being used as a residential unit again. Community room and outer lobby furniture were replaced. A new computer lab will open this summer at Bradley House and renovation of the library and laundry room will be completed. A Physical Needs Assessment (PNA) and an energy audit was completed during the year to ascertain and plan for future capital improvements.

First Bank assigned their Limited Partner interest to Littleton Housing Authority in the Littleton Creative Housing Limited Partnership in December 2009. The partnership will be dissolved later this year and LHA will become the Owner of the Center. The Section 8 Corporation will become the Managing Agent and will remain the employer of the staff of Libby Bortz Assisted Living Center (LBALC.)

With the dissolution of the Partnership, LHA will complete the refinancing of the current HUD loan. The monthly debt service will be slightly reduced and LHA will receive full payment of the deferred development fee note of

approximately \$1.2 million. These funds will be used for the Powers Circle Apartments renovation and toward the Powers Avenue redevelopment project.

Meals on Wheels/Town of Littleton Cares (MOW) moved their operation from Bradley House to Ames Elementary School, which was closed. The area previously occupied by MOW was converted into an agency-wide inventory center, which is managed by the operations department. Central ordering and supply monitoring has greatly reduced duplicate purchases and time spent by maintenance staff in purchasing small quantities.

The Board awarded contracts to Odell Architects, Humphries-Poli Architects and OZ Architects for on-call architectural services in 2009. This will allow a more streamlined bidding process for the next three years.

Several driveways and sidewalks were replaced at the John Newey sites during the year. A new flooring product was selected for family housing and the floor in one home was replaced with wood-like plank flooring.

A total of nine jobs were completed in the Rehab program for a total investment in the community of \$124,338.00. The average job was \$13,815.00. One job was completed in the Centennial Rehab Demonstration program during the year.

Staff applied for and received an additional \$150,000 HOME funds grant from Arapahoe County for the Rehab program.

Numerous upgrades were completed on the Powers Circle Apartments. New energy-saving windows and boilers were installed in each of the three buildings. New water-saving toilets, showerheads and sink aerators were installed at Powers Circle Apartments, Amity Plaza and Alyson Court. The total out-of-pocket cost to LHA for these items was approximately \$30,000. Staff obtained grants valued at approximately \$365,000 for products and installation.

In the coming year, new toilets and showerheads will be installed at Geneva Village and the Libby Bortz Assisted Living Center at no cost to the City of Littleton or LHA.

3. Financial Sustainability

- Set up a meeting with Steve Clark to discuss the advantages that LHA can offer developers in new projects.
- Develop information to use in discussions with potential development partners.

The Board awarded a five-year contract to SB Clark and Company in 2008 for financial consulting services. Staff has worked closely with SB Clark and Company this past year on the refinancing of LBALC, tax credit applications for Powers Circle Apartments and the demo/disposition process for public housing. Currently, SB Clark is working on a 4% Low Income Housing Tax Credit (LIHTC) application to the Colorado Housing and Finance Authority for Powers Circle. SB Clark continues to provide analysis on the feasibility of future acquisitions for the agency, including advice to the agency on tax credit applications and placement of the credits.

LHA requested the 2009 and 2010 Private Activity Bond allocations from the City of Littleton. The City approved assignment of each year's allocation, totaling approximately \$3.6 million, which will be used for permanent financing of the Powers Circle Apartments.

The Development Department compiled a fact sheet in 2007 showing the advantages that LHA can offer developers in new acquisitions. This document is reviewed periodically and provided to investors and future partners as it is requested.

The 2009 financial audit was completed and presented to the Board at the April, 2010 regular meeting. The audit process was more extensive than usual due to additional requirements imposed by the ARRA stimulus funds that were received during the year. As a result, there were three recommendations listed in the audit. A corrective action was developed and more oversight will be incorporated in the following areas:

- 1. Quarterly meetings between the fee accountant, finance department and executive staff reviewing grant expenditures and reporting. The finance department will assist with grant administration, federal reporting and reimbursement requests.**
- 2. Filling of the vacant Property Administrator position to provide additional quality control regarding oversight of client file management, program requirements, adherence to policies and property management.**

LHA continues to be in a strong financial position. Our current ratio is 3.6 to 1, which allows the Authority to meet its current obligations 3.6 times. As a result of this year's operations, total assets increased by \$3,209,237 with the purchase of Powers Circle Apartments. The Long Term Liabilities increased by \$3,207,582, largely due to the increase in mortgages associated with the purchase of Powers Circle Apartments. Current assets decreased from last year by \$474,307, due mainly to paying off the line of credit that was used for the renovation of the new office building.

