

Housing and Urban Development  
Office of Public and Indian Housing

# COLORADO DIVISION OF HOUSING PHA Plans

5-Year Plan for Fiscal Years 2000 - 2005  
Annual Plan for Fiscal Year 2003

Tom Hart, Director



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## PHA Plan Agency Identification

**PHAName:** ColoradoDivisionofHousing

**PHANumber:** CO911

**PHAFiscalYearBeginning:**( 07/2002) StateFiscalYear2003

**PublicAccess to Information:**

Information regarding any activities outlined in this plan can be obtained by contacting the main administrative office of the PHA. PHA Plan Supporting Documents are available for inspection at the main business office of the PHA at:

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## ATTACHMENTS

AttachmentA -ResidentAdvisoryBoard

AttachmentB -5YearStrategyStatementofProgress

SupportingDocumentsAvailableforReview

- DivisionofHousingAdministrativePlan
- HousingColorado:Thechallengeforagrowingstate
- 2003StateofColoradoConsolidatedPlanandConsistencyLetter
- DivisionofHousingVacancyStudy
- DepartmentofLocalAffairsStrategicPlan
- PHALegalAuthorityOpinion
- PHACertificationsofCompliancewiththePHAPlansandRelatedRegulations

**5-YEAR PLAN  
DOHF ISCAL YEARS 2003  
For the Period July 1, 2000 - June 30, 2005**

**MISSION**

The mission of the Colorado Division of Housing (DOH) is to ensure that Coloradoans live in safe, decent and affordable housing. We do this by helping communities meet their housing goals. In addition to providing adequate and affordable housing, the DOH promotes economic opportunity and a suitable living environment free from discrimination.

**DEPARTMENT OF LOCAL AFFAIRS STRATEGIC PLAN**

Colorado Division of Housing, in conjunction with the Department of Local Affairs, prepares an annual strategic plan, which identifies DOH objectives and action items to address the affordable housing needs of Colorado communities. The DOH uses information from the Affordable Housing Needs Impact Report, the Colorado Consolidated Plan, consultations with other housing providers, public hearing input, housing market, special needs, population and employment data to develop these objectives. These strategies and action items are then used as benchmarks to increase the production of affordable housing and to develop the individual work objectives of DOH staff to improve program delivery and customer service in the state of Colorado.

**DOH HOUSING AND COMMUNITY DEVELOPMENT STRATEGIC PLAN OBJECTIVES:**

1. To increase the capacity of local housing and service providers by furnishing information, education, training and additional capital sources so that they are better able to meet the housing needs of their communities.
2. To increase and preserve the supply of affordable, decent, safe, and sanitary rental units through moderate and substantial rehabilitation and new construction for extremely low, low and moderate income households.
3. To increase and preserve homeownership for extremely low, low and moderate income people.
4. To provide affordable, decent, safe and sanitary housing opportunities for extremely low, low, and moderate income people needing housing linked with supportive services, which may help people maintain or achieve independent living.
5. To increase and/or expand the availability of emergency shelter facilities, transitional housing opportunities and prevention programs for homeless persons, victims of violence, natural disaster, government action and formerly homeless persons.

The above DOH objectives are fully addressed in the Colorado Consolidated Plan. DOH developed their PHA State Agency Plan in conjunction with the Consolidated Plan. Through this effort, the housing needs of low -income Coloradoans have been identified and action steps have been implemented to address these needs. The Division of Housing PHA Plan strategic goals are listed below.

**DOH STATE AGENCY PLAN STRATEGIC GOALS AND ACTION ITEMS**

**DOH Strategic Goal: To increase the number of 30% AMI families receiving rental assistance and leverage funds to create additional housing for 30% AMI families.** (HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing).

## Action Items:

- Apply for additional rental vouchers so that additional families in the state will have the opportunity to be assisted with rental assistance.
- Increase the 75% federal mandate of serving 30% AMI families by an additional 10%.
- Leverage private or other public funds to create additional housing opportunities. For households with incomes below 30% AMI transitioning from welfare to work and for households transitioning from homelessness.
- Partner with local housing providers to create 40 “stepup” rental housing units by providing equity for acquisition of 40 units with rents affordable to these households.

**DOH Strategic Goal: To increase the number of families receiving rental assistance who are disabled, homeless, displaced due to domestic violence or a natural disaster.**

## Action Items:

- Apply for additional special population rental vouchers (homeless with substance abuse or mainstream for persons with disabilities) so that additional families in the state will have the opportunity to be assisted with rental assistance.
- Implement DOH Voucher Program admissions preference for those who are homeless or are a victim of domestic violence or a natural disaster.
- DOH will respond to a natural disaster within 24 hours of a Governor’s Declaration of Disaster.
- DOH staff will assist in coordinating efforts to place victims in emergency housing and provide rental assistance if the family is eligible.

**DOH Strategic Goal: Improve the quality and delivery of the Section 8 Rental Assistance program.**

## Action Items:

- Improve Voucher Program management by reviewing and revising (if needed) the current quality control processes in place regarding HQS inspection and payments to landlords.
- Revise factors for monitoring frequency status to better identify projects at risk of having monitoring findings.
- Provide on-site and Internet based training and publications on Section 8 federal funding regulations, grant management, organizational management and home ownership design.
- Sponsor twice yearly a DOH Section 8 Contractor training to review DOH policy and federal regulation, which governs the program.
- DOH will provide funds and improve staff assistance to agencies approved for online access to the Colorado Employment Benefits System database. This service benefits housing authorities throughout the state of Colorado.
- DOH Quality Assessment Team will conduct annual quality of services survey; DOH staff will review survey and identify areas of improvement concerning the Voucher Program. These

suggestions will be utilized to develop future action items.

**DOH Strategic Goal: Increase assisted housing choices.**

Action Items:

- Increase voucher payment standards for Section 8 Contractors in high rental cost areas of the state by 10% where warranted.
- Provide information to Section 8 Contractors and PHAs on how to gather data, which will justify increase, the payment standard from HUD by 20%.
- Update the DOH Tenant briefing packet to improve the information on housing choices.
- Implement a flexible voucher homeownership program that can be adapted to all communities within the state.
- Coordinate DOH Homeownership Downpayment and Single Family Owner Occupied Rehabilitation Programs with Section 8 Contractors who are interested in implementing a voucher homeownership program in their community.

**DOH Strategic Goal: Promote self-sufficiency and asset development for assisted households.**  
(HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals).

Action Items:

- Increase the number of families enrolled in the Family Self-Sufficiency (FSS) Program and/or Welfare To Work (WTW) Program by an additional 100 families by June 30, 2005.
- When made available, apply for HUD Welfare to Work Voucher to increase rental assistance opportunities for those working toward self-sufficiency.
- Provide public and private grant information and technical assistance in preparing grants to the Section 8 Contractors so that they may be better able to operate their FSS programs.
- Continue to promote and support cooperation agreements at the local level between the Department of Human Services, Department of Labor and Employment and other supportive service providers.
- Implement DOH Voucher Program admissions preference for those currently working or who are enrolled or previously enrolled in educational, training or upward mobility programs that have an interest in working toward self-sufficiency.
- Continue to set up and administer escrow accounts for families participating in the FSS programs.

**DOH Strategic Goal: Ensure equal opportunity and affirmatively further fair housing.** (HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans)

Action Items:

- Continue to improve the distribution of information to Coloradoans who contact the DOH wanting:
- tenant/landlord and fair housing information.
- Develop a Fair Housing technical assistance brief to further educate citizens on affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.
- Update the DOH Tenant briefing packet to expand the information on fair housing.

## ANNUAL PH PLAN

### ANNUAL PLAN TYPE

Streamlined Plan for administering Section 8 Only`

### EXECUTIVE SUMMARY

The Colorado Housing Act of 1970 created the Colorado Division of Housing (DOH). DOH provides coordination of the state's low -moderate income housing efforts. On February 1, 1983, the DOH entered into its first Annual Contributions Contract with HUD and received an allocation of Section 8 Certificate units. Today, DOH administers roughly 2,100 vouchers in forty -seven (47) counties of the state.

DOH is a public housing agency, not a public housing authority. DOH Public Housing Agency satisfies the statutory definition of a public housing agency that has been set forth in 24 C.F.R. 982.51. DOH's legal jurisdiction is the state of Colorado. A legal opinion regarding this status was rendered on September 16, 1980 by the State of Colorado Department of Law Office of the Attorney General.

DOH emphasizes housing production and not the ownership and management of public housing units. For this reason, the DOH administers HOME, Community County Block Grant, Emergency Shelter Grant, and the Section 8 Housing Choice Voucher Program (Voucher Program) through local housing agency contractors. The contractors working with the Voucher Program focus on family eligibility and ensuring that housing units lived in meet housing quality standards. DOH administers all financial aspects of the program, develops both the agency and administrative plans and provides guidance to contractors on the required federal regulations.

Colorado's rising housing prices are directly due to our economy and the continued influx of new residents. The average rent for a two -bedroom dwelling in Colorado has nearly doubled in the past decade, from \$405 to \$752 a month. A family must earn roughly \$30,000 a year to afford a two -bedroom unit. Low -income renters are being shut out of the market and moving in with family or friends and many are seeking government rental assistance. According to a recent DOH report "Housing Colorado: The challenge of a growing state" it is estimated that in 2001 66,479 households need affordable rental units. For this reason, DOH continues to expand its Voucher Program to meet the needs of Colorado's growing demand for affordable housing.

The availability of affordable housing is paramount to maintaining healthy regional economies as well as helping families maintain financial stability. While this issue affects many individuals, it has larger impacts on the economy as a whole. Without affordable housing, businesses are not able to recruit and retain workers. Without workers, businesses are not able to function with high efficiencies.

