

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 08/30/2011

Civil Rights Certification**Annual Certification and Board Resolution 14-07**

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

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

Adams County Housing Authority
PHA Name

CO058
PHA Number/HA Code

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

Name of Authorized Official

Title

Robert Deuschle

Board Chairperson

Signature

Date November 20, 2014

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 8/30/2011
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1.0	PHA Information PHA Name: <u>Adams County Housing Authority</u> PHA Code: <u>CO058</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): 01/2015					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>42</u> Number of HCV units: <u>1460</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: <u>n/a</u>					
	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: To work in Partnership with diverse communities, to promote economic self-sufficiency, to preserve and expand affordable housing opportunities, and to enhance the livability of neighborhoods in Adams County					

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.

Goals and Objectives

1. Increase decent affordable housing options through real estate development activities and the expansion of housing programs.

- Endeavor to develop, create, acquire and/or rehabilitate additional units.
- Actively pursue funding opportunities to develop housing units affordable to persons and families earning between 30% and 60% of Area Median Income (AMI).
- Participate in private/public partnership opportunities that increase affordability of new and/or existing housing units.
- Actively explore opportunities to develop or support the development of affordable and mixed income housing at Transit Oriented Development (TOD) locations.
- Employ the Project Based Voucher PBV program as a tool to support the development or creation of additional affordable housing.
- Explore opportunities to create or support affordable housing serving seniors, Veterans, homeless and/or other special needs populations.

GOAL

2. Strengthen communities through the expansion of programs and services to encourage economic self-sufficiency among residents and program participants.

- Explore the feasibility of deploying a resident service component for all project based units at all participating properties.
- Consider developing a new line of financial counseling services focused on financial literacy and credit repair.
- Utilize secondary data to proactively match services to our residents and program participants.
- Work in partnership with community service agencies to help our residents and program participants obtain economic self-sufficiency.
- Explore the feasibility of developing a non-delinquency post purchase education class for homeowners.
- Evaluate installing free WiFi in designated areas on our properties for residents and family members to access.

GOAL

3. Endorse fair and equal opportunity in housing.

- Continue to inform and educate ACHA employees, residents and program participants on Fair Housing issues.
- Require Fair Housing and certification for all staff on a regular basis.
- Continuously evaluate the frequency, number of locations, timing and content of our housing counseling workshops to ensure that ACHA is providing a suite of services best suited to our target audiences.

GOAL

4. Incorporate and support high standards of ethics, effective management, and promote accountability throughout the organization.

- Identify key performance indicators (KPI) to better manage programs with an emphasis of efficiencies and human capital asset management.
- Evaluate the potential for increased use of technology utilization in Property Operations to increase efficiencies and improve operations.
- Launch an internship program focused on Housing Services, Counseling and Communications. The internship program will foster collaboration with the academic community in and around Adams County, CO infusing ACHA with a consistent stream of talent focused on furthering ACHA's mission and vision.

GOAL

5. Develop and Launch an educational campaign designed to promote the need for affordable housing and services and the value it brings to the community.

- Implement a revised ACHA communication plan focused on engaging community leaders, local organizations and landlords in the discussion around affordable housing and services.
- Continuously evaluate tenant information sessions to ensure the information and services provided are pertinent, actionable and presented in a fashion that is easily understood by our target audience.

GOAL

6. Connect the community at large to appropriate housing information opportunities and resources to meet the needs of a diverse population.

- Develop on line application process for HCV Program, PBV program, and LIPH.
- Enhance ACHA's website and social media presence to make the experience more interactive, informative and user friendly.
- Utilize the ACHA website as a communication conduit for the public to understand and connect to housing opportunities, current events, commentary and links to external service providers.

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>2013 Fiscal year audit findings 2 cited</p> <ol style="list-style-type: none"> 1. Change in reporting Entity- Significant Deficiency-Discreetly presented component unit versus blended component unit. 2. Passed-through Colorado Housing Finance Agency Special test and provisions – Housing Quality Standards Material weakness in Internal Control over compliance <p>Action Planned in response to finding, Document access location: PHA office.</p> <p>2013 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>Adams County Housing Authority 7190 Colorado Blvd., Commerce City, CO 80022</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><i>ACHA does not anticipate pursuing a HOPEVI grant in the year 2015</i></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>
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><i>See attached tables</i></p>
8.3	<p>Capital Fund Financing Program (CFFP). <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>
9.0	<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.</p> <p>Limited supply and locations of affordable housing for low and very low income families: Limited availability of affordable home ownership opportunities for low income families: Limited availability & accessibility of affordable housing for the elderly and disabled.</p>
9.1	<p>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.</p> <p>ACHA remains intimately familiar with the housing needs in its jurisdiction and has designed its 5-year and Annual plan (specifically its development goals) to provide relief to those families for whom conventional housing is unaffordable. Commitment to addressing these needs is future evidence in our focus on building strong partnerships in government and private sectors to best position itself for opportunities for innovative growth that would increase service to needy families.</p>

Additional Information. Describe the following, as well as any additional information HUD has requested.

(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.