Operating revenues had a net increase of 5.2% or \$310,684. Operating expenses increased by 16.4% or \$896,937. This was mainly due to the replacement of the toilets in Powers Circle Apartments, which was reimbursed to the agency by Denver Water in 2010. Additional administrative and general costs accounted for the remainder of the change and are attributable in large part to Powers Circle Apartments.

4. Public Housing Redevelopment

- Define HUD requirements for redevelopment.
- Work with HUD to prepare a redevelopment plan for properties identified after a needs assessment is completed.
- Contact the City to begin the discussion about affordable housing within the new Comp Plan.

Staff has made substantial progress this past year in preparing for the demolition/disposition of the public housing units earmarked for redevelopment. A demolition/disposition application will be submitted to the Department of Housing and Urban Development later this year.

A relocation company was hired to work with families on the Powers Avenue site who will be affected by the redevelopment. Meetings will be starting in May to discuss the process for each family.

An Entitlement Specialist was hired to work with the neighborhood, the City staff, Design Review Committee, Planning Commission and the City Council in the rezoning process on Powers Avenue. The first neighborhood meeting will be held on May 11.

Staff continues to work closely with SB Clark Companies on the preparation of the Demolition/Disposition Plan, the application to HUD and subsequent financial planning that will be needed to complete the process.

A Highest and Best Use Study was completed last year on each of the two sites being considered for redevelopment and is currently being updated.

5. Purchase Non-subsidized Properties

- Continue to work with real estate professionals and actively search for appropriate properties.

Staff approached a private owner adjacent to the West Powers Avenue family public housing site. Negotiations were completed and the property was purchased to increase the size of the redevelopment opportunity. In addition, staff purchased a property on South Huron, which abuts the newly-acquired property and which was in foreclosure, bringing the total property available for redevelopment to approximately 2.5 acres. Staff is currently working on the rezoning that will be required to redevelop the property.

The Powers Circle Apartments were purchased in October 2008. There are a total of 69 units in three buildings, ranging in size from efficiency to three-bedroom units. Bank-qualified financing was used for the purchase. The City's 2009 and 2010 allocation of Private Activity Bonds will be used for permanent financing on the development. Staff is currently working with SB Clark Company on several options to complete the financing package.

Staff has worked closely with Odell Architects on the architectural designs, including exterior façade, interior renovations and energy assessments. Extensive cost estimates and relocation plans were previously completed and are currently being updated.

With the drastic downturn in the economy since the buildings were purchased last fall, significant challenges have emerged to keep the units rented. Marketing and occupancy meetings are held weekly in an effort to minimize the number of vacancies.

Staff has investigated several other opportunities for real estate acquisitions with private owners this past year. With the current economic situation, each of the buildings was evaluated and was determined to be unfeasible at this time. The South Creek Apartments may be an acquisition opportunity in 2010 as the owners are again listing the property.

1. Home Ownership Programs

- Reduce LHA's efforts toward home ownership by shifting the emphasis toward resident services such as credit counseling.
- Develop a partnership with Arapahoe County and/or local banks to provide home ownership education programs.

Littleton Housing Authority purchased one of the homes in the Dawburn subdivision at a foreclosure sale in July of 2009. The home was renovated and sold to a resident of the John Newey Family Housing development as a first-time homeownership opportunity. LHA deferred part of the purchase price and holds a second mortgage on the property assuring the home will remain affordable.