As stated in the Five Year Plan, DOH developed their PHA State Agency Plan in conjunction with the 2002 State of Colorado Consolidated Plan. Through this effort, the housing needs of low -income Coloradoans have been identified and action steps have been implemented to address these needs.

### **STATEMENT OF AFFORDABLE HOUSING NEEDS**

The magnitude of the problem is great in Colorado. In 2001, 66,479 households need affordable rental units. This number has been fairly stable for two years – dropping this year by just over 2,500 households. However, the need for units affordable to the very-low income (below 30 percent of renter median income) is increasing. Trends indicate that vacancy rates are rising which can have the effect of reducing rent over time. Furthermore, the turnover rate in rental units is lower than last year indicating people are staying in rental units longer.

Affordable homeownership units are in great demand as well. Many homeownership programs are targeted at households earning 60 to 80 percent of area median income or more. Since wages have not kept pace with increases in housing costs, households at the 80 percent income threshold cannot afford the median priced home in the Denver metro area. In fact, these households could only afford 93 percent of the median priced home. Although residential permits are up from a year ago, there is no indication that new product will be affordable to the household earning a median wage.

With the private sector unable to produce the affordable housing necessary to meet the needs of Colorado citizens, the role of the Division of Housing (DOH) has increased. The legislature has recognized the need to provide public catalysts in the market to encourage the production of affordable housing. In the past five years DOH has received increased funding for development grants, loans and vouchers subsidies.

### **RENTAL HOUSING**

For the lowest income households in Colorado, rising housing costs far exceed increases in income. This band of renter households has not decreased over the past few years as many have stagnant incomes. The number of renter households earning 30 percent or less of the state wide median income in Colorado rose 29 percent (19,318 households) between 1990 and 2001. The number earning 60 percent or less of the state wide median income increased 23 percent during the same time period, for an increase of 32,139 households. The total number of households in the state rose 27 percent during this same time period. Renters at 60 percent or less of renter median income include many disabled persons, elderly people and the working poor.

### **Mismatch Ratio**

In 1998, the Division of Housing created the “mismatch ratio” to compare the number of available housing units affordable to households at specific income levels to the number of households that can afford that unit. This matrix displays the discrepancy in affordable units available to each income group. This model assumes each household is occupying (or would occupy) a unit in their affordability range. In reality, higher income households will occupy units affordable to households in lower income ranges to save on housing costs, while lower income households may be forced to occupy a unit too costly for them.

In 2001, the supply of rental units affordable to the households at 0 to 30 percent of renter median income declined from last year. For every 100 renter household earning 0 to 30 percent of median income, there were 40 affordable rental units. There were 66 units affordable for every 100 renter household earning 31 to 60 percent of renter median income. This number of available units in this income range increased slightly since last year, most likely reflecting an increase in estimated renter median income due to adjustments made from 2000 census data, and the fact that Colorado did receive an increase in federal Section 8 rental assistance vouchers in the past year.

This year, our analysis shows there is three times the number of rental units compared to renter households for renters at 80 percent of renter median income (50 percent of HUD’s median income).



There are two reasons why this mismatch ratio is overstated. First, most in-comer restricted rental units developed in the state have not targeted to households in this income range, though lower income households may actually be living in them. Second, privately held rental units with rents affordable in this range are nicer, bigger, and more desirable to higher income renter households. Most likely, many are occupied by these upper income renter households. Still, the fact that the mismatch is high for this income range and so low for the lower income ranges is an indication that affordable housing providers must strive to develop units for the lowest income households in the greatest need.

**Colorado Renter Housing Mismatch 2001  
Number of Rental Units Per 100 Renter Households**

Household Incomes	0 -30%	31% -60%	61% -80%
Colorado	40	66	329

**Estimate of Annual Need**

Since 1998, the Division of Housing has estimated the number of renter households in need of affordable housing and then the number of new affordable rental units needed to meet annual demand. This analysis allows the Division of Housing and other affordable housing financiers to identify the greatest housing needs in the state. These annual demand estimates are important at the state and local level for both planning and budgeting processes. Rather than trying to plan production strategies around the total global need for affordable housing, it is best to strategize using an estimate based upon an annual demand, since not all households in need are in the market to move in one year.

The methodology used to estimate the annual demand for new affordable units is as follows. First, the number of rent-burdened households is determined by subtracting the number of rental units affordable to households within an income range from the actual number of households in that income range.

This number is then multiplied by the average monthly turnover rate as reported in the *Denver Metro Apartment Vacancy and Rent Survey* for the second quarter 2001 and the *Colorado Division of Housing Multi-Family Housing Vacancy and Rental Survey* of February 2001. This turnover rate represents the level of market activity for rentals and indicates how many households are in the market looking for an affordable unit at any time.

The number of vacant affordable units is subtracted from the number of households likely to move. A vacancy rate for each range is calculated using data from both the *Denver Metro Apartment Vacancy and Rent Survey* and the *Colorado Division of Housing Multi-Family Housing Vacancy and Rental Survey*. The rate is then applied to the total number of unsubsidized rental units in that range.

A vacancy rate for subsidized units is taken from a sampling of Colorado Housing and Finance Authority financed properties. The difference between the number of low-income households in the market for rental and the number of vacant units is multiplied by 12 months to determine the annual demand for new affordable rental units in Colorado.

**ANNUALDEMANDFORAFFORDABLERENTALS  
HOUSEHOLDSEARNING0 -30%RENTERMEDIANINCOME**

RentBurdenedHouseholds -----	47,598
LikelytoMove -----x.5338--	2,393
MinusVacantAffordableUnits -----	1,117
LikelytoRemainRentBurdened -----	1,276
ANNUALDEMAND -----	15,310

**ANNUALDEMANDFORAFFORDABLERENTALS  
HOUSEHOLDSEARNING30 -60%RENTERMEDIANINCOME**

RentBurdenedHouseholds -----	18,881
Likely toMove -----x.5338-----	949
MinusVacantAffordableUnits -----	692
LikelytoRemainRentBurdened -----	257
ANNUALDEMAND -----	3,085

The total number of rent -burdened household earning between 0 and 60 percent of renter median income is estimated to be 66,479. This number is a rise equivalent to last year's figure. However, more very low -income households (earning between 0 and 30 percent of renter median income) are burdened than last year. One reason for this increase is due to the fact estimated renter median income for 20 01 is substantially higher than the 2000 estimate.

The median income numbers in *Estimate of Households by Incomes for Colorado and It's Regions* report have been revised using new census data documenting the number of owner and renter households in the state. With the increase in renter median income, more very low -income renter households with stagnant incomes are now in the 0 to 30 percent category instead of the 31 to 60 percent of median category.

While the total annual demand for units affordable to household earning 0 to 60 percent of renter median income has decreased by 2,539 this year, the bulk of the demand has shifted to the lowest income category. This analysis shows the need for 15,310 new rental units set aside for households earning 0 to 30 percent of renter median income and 3,085 for household earning 31 to 60 percent of renter median income.

The decrease in annual demand is due to a variety of factors. First, the adjustment to median income impacts demand by having more rental units affordable to low income households. Second, vacancy rates increased this year, making more units available. Third, the turnover rate has decreased since last year, which means renters are not moving as frequently as they were the year before. Supply of affordable housing units and opportunities have also increased. Colorado received a large increase in the number of Section 8 vouchers in 2001, and the Division of Housing and our funding partners produced 3,785 new rental units.

Still, it is important to note that the number of rent burdened households has not decreased this past year, even with the investment of all state and federal resources. With population growth and rising housing prices, our annual production is keeping the number of households in need from growing. However, the number of households at 0 to 60 percent renter median income in need as a percent of total renter household has increased slightly this year. As softening of the rental market in terms of vacancy rates and increases in capital to construct more affordable housing may allow the Division of Housing and

our funding partner to decrease these numbers in the future.

The above analysis demonstrates that few rental units are available which are affordable to households making 30 percent or less of median renter income in Colorado. In 2000, the supply of rental units affordable at the two lowest income ranges is up slightly from last year, although not significantly. For every 100 households earning from 0 -30% of renter median income in Colorado, there were 46.5 rental units affordable to them. There were 57.4 units affordable to every 100 households earning from 31 -60% of renter median income. The number of units available to households earning 61 -80% of renter median income in the state dropped from 117.1 in 1999 to 105.9 in 2000. As we have stated in past years, while the mismatch ratio shows that there are more units available for households in this income range than households, this does not mean that the units are empty. Lower income households that cannot find an affordable unit are forced to live in units with higher rents.

It continues to be the case that there are fewer units affordable to households at the lowest incomes than for those with higher incomes. The number of units that are available to these households is less than the available housing stock because households with higher incomes have the choice to live in rental units with rents that are less than they can afford.

While the number of units available per 100 low -income households did not increase significantly, the fact that the mismatch has not worsened can be considered positively. This is especially true with rising prices in the private rental market, increased population growth, and the loss of units to owner occupied condominiums can be considered positive.

### Special Needs Housing

The Colorado Demographic Section projects that by the year 2020, 14% of Colorado's population will be 65 or older. This means that the number of seniors will almost double from 381,391 in 1997 to 754,167 in 2020. According to the Colorado Department of Local Affairs Demography Section, the expected rate of growth for the 60+ age group from 2000 to 2020 will be higher than for any other age group. Housing is an important component in serving the range of needs that our seniors have. There are an estimated 57,408 renter households and 65,514 owner households earning between 0 -50% AMI in Colorado that have a household age 65 or older. Over 20,000 of these households are renters at 30% or less AMI. The Division of Housing estimates that in 2000, there will be 76,660 elderly persons in Colorado that need assistance with Instrumental Activities of Daily Living (IADL), and 40,700 that need assistance with Activities of Daily Living (ADL). This number will grow as Colorado's population ages. As seniors age, they need special housing programs that provide services and housing units.

Colorado's robust economy, while presenting many opportunities for residents, has created new and difficult housing challenges to the State's special needs population. This population includes individuals with chronic mental illness, physical disabilities, developmental disabilities, drug and/or alcohol addiction, HIV/AIDS, and multiple diagnoses. This population generally is unable to hold full-time employment, have higher than normal medical expenses, may require assistance in activities of daily living (e.g. cooking, cleaning, personal care, etc.), and most significantly, have limited incomes that provide them few options in housing. Their ability to compete in the housing market for affordable and appropriate housing is limited in many cases not only by their lack of income but their need for special accommodations in their housing.

In Colorado, approximately 5 -10% of the population, or 200,000 to 400,000 persons over the age of 16 have a severe disability. More than 160,600 persons are estimated to have a severe/chronic mental illness, approximately 120,000 are developmentally disabled, 100,000 are persons with physical disabilities, and over 7,879 persons are living with HIV/AIDS. Many of these individuals have dual or

multiplendiagnoses.

There are no current studies or counts estimating the number of accessible affordable units needed in Colorado. According to information gathered by the Colorado Department of Human Services Supportive Housing and Homeless Programs, however, there are an estimated 34,100 persons age 18 and over in Colorado receiving SSI or SSDI. 17,000 are already housed in affordable housing units. According to this analysis, this leaves 17,100 persons with disabilities who need affordable housing.

### Homeless Needs

Homelessness is a problem in Colorado. While we know that the growth in Colorado's economy has made affording rent harder for many very low and low-income households, it is difficult to accurately count the number of households that are homeless or in danger of being homeless in our state. Certainly, the estimated 66,479 very low-income households as lacking an affordable rental unit are in danger of becoming homeless. In 2000, 8.1% of Colorado households lived in poverty. While many of these households reside in the larger entitlement areas of the state, many call rural Colorado home. In this section, we will examine the needs of the homeless throughout Colorado, and focus on the specific needs of those in rural Colorado—the geographic areas covered by this plan.

There has not been a thorough count of the homeless in Colorado since the 1980s. The most recent point in time count of homeless persons in the metro Denver area was in October, 2001. This count showed that as many as 9,670 persons are homeless in the Denver metro area on any given day. Of the total homeless persons counted, 3,024 were single adults, 2,728 were adults or youth headed families, 3,522 were children in families (over 1/3), and 396 were single youth on their own between the ages of 12 and 21. The metro Denver area needs more shelter beds for single women and families, according to the Colorado Coalition for the Homeless. There is also a need for more subsidized permanent housing for persons with special needs—those with mental health and substance abuse problems. Denver has lost many SRO units and there is a need to save those that still serve these populations and to create more.

In 1990, census data showed that at least one in six (17%) of the people who are homeless in the U.S. live in rural areas. The Colorado Coalition for the Homeless estimates that 30% of those who are homeless in Colorado reside in rural areas. The (2001 Continuum of Care process found approximately 2,412 persons who are homeless on any given day in 24 non-metro counties in Colorado.)

### Rural Homelessness

Service providers report low wages, a lack of affordable housing, and a lack of access to services for substance abuse and/or mental health issues, and domestic violence as major causes of rural homelessness. Poverty is the fundamental cause of homelessness. According to the Center on Budget and Policy Priorities, inequality in income has been increasing in Colorado for nearly two decades. Their 2000 report on income trends in Colorado divides all families with children into five income categories. This analysis showed that by the mid-1990's, the poorest fifth of families in Colorado had incomes only nine percent above their late 1970s level, while the incomes of the richest fifth of families had increased by 31 percent in income since 1970s—more than three times as much. These same richest 20% had average incomes almost 3 times as large as the middle 20% of families.

Between the 1970s and 1997, the gap between the top fifth of families and the bottom fifth of families grew by 31%. In recent years, between the mid-1980s and mid-1990s, this gap has begun to decrease. Colorado's boom economy has positively affected the incomes of poor Colorado families. However,

there is still disparity in the amount of change that each income group has seen.

The National Coalition for the Homeless published information about rural homelessness in March, 1999. According to the NCH, studies have shown that people in rural areas are more likely to be white, female, married, currently working, homeless for the first time and homeless for shorter periods of time than those in urban areas. Other studies have shown that families, single mothers, and children make up the largest group of people who are homeless in rural areas. Rural areas also have instances of homeless Native Americans and migrant workers. Causes are more likely to be from a high rate of domestic violence and less to do with alcohol or substance abuse.

Studies of rural homelessness have also found that rural homelessness is most pronounced in rural regions that are "primarily agricultural" regions whose economies are based on declining extractive industries such as mining, timber, or fishing and regions experiencing economic growth. Housing quality is also a factor in rural homelessness. Nationally, poor households have a higher instance of living in inadequate housing than in urban areas. Homelessness can often be caused by families having to relocate from housing with health or safety problems. When these families attempt to relocate, the cost is often prohibitive.

### **Section 8 Tenant -Based Statewide Waiting List**

Annually, DOH conducts a statewide housing survey to assess the number of families on Colorado's PHA waiting lists. The survey, although a snapshot in time indicates that in December of 2001, roughly 29,481 families were waiting for government rental assistance. This number does not truly reflect the need for subsidized housing in Colorado. Many housing agencies have had their waiting list closed for several years and others accept applications only once a year. As stated in the executive summary of this plan, the DOH is a state public housing agency with the jurisdiction for the state of Colorado. DOH currently contracts its Section 8 Tenant -Based Rental Assistance Program in forty - seven (47) counties within the state. In addition, the DOH administers portable vouchers in numerous counties where housing authorities do not exist. Please note the following:

- The asterisk placed at the end of the housing agency name indicates that the DOH contracts with this organization to administer either all or a portion of their Section 8 tenant based program.
- The number of families on Colorado PHA waiting lists in December of 2001 is a snapshot in time. This number does not truly reflect the need of subsidized housing in Colorado.
- The racial, ethnic and disability related tenant composition has not changed significantly from last year.

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PUBLICHOUSINGAUTHORITYWAITINGLISTS  
 Dec-01

HOUSINGAUTHORITY	#ONTHE WAITINGLIST	- <30%AMI	>30%thru <50%AMI	>50%thru <80%AMI	FAMILIESWITH CHILDREN	ELDERLY FAMILIES	FAMILIESWITH DISABILITIES
ADAMSCOUNTY	658	564	88	6	412	77	32
AKRON	4	16	2	2	0	19	1
ALAMOSA*	133	87%	13%	33%	112	21	8
ANTONITO	17	17	0	0	8	2	4
ARAPAHOECOUNTY*	51	47	4	0	3	46	2
ARAPAHOEHOUSE*	19	19	0	0	11	0	19
ARCHULETA	320	234	85	0	255	78	78
ARVADA	88	88	0	0	66	49	40
ASPEN/PITKIN*	16	10	6	0	9	5	2
ATLANTIS*	198	198	0	0	80	4	133
AURORA	2549	2280	245	24	1656	330	563
BOULDERCITY	1419	0	0	0	780	142	497
BOULDERCOUNTY	734	838	112	2	594	171	271
BRIGHTON	49	41	8	0	33	10	3
BRUSH*	139	96	29	14	119	4	11
BURLINGTON*	3	1	2	0	2	1	0
CENTER	19	19	0	0	16	2	3
CHEYENNEWELLS	14	5	4	5	7	0	1
CO.COALITION	35	30	5	0	30	0	0
COHEALTHNETWORK*	98	92	6	0	10	0	98
CODEPT.OFHUMAN SERVICES	661	649	12	0	200	31	661
COLORADOSPRINGS	6334	6094	209	0	2672	366	1292
COLORADOSPRINGSIND.CENTER	22	22	0	0	2	0	22
COMMERCECITY*	147	131	16	0	116	6	47
CONEJOS*	31	29	1	1	19	2	5
COSTILLA	0	0	0	0	0	0	0
CRESTEDBUTTE	0	0	0	0	0	0	0
DELTA	110	110	0	0	77	26	7
DENVER	1045	1034	11	1	81	7	67
DOUGLAS*	25	20	5	0	17	4	5
EADS	4	0	4	0	0	0	0
EATON	42	19	23	0	0	42	0
EAGLE*	19	12	7	0	15	2	2
ENGLEWOOD	233	201	31	1	155	36	63
ELPASO	0	0	0	0	0	0	0
ESTES PARK	44	33	11	0	31	11	2
FLAGLER	6	6	3	3	0	6	1
FORTCOLLINS	1307	893	200	214	650	130	277
FORTLUPTON	50	20	25	5	22	39	27
FORTMORGAN	7	1	4	2	0	7	0
FOUNTAIN	512	385	125	2	399	53	60
GARFIELD	65	56	9	0	50	6	6
GRAND*	0	0	0	0	0	0	0
GRANDJUNCTION*	651	651	62	6	371	94	140
GREELEY	502	365	90	9	389	15	28
GUNNISON*	40	24	12	4	32	0	7
HAXTUN	0	0	0	0	0	0	0
HOLYOKE	2	0	1	1	0	2	0
JEFFERSON	1526	401	783	342	871	212	260
JOHNSTOWN	3	3	3	0	0	2	1
JULESBURG	3	2	1	0	1	2	0