The Arapahoe County First-time Homebuyer program was outsourced to Colorado Housing Assistance Corporation (CHAC). Up to \$10,000 is available for down payment assistance, closing costs and prepaid escrows in the form of a second mortgage. While funds are available, it continues to be a challenge for first-time homebuyers to purchase in the community.

Family Resident Services is currently working on a program for residents to provide information on maintaining good credit, home ownership education and basic banking skills.

2. Rehab Program

- Investigate the possibility of expanding the Rehab program into Centennial through an IGA.
- Promote the expertise of the Rehab staff in the community and offset the costs of the rehab program/increase income to LHA by expanding the program.
- Explore the feasibility of increasing the scope of the program beyond code and health and safety issues.

The Housing Rehab Demonstration Program in Centennial began upon notification of the award of \$150,000 in HOME funds from Arapahoe County. One loan was completed in 2009 and the Rehab Coordinator is actively marketing the program. Interest has increased in the past several months. The success of the program will be evaluated regularly as the HOME funds need to be utilized by May of 2011.

The Rehab Coordinator has made several presentations in the community, including HOAs and AARP, throughout the year to market the program. In addition, a home repair clinic was presented at Littleton Center for interested citizens.

LHA staff works closely with the City of Littleton staff in obtaining neighborhood demographics to assist with the marketing of the program.

The Littleton Rehab Program applied for and received a HOME grant of \$150,000 in 2009 for 2009-2010. A total of nine loans were completed in 2009,

averaging \$13,176 per loan, resulting in \$118,572 being reinvested in the community.

Staff is currently developing a rental rehab program, which will allow renovations to duplexes and single family rental properties. The Rehab Coordinator will work with the landlord to assure that the scope of the program is complete and to ensure the quality of the work. It is anticipated that a partnership with a local bank for financing will be used and program funds will not be used for the program.

ADDITIONAL ACCOMPLISHMENTS TO DATE (FY 2009):

➤ **Staff Reorganization.**

○ *Property Management*

The Property Administrator position will be filled in 2010 to oversee all LHA property management, including public housing, Section 8 Housing Choice Vouchers, subsidized multifamily and market rate housing units.

In 2009, a new part-time Housing Quality Standards (HQS) Inspector was hired. Previously, HQS was contracted to a private company, resulting in late inspections and problems for the clients. Bringing the position in house has resulted in lower costs to the agency, higher quality inspections with more control and improved client satisfaction.

➤ **CHFA Inspections:**

- Amity Plaza – satisfactory rating
- Alyson Court – satisfactory rating
- John W. Newey Family Housing - satisfactory rating
- Libby Bortz Assisted Living Center – satisfactory rating

➤ **2009 SEMAP Score:** 100%

➤ **College Scholarships** – awarded \$7,000 in college scholarships for four graduating seniors in Littleton Public Schools.

➤ **Financial Audit for 2009** – Corrective action plan completed in response to suggestions from auditor for additional internal controls.

➤ **Private Activity Bond assignment to LHA-** the Littleton City Council assigned its 2009 PAB allocation of \$1,821,465 to LHA. In March 2010, LHA requested that the City assign the 2010 PAB allocation to LHA as well. The City Council approved the assignment on March 16, 2010. The total allocation for 2010 is \$1,832,625. The total allocation of PAB available to the project is \$3,654, which will be used for the permanent financing and renovation costs of the Powers Circle Apartments.

➤ **Financial Grants Received:**

• Denver Water	Toilet Replacement Powers Circle	\$ 13,524
• Denver Water	Labor/Installation Powers Circle	\$ 14,214
• Energy Outreach/Xcel	High Efficiency Boiler Replacement Powers Circle	\$114,393
• Energy Outreach/Xcel	Window Replacement Powers Circle	\$121,302
• Denver Water	Toilet Replacement Amity Plaza	\$ 31,362
• Denver Water	Water Saving Showerheads Amity Plaza	\$ 1,440
• Denver Water	Sink Aerators – Amity Plaza	\$ 37,080
• Denver Water	Toilet Replacement Alyson Court	\$ 11,760
• Denver Water	Water Saving Showerheads Alyson Court	\$ 480
• Denver Water	Sink Aerators – Alyson Court	<u>\$ 12,360</u>
	TOTAL GRANTS	\$357,915