KEENESBURG	16	7	8	1	7	6	0
LAKESWOOD	2833	2160	633	40	2490	116	353
LAMAR*	118	82	35	1	10	68	6
LAPLATA(SCR)*	325	220	105	0	0	2	1
LASANIMAS	6	6	0	0	0	6	1
LIMON*	19	16	3	0	2	12	1
LITTLETON	2150	1655	387	108	1626	326	198
LOVELAND*	907	858	45	4	170	538	178
LONGMONT	644	627	15	2	73	440	170
MEEKER	12	0	12	0	2	10	0
MOFFAT	0	0	0	0	0	0	0
MONTEVISTA*	36	36	0	0	3	31	8
MONTEZUMA	351	273	29	49	319	14	18
MONTROSE*	181	134	47	0	7	75	27
MT.MASSIVEMANOR	0	0	0	0	0	0	0
OTERO*	47	31	14	2	26	3	1
PUEBLO*	760	530	168	62	71	411	184
RANGELY	0	0	0	0	0	0	0
ROCKYFORD	21	21	21	17	3	11	4
ROUTT/JACKSON*	10	4	0	0	1	7	1
SAGUACHE*	1	11	0	0	0	1	1
SALIDA	38	0	0	0	36	0	2
SANMIGUEL*	14	10	4	0	0	10	2
SHERIDAN	111	71	40	0	75	14	8
SOUTHWESTCENTERFORINDEPENDENCE	22	18	2	0	12	2	22
SPRINGFIELD	12	3	6	3	10	0	2
STERLING*	168	115	23	18	11	104	26
SUMMIT*	44	23	17	4	1	23	11
TRINIDAD	90	20	41	29	3	52	5
UAACOG*	327	288	39	0	14	231	89
(Chaffee,Fremont,Custer ,Lake,Teller)							
WALSENBURG*	87	8	65	15	9	32	25
WELLINGTON	129	116	11	2	0	0	32
WRAY	8	4	2	2	2	4	0
YUMA*	40	23	9	8	7	22	5
PHILLIPS,SEDGWICK,WASHINGTON,YUMA							

**TOTAL** **29,481** **23,127** **4,025** **1,011** **15,363** **4,633** **6,127**

\*ColoradoDivisionofHousingContractors

COLORADODIVISIONOFHOUSING  
 1313SHERMANST.RM518  
 DENVER,CO80203  
 (303)866 -2033

PUBLICHOUSINGAUTHORITYWAITINGLISTS  
 December2000 2001

HOUSINGAUTHORITY	#ONTHE WAITINGLIST	NON HISPANIC	HISPANIC	BLACK	NATIVE AMERICAN	ASIAN PACIFIC
ADAMSCOUNTY	658	342	316	131	33	7
AKRON	4	4	0	0	0	0
ALAMOSA*	133	15	118	3	110	0
ANTONITO	17	1	16	0	0	0
ARAPAHOECOUNTY*	51	37	14	18	2	0
ARAPAHOEHOUSE*	19	18	1	6	1	0
ARCHULETA	320	266	54	3	45	0
ARVADA	88	59	29	4	4	9
ASPEN/PITKIN*	16	15	1	0	1	0
ATLANTIS*	198	146	52	62	8	2
AURORA	2549	2248	301	1588	18	89
BOULDERCITY	1419	965	454	61	24	21
BOULDERCOUNTY	734	77	23	22	29	15
BRIGHTON	49	16	33	1	1	1
BRUSH*	139	122	17	0	0	0
BURLINGTON	3	1	2	0	0	0
CENTER	19	1	18	1	1	0
CHEYENNEWELLS	14	7	7	0	0	0
COCOALITION	35	18	17	2	0	0
COHEALTHNETWORK*	98	84	14	29	3	0
CODEPT.OFHUMAN SERVICES	661	575	86	46	13	7
COLORADOSPRINGS	6334	5245	1089	1355	180	124
COLORADOSPRINGSIND.CENTER	22	21	1	3	0	0
COMMERCECITY*	147	85	62	21	9	1
CONEJOS*	31	8	23	0	2	0
COSTILLA	0	0	0	0	0	0
CRESTEDBUTTE	0	0	0	0	0	0
DELTA	110	86	24	0	0	0
DENVER	1045	700	345	345	1	11
DOUGLAS*	25	4	15	1	2	2
EADS	4	0	4	0	0	0
EATON	42	40	2	0	0	0
EAGLE*	19	42	11	0	0	0
ENGLEWOOD	233	196	37	33	5	6
ELPASO	0	0	0	0	0	0
ESTES PARK	44	44	0	0	0	4
FLAGLER	6	6	0	0	0	0
FORTCOLLINS	1307	1006	301	26	65	26
FORTLUPTON	50	77	54	0	0	0
FORTMORGAN	7	6	1	0	0	0
FOUNTAIN	512	81	430	82	10	5
GRAND*	0	0	0	0	0	0
GRANDJUNCTION*	651	534	117	12	3	2
GARFIELD	65	48	17	1	2	0
GREELEY	502	326	176	5	0	0
GUNNISON	40	37	3	1	0	0
HAXTON	0	0	0	0	0	0



HOLYOKE	2	2	28	0	0	0
JEFFERSON	1526	977	549	549	44	34
JOHNSTOWN	3	2	1	0	0	0
JULESBURG	3	2	1	0	0	0
KEEESBURG	16	13	3	1	0	0
LAKEWOOD	2833	1332	1501	510	226	57
LAMAR*	118	66	52	0	0	1
LAPLATA(SCR)*	325	270	55	3	46	0
LASANIMAS	6	2	4	0	0	0
LIMON*	19	15	4	0	0	0
LITTLETON	2150	1677	473	194	65	172
LOVELAND*	907	777	130	5	19	3
LONGMONT	644	387	257	18	15	6
MEEKER	12	11	1	0	0	0
MOFFAT	0	0	0	0	0	0
MONTEVISTA	36	12	24	0	1	0
MONTEZUMA	351	263	88	1	49	28
MONTROSE*	181	134	47	2	2	0
MT.MASSIVEMANOR	0	0	0	0	0	0
OTERO*	47	14	33	0	0	0
PUEBLO*	760	304	456	8	8	15
RANGELY	0	0	0	0	0	0
ROCKYFORD	21	1	20	0	0	0
ROUTT/JACKSON	10	10	0	0	0	0
SALIDA	38	37	1	0	0	0
SAGUACHE	1	1	0	0	0	0
SANMIGUEL*	14	13	1	0	0	0
SHERIDAN	111	39	72	16	9	4
SOUTHWESTCEN TERFORINDEPENDENCE	22	11	11	0	0	0
SPRINGFIELD	12	10	2	0	0	0
STERLING*	168	126	42	2	2	0
SUMMIT*	44	40	4	0	2	0
TRINIDAD	90	58	42	0	0	0
UAACOG*	327	290	37	3	9	0
(Chaffee,Fremont,Custer,Lake,Teller)						
WALSENBURG	87	15	72	0	2	0
WELLINGTON	129	37	92	8	16	0
WRAY	8	7	1	0	0	0
YUMA*	40	36	4	0	0	0
(Phillips,Sedgewick,Washington,Yuma)						
<b>TOTAL</b>	<b>29,481</b>	<b>20,600</b>	<b>8,393</b>	<b>5,182</b>	<b>1,087</b>	<b>652</b>

## STRATEGIES

### Need: Shortage of affordable housing for all eligible populations.

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

- Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintain or increase section 8 lease -up rates by providing technical assistance to DOH contractors in successful techniques in marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase section 8 lease -up rates by providing technical assistance to DOH contractors in effectively screening Section 8 applicants to increase owner acceptance of program.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

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

- Apply for additional section 8 units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed finance housing.
- Pursue housing resources other than public housing or Section 8 tenant -based assistance to increase affordable housing rentals.
- DOH will continue to assist other funding entities to increase annual statewide production of affordable rental units.

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant based section 8 assistance.
- Employ admissions preferences aimed at families with economic hardships.
- Adopt rent policies to support and encourage work.

**Need: Specific Family Types: Families at or below 50% of median****Strategy 1: Target available assistance to families at or below 50% of AMI**

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

**Need: Specific Family Types: The Elderly****Strategy 1: Target available assistance to the elderly:**

- Apply for special -purpose voucher targeted to the elderly, should they become available.
- Elderly families will have the same admission preference as those who are working toward self-sufficiency.

**Need: Specific Family Types: Families with Disabilities****Strategy 1: Target available assistance to Families with Disabilities:**

- Apply for special -purpose voucher targeted to families with disabilities, should they become available.
- Encourage and provide guidance to contractorsto affirmatively market to local non -profit agencies that assist families with disabilities.
- Continue to develop partnerships and work with independent living centers throughout the state to provide rental assistance to those with disabilities.
- Disabled families will have the same admission preference as those who are working toward self-sufficiency.

**Need: Specific Family Types: Families who are Homeless or displaced due to domestic violence or a natural disaster.****Strategy 1: Target available assistance to Homeless Families or those displaced due to domestic violence or a natural disaster:**

- Apply for special -purpose voucher targeted to families who are homeless or those displaced, should they become available.
- Encourage and provide guidance to contractorsto affirmatively market to local non -profit agencies that assist families who are homeless or displaced.

**Need: Specific Family Types: Races or ethnicity with disproportionate housing needs****Strategy 1: Increase awareness of PHA resources among families of races and ethnicity with disproportionate needs:**

- Encourageandprovideguidancetocontractorstoaffirmativelymarketto races/ethnicity groupsshowntohavedisproportionatehousingneeds.

**ReasonsforSelectin gStrategies**

- EvidenceofhousingneedsasdemonstratedintheConsolidatedPlanandotherinformation availabletotheDOH
- InfluenceofthehousingmarketonDOHprograms.
- Socialprioritiesregardinghousingassistance.
- ResultsofconsultationwithDOH Section8contractorsinvariousareasofthestate.

**2.STATEMENTOFFINANCIALRESOURCES**

<b>FinancialResources: PlannedSourcesandUses</b>		
<b>Sources</b>	<b>Planned\$</b>	<b>PlannedUses</b>
<b>FederalGrants(FY2000 grants)</b>		
AnnualContributionsfor Section8Tenant -Based Assistance	\$12,500,000	
FamilySelf -Sufficiency Grants	\$47,000	
CommunityDevelopment BlockGrant	\$3,746,434	DOHallocationawardedona competitiveapplicationprocesstolocal governmentsforacquisition, rehabilitation,newconstruction, homebuyerassistance,publi services, facilitiesandadministrationcosts.
ESG	\$953,000	Thisprogramprovidesgrantsona formulabasis to statesandlocal governmentsforcertainoperatingcosts, essentialservices,andhomeless preventionactivities,in cludingfinancial assistancetofamilieswhohave received evictionnoticesornoticesof termination ofutilityservice.Statescandistribute ESGassistancedirectlytoprivate nonprofitorganizations,iflocal governmentscertifytheirapprovalofthe project.Homelessdaysheltersanddrop - incentersarealsoeligibleforfunding.

HOME	\$6,851,700	<p>Awarded competitively to local governments, non-profit, private developers for the activities of acquisition, rehabilitation, new construction, and tenant based rental assistance. All activities require a 25% non-federal match.</p> <p>Ninety percent of rental units produced must benefit families with incomes 60% or below the area median income. One hundred percent of funds invested in homebuyer programs must benefit families whose incomes are equal to or less than 80% of the area median income. There is a fifteen percent (15%) set-aside for Community Development Housing Organization activities which include activities that are eligible generally under the HOME Program -- acquisition, construction and rehabilitation where the CHDO is the owner, developer or sponsor -- as well as projects specific technical assistance, site control loans, and project-specific seed money loans.</p>
State Housing Development Grants	\$4,600,000	<p>Funds for acquisition, rehabilitation, and new construction are awarded through a competitive application process on a continuous basis with applications reviewed monthly by the State Housing Board. \$1 per \$1 match is required. Applications are reviewed for management capacity, project impact on need, project feasibility, and benefit to very low and low-income persons. Fifty-five percent of these funds are targeted to benefiting families whose income is 30% or below the area median income.</p>
State Revolving Loan	\$2,139,000	<p>This program provides construction loans to non-profits, city and county governments for up to seven years. Interest rates normally range from 0% - 6% interest. These funds are also leveraged with other funding organizations.</p>

Private Activity Bonds	\$202,806,650	This program involves using the proceeds of tax-exempt bonds to fund construction and permanent loans for for-profit entities to construct or acquire/rehabilitate rental housing for low and mixed income households. It is generally required that loans be insured or guaranteed by a third party such as FHA or FNMA. Applications are taken by local municipal or county housing or finance offices or by Colorado Housing and Finance Authority. Before a project may proceed, official action must be taken by the local elected governing body to allocate bond-issuing authority for the loan. Actions are taken by the CHFAB board monthly and by local issuers more frequently. Issuers may have to secure bond authority from the Colorado Department of Local Affairs, which accepts applications twice a year.
TOTAL REVENUES	\$228,118,028	

### 3. POLICIES GOVERNING ELIGIBILITY, SELECTION, AND ADMISSIONS

#### ELIGIBILITY

- The DOH conducts criminal or drug -related activity screening to the extent required by law or regulation.
- The DOH requests criminal records from State law enforcement agencies (Colorado Bureau of Investigation) for screening purposes.
- The DOH shares the following kinds of information with prospective landlords before release signing:
  - Family's current address
- If known, name and address of current landlord
- If known, name and address of prior landlord

#### WAITING LIST ORGANIZATION

- The DOH is a state agency, which contracts with local Public Housing Authorities, Councils of Governments, and non-profit organizations. The waiting lists are maintained at the local level at the contracted agency's office. DOH allows each contracted agency some flexibility in structuring their waiting lists as long as there is compliance with federal and DOH
- Administrative Plan requirements.
- Interested persons may apply for admission to the DOH section 8 tenant -based assistance at the following offices:



**ALAMOSACITYHOUSINGAUTHORITY**

**FSS** (AlamosaCounty)  
 PatriciaMartinez,ExecutiveDirector  
 TerriL ucero,Sec8  
 213MurphyDrive  
 Alamosa,CO81101  
 (719)589 -6694/6695x14  
 (719)589 -8474fax  
[pha@fone.net](mailto:pha@fone.net)

**AR ARAPAHOECOUNTYHOUSINGAUTHORITY**

**FSS** (ArapahoeCounty)  
 JamesTaylor,Director  
 Joyext.103  
 2009WestLittleton Blvd.  
 Littleton,CO80120  
 (303)738 -8061  
 (303)38 -8069fax  
 Noemail

## SUBCONTRACTEDTO :

**LittletonHousingAuthority**

SheilaSmith,ExecutiveDirector  
 ShirleyBaca,Sec.8  
 5844S.Colorado  
 Littleton,CO80120  
 (303)794 -9608  
 (303)798 -6244fax  
[sreynoldsmith@hoo.com](mailto:sreynoldsmith@hoo.com)

**AH ARAPAHOEHOUSE**

**FSS** (DenverMetro)  
 JanBurns,ProgramManagerext.103  
 GeneMedina,Sec.8  
 77West5thAve  
 Denver,CO80204  
 (303)825 -0373  
 (303)825 -1638fax  
[emedina@ahinc.org](mailto:emedina@ahinc.org)

**AP ASPEN/PITKINCO.HOUSINGAUTHORITY**

(PitkinCounty)  
 MaryRoberts ,ExecutiveDirector  
 530EastMainSt.LowerLevel  
 Aspen,CO81611  
 (970)920 -5050  
 (970)920 -5580fax  
[cindyc@ci.aspen.co.us](mailto:cindyc@ci.aspen.co.us)

## SUBCONTRACTEDTO :

**GarfieldCountyHousingAuthority**

KarenSandblom,Sec8  
 2128RailroadAve  
 Rifle,CO81650  
 (970)625 -3589  
 (970)625 -0859fax  
[housing@rof.net](mailto:housing@rof.net)

**AT ATLANTISCOMMUNITYINC.**

(DenverMetro)  
 MikeAuberger,Directorx11  
 SueDavis,Sec8x21  
 201S.Cherokee  
 Denver,CO80223  
 (303)733 -9324  
 (303)733 -6211fax  
[adaptbabs@earthlink.net](mailto:adaptbabs@earthlink.net)

- BR FSS BRUSHHOUSINGAUTHORITY**  
 (MorganCounty)  
 RayDanielson,ExecutiveDirector  
 RachelHelberg,Sec8  
 412Edison/P.O.Box666  
 Brush,CO80723 -0666  
 (970)842 -5046  
 (970)842 -5007fax  
[brushhousing@twol.com](mailto:brushhousing@twol.com)
- BU BURLINGTONHOUSINGAUTHORITY**  
 (KitCarsonCounty)  
 BrendaWolf  
 944LowellAvenue  
 Burlington,CO80807  
 (719)346 -5464  
 (719)346 -5077 fax  
[housing@plains.net](mailto:housing@plains.net)
- CE CENTERHOUSINGAUTHORITY**  
 (SaguacheCounty)  
 TheresaChavez,ExecutiveDirector  
 GeraldineMartinez,OfficeAssistance  
 138SouthWorth/P.O.Box759  
 Center,CO81125  
 (719)754 -2537  
 (719)754 -2477fax  
[Theresal@amigo.net](mailto:Theresal@amigo.net)
- IS COSPRGSINDEPENDENTCENTERINC.(ATC0S)**  
 VickiSkoog,ExecutiveDirector  
 JudeDanhke,Sec.8  
 21ELasAnimas  
 ColoradoSprings,CO80903  
 (719)471 -8181  
 (719)471 -7829fax  
[vickicsic@aol.com](mailto:vickicsic@aol.com)
- CM FSS COMMERCECITYHOUSINGAUTHORITY**  
 (AdamsCounty)  
 CathyFiscus,HousingSpecialist  
 5291East60thAvenue  
 CommerceCity,CO80022  
 (303)289 -3696  
 (303)289 -3731fax  
[cfiscus@ci.com](mailto:cfiscus@ci.com)
- CI CONNECTIONSFORINDEPENDENTLIVING(ATC0G)**  
 BethDanielson,ExecutiveDirector  
 SaraGallegos  
 10249<sup>th</sup> Ave,SuiteE  
 Greeley,CO80631  
 (970)352 -8682  
 (970)353 -8058fax  
[connectionsil@viawest.net](mailto:connectionsil@viawest.net)
- CN CONEJOSCO.HOUSINGAUTHORITY**  
 (ConejosCounty)  
 LoisLand,ExecutiveDirector  
 510RichfieldRoad/P.O. Box366  
 LaJara,CO81140  
 (719)274 -5417  
 (719)274 -0417fax  
[rabbit@my.amigo.net](mailto:rabbit@my.amigo.net)

**CO COLORADOCOALITIONFORTHEHOMELESS**

(DenverMetro)  
 JohnParvensky,ExecutiveDirector  
 MarkMastro,Sec.8Coordinator  
 2111ChampaStreet  
 Denver,CO80205  
 (303)298 -8995  
 (303)293 -2309fax  
[lenockson@coloradocoalition.org](mailto:lenockson@coloradocoalition.org)  
[lmontoya@coloradocoalition.org](mailto:lmontoya@coloradocoalition.org)  
[itorrez@coloradocoalition.org](mailto:itorrez@coloradocoalition.org)

**CP COLORADOHEALTHNETWORK**

(DenverMetro)  
 JulianRush,ExecutiveDirector  
 ErinAtwell,Sec8Coordinator  
 701E.Colfax,Suite212  
 Denver,CO80218  
 (303)837 -1501x283  
 (303)861 -8900fax  
[erina@coloaid.org](mailto:erina@coloaid.org)