➤ **Home Ownership:** 907 W. Briarwood Avenue – **SOLD!**

➤ **New Resident programs:**

- **Littleton Information and Networking Connection (LINC)** – connects residents representing their neighborhoods with LHA staff relaying resident concerns, ideas, and requests while acting as liaisons to distribute information regarding LHA activities and services.
- **Golden Sneaker Program** – assists elderly residents with one-time medical expenses such as medical equipment or prescriptions that are not covered by insurance. (Extent of the program depends on funding for the Sneaker Fund received by City Council.)
- **Expansion of the Scholarship program** – to include any low income family in the four Littleton high schools and vocational training for graduating seniors or head of household or spouse.

➤ **HOME grants:** Received a \$150,000 grant 2009/10 HOME Fund for the Littleton Rehab Program.

➤ **ARRA grants:** LHA received approximately \$275,000 in stimulus funds for capital projects. All ARRA funds were obligated before the deadline set by the Department of Housing and Urban Development (HUD.) Projects included external updating and renovation and installation of energy-efficient windows in the first floor of Bradley House, new energy-efficient refrigerators in most of the family public housing units, and a complete redesign of the Shepperd/Windermere public housing site, including new landscaping, trees and shrubbery, retaining walls and moisture-sensitive sprinkling systems.

DEVELOPMENT

Why Partner With Us?

The Littleton Housing Authority (LHA) offers valuable services that are integral to any Littleton development project. Providing these services through partnerships with both non-profit and for-profit entities helps the Authority accomplish its mission and contributes to the community as a whole.

The Littleton Housing Authority can serve affordable housing developers by offering access to financing and partnerships. LHA has cooperative relationships with many lenders and community service providers.

Bonds can be issued on behalf of non-profit and for-profit affordable housing developers. These bonds can be used to finance new construction as well as the rehabilitation of existing housing developments.

LHA is eligible for property tax exemption from the Colorado real estate taxes. This allows the leveraging of great debt when taxes are removed from the operating cost.

We offer....

- Superior property management services
- The ability to issue tax-exempt bonds and bank-qualified debt
- A proven track record in dealing with subsidized housing regulations and procedures
- Excellent working relationships with the Department of Housing and Urban Development (HUD), the Colorado Housing and Finance Authority (CHFA) and Arapahoe County
- A successful background in managing mixed-income tax credit properties
- Exemption from real estate property taxes
- Exemption from sales tax on construction materials

The Littleton Housing Authority is always interested in pursuing joint ventures and other partnering opportunities. Interested parties can contact Lori Greenwell, Development Specialist, at (303) 991-5313 for more information.

**Littleton Housing Authority
Resident Advisory Board Comments
To the 2010-2014 Five Year Agency Plan
Attachment #6**

A five-member Resident Advisory Board, with representatives from Public Housing and Section 8 Housing Choice Voucher programs, reviewed the draft Agency Plan during the public review period and provided input to staff. The board members were as follows: Corlyn Seifer (Bradley House), Hazel Daige (Bradley House), Kathy O'Brien (Bradley House), Kathleen Martinez (Family Public Housing), and Danielle Kelly (Section 8 Housing Choice Voucher Program). Comments from the committee are summarized as follows:

- ✓ Try to develop more energy-saving improvements in the future, such as consider installation of solar on Bradley House and possibly wind turbines, if allowed and feasible.
- ✓ Consider changing the lighting in the apartments at Bradley House to make the dining area brighter.
- ✓ Install dishwashers at Bradley House.
- ✓ Consider updating the kitchen and bathroom flooring.
- ✓ Consider adding a storage cabinet, possibly on the balconies, at Bradley House.
- ✓ Consider indoor/outdoor carpeting on the balconies at Bradley House.

Staff has reviewed all comments, and updating of the kitchens and bathrooms has been included in the five-year action plan. Other suggestions will be given consideration for the next five-year plan, other than adding dishwashers to Bradley House (which is not feasible due to the kitchen design).