**DC DOUGLASCOUNTYHUMANSERVICES**

**FSS** GeorgeKennedy,Sec8  
 1013<sup>rd</sup>.St.  
 CastleRock,CO80104  
 (303)688 -4825  
 (303)688 -0292fax

## SUBCONTRACTEDTO:

**Sheridan/EnglewoodHousingAuthority**

CherylSt.Claire,ExecutiveDirector  
 JenniferMaldonado,Sec.8  
 3460S.Herman#101  
 Englewood,CO80110  
 (303)761 -6200  
 (303)781 -5503fax

**SOUTHWESTCOMMUNITYRESOURCES**

Administersthefollowingprograms :

**DU** Durango(LaPlataCounty)  
**SJ** SanJuanCounty  
 TimNader,ExecutiveDirectorx16  
 TamaraMiller,RentalAssistance  
 295Girard  
 Durango,CO81301  
 (970)259 -1086x15  
 (970)259 -2037fax  
[tamaralanemiller@hotmail.com](mailto:tamaralanemiller@hotmail.com)

**EA EAGLECO.HOUSINGAUTHORITY**

**FSS** (EagleCounty)  
 DavidCarter,Sec.8  
 500Broadway/P.O.Box179  
 Eagle,CO81631  
 (970)328 -8730  
 (970)328 -7185fax  
[echouse@vail.net](mailto:echouse@vail.net)

## SUBCONTRACTEDTO :

**GarfieldCountyHousingAuthority**

(SeeAspen/PitkinCountyHousingAuthority)

- GC GRANDCO.HOUSINGAUTHORITY**  
 (GrandCounty,JacksonCounty,&RouttCounty)  
 JimSheehan,Director  
 TinaRose,Sec8  
 P.O.Box2560  
 Fraser,CO80442  
 (970)726 -4572  
 (970)726 -4579-fax  
[jsheehan@cowebblink.net](mailto:jsheehan@cowebblink.net)
- GJ GRANDJUNCTIONHOUSINGAUTHORITY**  
 (MesaCounty)  
 JodyM.Kole,ExecutiveDirector  
 MaryGregory,HousingSpecialist  
 805MainStreet  
 GrandJunction,CO81501  
 (970)245 -0388  
 (970)241 -5514fax  
[jkole@gihousing.org](mailto:jkole@gihousing.org)
- GU GUNNISONCOUNTYHOUSING AUTHORITY**  
**FSS** (GunnisonCounty)  
 SharyTempleton,ExecutiveDirector  
 KristinWills,Sec.8  
 200E.VirginiaAve.  
 Gunnison,CO81230  
 (970)641 -7900/7901  
 (970)641 -7931fax  
[stempleton@co.gunnison.co.us](mailto:stempleton@co.gunnison.co.us)  
[kwills@co.gunnison.co.us](mailto:kwills@co.gunnison.co.us)
- MO INDEPENDENTLIFECENTER,INC.**  
**RB** (MoffatCounty&RioBlancoCounty)  
 EvelynTil eston,ExecutiveDirector  
 AprilRobidoux,Section8  
 P.O.Box612  
 Craig,CO81626  
 (970)826 -0833  
 (970)826 -0832(fax)  
[indlife@earthlink.net](mailto:indlife@earthlink.net)
- LA LAMARHOUSINGAUTHORITY**  
 (ProwersCounty)  
 LisaScranton,ExecutiveDirector  
 MelanieGurule,Sec8  
 206EastCedar  
 Lamar,CO81052  
 (719)336 -9575  
 (719)336 -9529fax  
[lhahouse@cminet.net](mailto:lhahouse@cminet.net)
- LI LIMONHOUSINGAUTHORITY**  
**FSS** (LincolnCounty,ElbertCounty)  
 CarolynMiller,ExecutiveDirector  
 1880CircleLane  
 Limon,CO80828  
 (719)775 -9309  
 (719)775 -9309fax(sameasphonenumber)  
[hud@plains.net](mailto:hud@plains.net)
- LO LOVELANDHOUSINGAUTHORITY**  
 (LarimerCounty)  
 SamBettters,ExecutiveDirector  
 MoofieMiller,Sec.8  
 PeggyConrad,HousingSpecialist(x12)  
 375West37thStreet,Suite200  
 Loveland,CO80538  
 (970)667 -3232  
 (970)667 -2860fax  
[sbett@lovelandhsg.org](mailto:sbett@lovelandhsg.org)  
[mmill@lovelandhsg.org](mailto:mmill@lovelandhsg.org)  
[pconr@lovelandhsg.org](mailto:pconr@lovelandhsg.org)

- MV MONTEVISTAHOUSINGAUTHORITY**  
 (RioGrandeCounty)  
 AlonzoEspinoza,ExecutiveDirector  
 551Monroe/P.O.Box581  
 MonteVista,CO81144  
 (719)852-5505  
 (719)852-9873fax  
[alonzo\\_e\\_99@yahoo.com](mailto:alonzo_e_99@yahoo.com)  
[mvccha@amigo.net](mailto:mvccha@amigo.net)
- MO MONTROSECO.HOUSING AUTHORITY**  
**FSS** (MontroseCounty)  
 TimHeavers,ExecutiveDirector  
 MartyThompson,HighSchoolSpecialist  
 CindySchmalz,FSSCoordinator  
 222HapCourt  
 Olathe,CO81425  
 (970)323-5445  
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**UPPERARKANSASAREAOF COUNCIL**  
**OF GOVERNMENTS -UAACOG**  
 Administersthefollowingprograms :  
**CC** **CANONCITY** (FremontCounty)  
**CH** **CHAFFEECOUNTY**  
**CU** **CUSTERCOUNTY**  
**LE** **LAKECOUNTY**  
**TE** **TELLERCOUNTY**  
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SEARCHTIME

The DOH gives extension to standard 60 -day period to search for a unit in the following circumstances:

- Hospitalization
- Family emergency
- RFLA turned in but unit never passed HQS, and remaining search period to short of a timeframe
- Barriers in locating accessible unit
- Family needs a unit size which the PHA determines is difficult to locate

ADMISSIONS PREFERENCE

- Incometargeting:  
The DOH plansto exceed the federal targeting requirements by targeting 85 percent of all new admissionsto the Voucher Program of families at or below 30 percent of the areamedian income, and the remaining 15 percent of new admissionsto families at or below 50 percent of the areamedian income.
- Preferences:  
The DOH plansto employ the following admission preferences in the coming year:
  - Victims of violence, natural disaster or government action
  - Homelessness
  - Those enrolled currently in educational, training, or upward mobility programs.
  - Those previously enrolled in educational, training, or upward mobility programs.
  - Those who are currently working.

The DOH admission preferences are prioritized by a “1” that represents our first priority, a “2” representing our second priority, and so on. DOH gives equal weight to one or more of these choices. This is why a “1”, or a “3” may be used more than once. **Note: Elderly and disabled families will be given equal preference as those who are working toward FSS.**

- 1 Victims of violence, natural disaster or government action
- 1 Homelessness
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Those previously enrolled in educational, training, or upward mobility programs
- 2 Families currently working

2 ElderlyandDisabledFamilies

3 DateandTime

Applicantsonthewaitinglistwiththeequalpreferencestatusareselectedbydateandtime ofapplication.

Therelationshipofpreferencetoincometargetingrequirementsisnotapplicablebecausethepoolof applicantfamiliesensureshatthePHAwillmeetincometargetingrequirements.

SPECIALPURPOSESECTION8ASSISTANCEPROGRAMS

- Thepoliciesgoverningeligibility,selection,andadmissionstoanyspecial -purposeVoucher ProgramadministeredbythePHAarecontainedinthesection8AdministrativePlan.
- TheDOHannouncetheavailabilityofanyspecial -purposeVoucherProgramstothe public throughpublishednoticesandannouncementstolocalgovernmentagencies.



## **4.RENT DETERMINATION POLICIES**

### PAYMENT STANDARDS

- The DOH payment standard is set at 100 percent of the FMR. A contractor may request a payment standard increase up to 110 percent of the FMR. Each request will be reviewed by the DOH on a case by case basis.
- The DOH will provide technical assistance to contractors on gathering the needed documentation. HUD will accept to provide a payment standard increase up to 120 percent of the FMR.
- Agencies may request payment standard higher than the FMR for their area for the following reasons:
  - FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - Increase reflects market or sub-market
  - To increase housing options for families
  - Payment standards are reevaluated for adequacy annually.
  - The factors the DOH considers in its assessment of the adequacy of its payment standard are:
    1. Success rates of assisted families
    2. Rent burden of assisted families
    3. Cost of vacancies
    4. Number of vacancies

### MINIMUM RENT

- The DOH minimum rent is set at \$25.00.
- The DOH follows the minimum rent exceptions as established by the QHwRA, and has not adopted any discretionary minimum rent hardship exemption policies.

## **5. OPERATIONS AND MANAGEMENT**

### ORGANIZATIONAL SETUP

Under the direction of the Colorado State Housing Board and the Director of the Colorado Division of Housing (DOH), the Voucher Program's day-to-day operations are administered by staff of the DOH. The staffing information contained in this section includes only those positions directly responsible for the Program at the State level.

### COLORADO STATE HOUSING BOARD

The Colorado State Housing Board (SHB) was created in 1970 to advise the General Assembly, the Governor, and the Colorado Division of Housing on Colorado's Housing needs. The governor appointed seven member SHB reviews financing requests and adopts regulations and policies for the administration of the DOH programs. Colorado SHB approves DOH Section 8 Administrative Plan and SEMA Reporting requirements.

### EXECUTIVE DIRECTOR

The Director of the Colorado Division of Housing serves as the Executive Director of the State of Colorado public housing agency.

### PROGRAM MANAGER

This position is responsible for contracting with local agencies for delivery of the program services and fiscal year activities. The program manager will also be responsible for the overall coordination of the program and development of necessary agreements between participating local agencies. In addition, the manager will establish and maintain effective contact with groups or individuals representing program related interests and be responsible for the general program management, develop program materials and disseminate information to local agencies, supervise day-to-day activities of the DOH staff, and develop training sessions for the Contractors in program regulatory requirements as well as agency responsibilities.

### HOUSING ASSET MANAGERS

There are four Asset Managers on staff and each is assigned a different geographical area of the state. These positions are responsible for programmatic monitoring of the Contractors in Section 8 compliance and Housing Quality Standards. The Asset Managers train new and existing housing agencies in federal rules and regulations concerning Section 8 rental assistance and FSS programs. In addition, Asset Managers review vacancy reports on utilization of the program, unpaid rent and damage claims. Technical assistance to trouble shoot problems is also provided to the Contractors concerning family moves, income/rent adjustments, recertification, tenant/landlord relations, terminations, etc..

### ADMINISTRATIVE ASSISTANTS

These two positions are responsible for daily data entry, filing, and preparation of electronic and paper payment vouchers. Maintains and updates family files. Functions as the primary telephone contact regarding check status inquiries.

The DOH staff is responsible for administering the Section 8 Rental Assistance Program beginning with responding to HUD's Notice of Fund Availability (NOFA) to training Contractors in program administration and landlord housing assistance payments throughout the state.

The DOH considers the housing needs throughout the state by referencing the State of Colorado Comprehensive Plan, which provides the guidance for the development of the state public housing agency strategies. The DOH and its Contractors are charged with full responsibility of administering the housing programs designed to provide rental assistance to qualified families in privately owned dwelling units.

DOH activities include:

- Applicant preference determinations
- Technical Assistance to tenant/owner issues
- Mediator for informal hearings
- Coordinate/prepare funding applications
- Set policy, procedures and strategies for Administrative Plan and Agency Plan
- Prepare budgets, financial reports and control/monitor funding allocations
- Prepare DOH housing reports
- Send housing assistance payments to landlords
- Quality control HQS inspection of 5% of dwelling units
- Quality control monitoring of Section 8 family files
- Payment of administrative fees to contractors
- Develop and revise housing forms
- Provide training and on-going technical assistance to contractors

Activities of the DOH contractor include:

- Marketing and outreach in local community
- Income qualifying families and annual income certifications
- Notifications to applicants, participants and landlords on critical program rules
- Maintaining the Section 8 Waiting List
- Issuing vouchers
- Conducting individual/group briefings
- Monitoring and assisting Voucher holders in finding suitable housing
- Initial and annual HQS unit inspections
- Negotiating rents and preparing contract and leased documents
- Maintaining active leases and contracts during year
- Resolving tenant/owner disputes
- Conducting move-out inspections
- Preparing special claims
- Conduct informal reviews and hearings
- Provide input for budgets, policies and procedures

#### EARNED ADMINISTRATIVE FEES

On-going administrative fees for the Section 8 Rental Assistance Program are utilized in the following manner: The first 600 units shall be calculated using the HUD published Column A - Fee Dollar Amount. Any additional units over the first 600 will be calculated using Column B - Fee Dollar Amount. Administrative fees will be calculated by the number of units leased up on the first day of each month. The DOH portion of the administrative fee earned is 30% and the contractor portion is 70%.

#### LEGAL JURISDICTION

The Colorado Division of Housing is a Public Housing Agency. The DOH Public Housing Agency satisfies the statutory definition of a public housing agency that has been set forth in 24 C.F.R. 982.51. DOH's legal jurisdiction is the state of Colorado and a legal opinion regarding this was rendered on September 16, 1980 by the State of Colorado Department of Law Office of the Attorney General. This opinion is on file at the Colorado Division of Housing.

#### STATUTORY AUTHORITY

**Colorado Revised Statutes, Part 7, Division of Housing - Colorado Housing Act of 1970, 24 -32-701. Legislative declaration.** It is hereby declared that there exists in this state a need for additional

adequate, safe, sanitary, and energy-efficient new and rehabilitated dwelling units; that a need exists for assistance of families in securing new or rehabilitated rental housing; and that, unless the supply of housing units is increased, a large number of residents of this state will be compelled to live under unsanitary, overcrowded, and unsafe conditions to the detriment of their health, welfare, and well-being and to that of the communities of which they are apart. It is further declared that coordination among private enterprise and state and local government are essential to the provision of adequate housing, and that it is desirable to create a Division of Housing within the Department of Local Affairs. The general assembly further declares that the enactment of these provisions as set forth in this part 7 are for the public and statewide interest.

### **HUD PROGRAMS UNDER PHA MANAGEMENT**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Section 8 Vouchers	1,738	15%
Section 8 Mod Rehab	52	5%
Special Purpose Section 8 Vouchers (list individually)	Designated Vouchers for Disabled 200	20%
	Homeless with Substance Abuse 75	20%
	Designated Vouchers for AIDS Victims 40	
Family Unification Program	100	
TOTAL	2,175	

### **MANAGEMENT AND MAINTENANCE POLICIES**

#### Section 8 Management

- Administrative Plan
- State Agency Plan
- State of Colorado Management Policies

## **6. GRIEVANCE PROCEDURES**

The DOH has established the following informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982:

- All written correspondence by the agency or the family must be answered by the other party within 10 business days
- Applicants or assisted families must contact their local office, as shown in Policies Governing Eligibility, Selection, and Admissions, to initiate the informal review and informal hearing process

## 7. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE DOH

### PUBLIC HOUSING

**Yes** **No:** The DOH does not administer any home ownership programs administered by the PHA under an approved section 5(h) home ownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any home ownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4).

Activity Description **N/A**  
SECTION 8 TENANT BASED ASSISTANCE

**Yes** **No:** The DOH plan to administer a Section 8 Home ownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982.

#### **Program Description:**

**Yes** **No:** The DOH will not limit the number of families participating in the section 8 home ownership option.

#### **PHA-established eligibility criteria**

**Yes** **No:** The DOH program will have eligibility criteria for participation in its Section 8 Home ownership Option program in addition to HUD criteria.

- Section 8 participants must be receiving the rental assistance for one year and being good standing with the housing agency contractor and DOH.
- DOH will provide the mortgage subsidy to the lender via an electronic fund transfer.
- DOH contractors will annually do HQS inspection on all home ownership units.

## 8. DOH COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS

### PHA COORDINATION WITH THE WELFARE (TANF) AGENCY

#### Cooperative agreements:

**Yes** No Several DOH contractors have entered into cooperative agreements with TANF agencies (as listed in the table below), to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937). Funding for TANF is provided to each county based on a formula basis and each county develops a plan for the use of their funds. The DOH feels the cooperative agreements established at the local level are most effective.

#### Coordination efforts between the DOH agencies and TANF agencies include:

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- **Other** (describe):

The DOH will require that Housing Agencies under contract to the DOH must demonstrate coordination efforts between the HA and TANF agency before participants in that jurisdiction can participate in the homeownership program. These coordination efforts may include any of the efforts listed above.

### SERVICES AND PROGRAMS OFFERED TO RESIDENTS AND PARTICIPANTS

#### Self-Sufficiency Policies

The DOH will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas?

- Section 8 admissions policies
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for section 8 homeownership option participation

#### Economic and Social self-sufficiency programs

**Yes** No: DOH contracted agencies coordinate, promote, and/or provide programs to enhance the economic and social self-sufficiency of families. The following agencies have entered into the agreements with TANF, and

othersupportiveserviceagenciestoenhancetheeconomicandsocial self-sufficiencyofthefamiliestheyserve.

	ALAMOSA COUNTY	ELBERT COUNTY	CHAFFEE COUNTY, FOSTER, FREMONT, PARK & TELLER	GUNNISON COUNTY	LAPLATA COUNTY	LOGAN COUNTY	SAGUACH COUNTY	YUMA and WASHINGTON COUNTIES	MONTEZUMA COUNTY
TANF	X	X	X	X	X	X	X	X	
DOL	X	X	X	X	X	X	X	X	
Family Crisis			X						
Local Community College	X		X						
Cooperative Extension				X					
Watershed District				X					
Consumer Credit Counseling					X				
Mental Health Center	X				X				
Resource & Other Center(s)	X	X		X	X			X	
Rural Development	X	X							
Local Health Dept	X		X	X					
County Govt			X	X		X		X	

FAMILY SELF-SUFFICIENCY PROGRAMS

**Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	155	126

Yes No:

The most recent FSS Action Plan addresses the steps the DO

H plan to take to



achieve at least the minimum program size.

### WELFARE BENEFIT REDUCTIONS

The DOH is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: Establishing a protocol for exchange of information with the Department of Labor and other agencies that provide direct services providers, e.g.: entering into memorandums of understanding or service agreements.

### **9. CIVIL RIGHTS CERTIFICATIONS**

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. This certification can be viewed at the main PHA office and is listed as supporting documentation.

### **10. FISCAL AUDIT**

Yes/No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?

Yes/No: Was the most recent fiscal audit submitted to HUD?

Yes No: Were there any findings as a result of that audit?

Yes/No N/A: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? NONE

Yes/No N/A: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## 11. STATEMENT OF CONSISTENCY WITH THE CONSOLIDATED PLAN

Consolidated Plan jurisdiction: **State of Colorado**

- The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
- The DOH has based its statement of needs of families in the jurisdiction on the needs expressed in the State of Colorado 1999 Consolidated Plan.
- DOH prepares the State of Colorado Consolidated Plan.
- The State of Colorado Consolidated Plan includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice.
- The DOH Section 8 Tenant Based Program staff consulted, planned and collaborated with DOH staff who are responsible for the preparation of the state's Consolidated Plan.
- All DOH staff members were involved with the public hearings held throughout the state for public comment.

The Consolidated Plan for the State of Colorado supports the PHA Plan with the following actions and commitments:

- The DOH will direct 85% of its Section 8 Rental Assistance to families at or below 30% Area Medium Income (the federal mandate is 75%).
- Leverage private or other public funds to create additional housing opportunities for households with income below 30% AMI transitioning from welfare to work and for households transitioning from homelessness.
- Partner with local housing providers to create additional housing opportunities to create 40 "step up" rental housing units by providing equity for acquisition of affordable units with rents affordable to these households.
- Implement DOH Voucher Program admissions preference for those who are homeless or are a victim of domestic violence or a natural disaster.
- Implement DOH Voucher Program admissions preference for those currently working or who are enrolled or previously enrolled in educational, training or upward mobility programs that have an interest in working toward self-sufficiency.
- Implement a flexible voucher homeownership program that can be adapted to all communities within the state.
- Update the DOH Tenant briefing packet to expand the information on fair housing.

**ATTACHMENT A****MEMBERSHIP OF RESIDENT ADVISORY BOARD**

Colorado Division of Housing conducted a state public hearing on **March 28, 2002** inviting comment and participation concerning the Colorado Division of Housing (DOH) PHA Agency Plan. DOH did not receive any comments concerning this hearing. In addition, DOH has required its contractor to post a notice of the Resident Advisory Board requirements at the contractor's on-site offices. The notice contains information on how Voucher Program participants can access the PHA Plan on the DOH webpage or at the contractor's office. To date, DOH has not received any responses via e-mail, mail or telephone concerning the DOH PHA Plans. Therefore, per Notice 2000-36, all Section 8 participants have been appointed to the Resident Advisory Board and have been given the opportunity to comment on the Agency Plan via access to the document at each contractor's office or on the Internet.

## ATTACHMENT B

## STATEMENT OF PROGRESS IN MEETING THE FIVE -YEAR STRATEGY

**DOH Strategic Goal: To increase the number of 30% AMI families receiving rental assistance and leverage funds to create additional housing for 30% AMI families.** (HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing).

- **Apply for additional rental vouchers so that additional families in the state will have the opportunity to be assisted with rental assistance.** *DOH received 152 Fair Share Vouchers, 100 Family Unification and 167 Opt Out Vouchers from the East Village Project in FY2001. In FY2002, DOH received an award of 186 vouchers.*
- **Increase the 75% federal mandate of serving 30% AMI families by an additional 10%.** *DOH has implemented this requirement with its contractors and is monitoring to enforce this requirement.*
- **Partner with local housing providers to create 40 “step up” rental housing units by providing equity for acquisition of older units with rents affordable to these households.** *In FY2001, DOH has provided gap financing to develop 30+ step up units to assist families who do not have a voucher subsidy, families pay only 30% of their income for rent and supportive services are provided with their housing so that they may realize self-sufficiency. In FY2002, DOH developed 19 step-up units.*

**DOH Strategic Goal: To increase the number of families receiving rental assistance who are disabled, homeless, displaced due to domestic violence or a natural disaster.**

- **Apply for additional special population rental vouchers (homeless with substance abuse or mainstream for persons with disabilities) so that additional families in the state will have the opportunity to be assisted with rental assistance.** *DOH placed an application for Mainstream Vouchers in both FY2001, and 2002 but was not selected for an award through HUD’s lottery. Although DOH did not receive a Mainstream award, DOH committed 50 vouchers of its FY2002 award to Independent Living Centers throughout the state.*
- **Implement DOH Voucher Program admissions preference for those who are homeless or are a victim of domestic violence or a natural disaster.** *DOH has implemented these preferences in their annual plan to ensure that those who are the most in need receive assistance as soon as possible.*
- **DOH will respond to a natural disaster within 24 hours of a Governor’s Declaration of Disaster.** *DOH has developed a plan to respond to a natural disaster in the state within 24 hours of being contacted. Near the end of FY2001 and at the beginning of FY2002, DOH responded to a tornado that destroyed several mobile homes in Ellicott Springs within El Paso County. In coordination with the Colorado Springs Housing Authority and the El Paso County Independent Center, victims of the tornado who qualified for a voucher were serviced.*
- **DOH staff will assist in coordinating effort to stop place victims in emergency housing and provide rental assistance if the family is eligible.** *DOH provides rental assistance in 47 counties of the state, therefore DOH has Section 8 Contractors who can be called upon to administer rental assistance when a natural disaster hits.*

**DOH Strategic Goal: Improve the quality and delivery of the Section 8 Rental Assistance**

program.

- Improve Voucher Program management by reviewing and revising (if needed) the current quality control processes in place regarding HQS inspection and payment to landlords.** *Since DOH is a state government agency several processes are in place for quality control on landlord payments. For example, every landlord or organization that is paid a rental subsidy must submit a federal identification number or a social security number to ensure that the person or organization is valid. The IRS cross checks the information on landlords annually to ensure the validity of these individuals or organizations as well. DOH staff enter information on the family (50058) and landlord addresses. All other information is entered in by state accounting staff. DOH staff do not approve any subsidy payments, only state accountants are allowed to approve payments. DOH staff reconcile monthly HAP requests from its contractor to what is actually within its database, this eliminates overpayment to landlords. Electronic Fund Transfers are monitored monthly by staff for peculiarities and Asset Manager monitoring on-site the families whose landlords receive this type of payment. Currently, DOH performs HQS inspections on 5% of all of the units assisted to ensure quality control.*
- Revise factors for monitoring frequency status to better identify projects at risk of having monitoring findings.** *DOH has revised its monitoring documents to reflect the requirements of SEMAP. DOH continually reviews its monitoring documents to ensure that its contractors are being reviewed correctly regarding implementation of the Rental Assistance Program.*
- Provide on-site and Internet based training and publications on Section 8 federal funding regulations, grant management, organizational management and homeownership design.** *DOH provides on-site and off-site training continuously for all of its contractors. DOH has developed a web-site training on Housing Quality Standards Inspection. The training can be accessed through the DOH website under training. DOH has formalized its Homeownership Guidelines since the publication of the final rule on the homeownership program and DOH has since trained their contractors on this program.*
- Sponsor twice yearly a DOH Section 8 Contractor training to review DOH policy and federal regulation, which govern the program. DOH sponsors a state contractor meeting twice a year.** *In FY2001, DOH conducted contractor training on July 18, 2000 and March 15, 2001. In FY2002, to date, DOH has conducted a contractor training on January 17<sup>th</sup> and 18<sup>th</sup>, 2002.*
- DOH will provide funds and improve staff assistance to agencies approved for online access to the Colorado Employment Benefits System (CUBS) database. This service benefits housing authorities throughout the state of Colorado.** *DOH has entered into a contract with the Department of Labor and Employment in order to allow housing authorities to access CUBS. DOH also pays the annual maintenance fee on behalf of 23 housing authorities in the state. This maintenance fee is \$800.00 annually.*
- DOH Quality Assessment Team conducts an annual quality of services survey, DOH staff review survey information and identifies areas of improvement concerning the Voucher Program.** *Annual surveys are conducted. Suggestions are utilized to develop future action items. DOH annually conducts two (2) quality of services surveys within the state. DOH has consistently scored between 4 - 4.5 on a scale of 1 - 5, 5 being considered excellent service.*

**DOH Strategic Goal: Increase assisted housing choices.**

- **Increase voucher payment standards for Section 8 Contractors in high rental cost areas of the state by 10% where warranted** . Contractors must submit documentation to DOH to justify an increase in their payment standard. Several high cost areas within the state have done so and DOH has granted the allowable 10% increase.
- **Update the DOH Tenant briefing packet to improve the information on housing choices** . Updating the briefing packet is done annually to provide current information to families receiving rental assistance and to state contractors.
- **Implement a flexible voucher homeownership program that can be adapted to all communities within the state** . DOH has implemented a state wide homeownership program and a guideline book that can be used by both state contractors and families wishing to participate in this program. To date, DOH has had one family in San Miguel County who has taken advantage of the homeownership program. DOH is also working on a pilot program with Colorado Housing Finance Authority to provide mortgage assistance to those who are disabled and on the Family Self Sufficiency Program.
- **Coordinate DOH Homeownership Downpayment and Single Family Owner Occupied Rehabilitation Programs with Section 8 Contractors who are interested in implementing a voucher homeownership program in their community** . DOH has provided within the State Homeownership Guidebook at listing of DOH downpayment and single family owner occupied rehabilitation programs available throughout the state along with other resources a family may use.

**DOH Strategic Goal: Promote self-sufficiency and asset development for assisted households.** (HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals).

- **Increase the number of families enrolled in the Family Self-Sufficiency (FSS) Program and/or Welfare To Work (WTW) Program by an additional 100 families by June 30, 2005.** DOH has developed a preference for families working toward self-sufficiency (see Section 3 - Policies Governing Eligibility, Selection and Admissions). DOH currently has 123 families participating in the FSS Program. DOH was not provided funding under the WTW Program.
- **Continue to promote and support cooperation agreements at the local level between the Department of Human Services, Department of Labor and Employment and other supportive service providers** . DOH has requested that its contractors enter into Certification of Cooperation Agreements with DOLE and DHS to better serve low-income families within the state.
- **Continue to set up and administer escrow accounts for families participating in the FSS programs.** Currently 67 families within the state are taking advantage of the escrow account offered through the FSS program.

**DOH Strategic Goal: Ensure equal opportunity and affirmatively further fair housing.** (HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans)

**Continue to improve the distribution of information to Coloradoans who contact the DOH wanting tenant and landlord and fair housing information.** DOH recently presented "Fair Housing, It is the Law" training at its contractor meeting held March 15, 2001. Sally Yerger, of

*the Colorado Coalition for the Homeless (CCH), conducted this training. CCH received a special grant to provide information and technical assistance on fair housing issues. DOH developed a technical brief called "What Renters should know about Fair Housing," and another called "Landlord/Tenant Rights," to assist renters and voucher holders in knowing what their rights are.*