- In 2014, ACHA substantially completed construction activities associated with the complete renovation of a 200-unit mixed income apartment community serving households between 30% and 60% AMI.
- ACHA inventoried all available land parcels within 0.5 miles of five planned light rail stations expected to begin service to Adams County between 2016 and 2018. ACHA entered into contract on two land parcels to support future development of affordable housing in TOD areas.
- ACHA advocated for affordable housing near TOD through its participation in corridor planning groups for RTD's Northwest and Gold rail lines, which will serve Adams County.
- During this reporting period ACHA worked with the Denver Regional Council of Governments, County Stakeholders, and City partners to form a working group which culminated in obtaining a Sustainable Community Grant. The award of \$200,000 provided sufficient financing, to assemble a consultant team for the master planning of a mixed income affordable housing development in the Westminster Station TOD area. ACHA owns some existing properties and vacant land and anticipates developing new affordable housing in multiple phases.
- ACHA partnered with a private owner in the acquisition of an existing LIHTC property in order to increase the affordability of 24 units serving households at 30% AMI and 50% AMI levels.
- Project Based Voucher Program ACHA was approved to Project Base Housing Choice Vouchers in 3 properties:

Terrace Garden Apartments
7100-7131 Hooker Street
Westminster, CO 80030
Approved Units - 10 One-bedroom units

Orchard Crossing Apartments
4183 W. 72nd Ave
Westminster, CO 80030
Approved Unit - 1 Four-bedroom unit,

Village of Yorkshire
10370 Brendon Way
Thornton, CO 80229
Approved 25 - mixed 1, 2, and 3 bedroom units to be fully occupied in 2014

- Expanded the scope of previously offered workshops and developed new workshops in 2014 to enhance family improvement. Partnerships were established to develop a collaborative approach to meet the needs of residents and program participants. ACHA worked in partnership with community service agencies to identify strategies to address barriers in meeting economic self-sufficiency. The 3ce Center (Center for Career and Community Enrichment) a new resource center offers an array of services and group education for residents and program participants.
- ACHA requested all employees to maintain the fair housing certification by taking fair housing education classes every two years. ACHA's staff learn about the Fair Housing and Civil Rights laws, statutes, regulations and Executive Orders as enumerated in 24 CFR 5.105(a); Housing Counselors had a key role in helping families steer away from unfair housing practices employed by landlords, realtors, lenders and loan modification companies; those cases where Counselors detected a possible violation of fair housing laws were referred to proper agencies at federal and state level including HUD, AG office and Denver Metro Fair Housing Center.
- ACHA extended the number of workshops to other locations including the City of Thornton (4 per year) and the new community-based integrated services center (60 per year) so we can reach more people to educate them in topics like Foreclosure Prevention, First Time Homebuyers, Rental and Utilities assistance and Fair Housing and discrimination laws. More information regarding financial literacy was included in these seminars to educate people in how to become self-sufficient and financial wise to improve their standard of living.

- Accounting/Finance
 - 2013 – Started process of scanning all AP backup to move to a more “green” process.
- 2014 – Accounting has successfully completed in-house training for all Community Staff in Accounts Receivable; Accounts Payable and Budgets.
- Resident satisfaction surveys have been conducted for both 2013 and 2014 fiscal years for each property. Responses were evaluated to assist in improving community processes and procedures to enhance experience and satisfaction of our residents.
- Narrowed down Core Values to the five most important to ACHA:
 - Customer Focus – Builds customer confidence; committed to increase customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensure commitments to customers are met, solicits opinions and ideas from customer, and responds to internal customers.
 - Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.
 - Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, and maintains confidentiality supports company values and conveys good news and bad.
 - Interpersonal Skills – Has good listening skills, builds strong relationships, is flexible/open-minded, negotiates effectively, solicits performance feedback and handles constructive criticism.
 - Job Knowledge – Understand duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, and is in command of critical issues.
- 2010 Using these guiding Core Values rolled out new Performance Appraisal System – Success Factors. Each employee is evaluated annually on each of the Core Values.
- Managers in all programs within ACHA have procedures in place for auditing of work produced. These audits could be either an in-house audit or outside agency audit. Each result is highly scrutinized by Management to determine if expectations have been met. (Accounting; Housing Counseling; Section 8).
- Section 8
 - 2014 created internal position (HQS Inspector) to help ensure that inspections of units falling under the voucher program met the standards of clean, safe and sanitary.
- Payroll Processing
 - 2013 - Trained backup to ensure non-interruption of appropriate pay for staff, previously lacking.
 - 2014 - Switched payroll vendors to alleviate gaps in accurate reporting.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”

Any collective change in the planned or actual use of federal funds for activities that would prohibit or redirect the agency’s strategic goals of increasing the availability of decent, safe and affordable housing while promoting self-sufficiency an asset development of families and individuals from being implemented as identified in the 5 year plan. Any single or collective change in the planned or actual use of federal funds as identified in the 5 year plan that exceeds 20% of ACHA’s annual budget for Section 8 or Public Housing activities and Capital improvements. Changes of a sufficient nature to rent or admissions policies of the organization of the waitlist is not required by federal regulatory requirements as to effect change in the Section 8 Administrative Plan or the Public Housing and Continued Occupancy Policy.

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.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (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. 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.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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/pl/capfund/cffp.cfm>

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

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

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

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete

annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)
- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)

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

Adams County Housing Authority
PHA Annual Plan 2015
PHA 5-Year Plan 2015-2019 - Plan Elements

6.0 PHA Plan Elements (24 CFR 903.7)

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

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

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

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

Document access location: PHA office.

2. Financial Resources

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

Adams County Housing Authority
PHA Annual Plan 2015
PHA 5-Year Plan 2015-2019 - Plan Elements

Document access location: PHA office.

3. Rent Determination

ACHA does not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less U.S. Department of Housing and Urban Development (HUD) mandatory deductions and exclusions).

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

Document access location: PHA office.

4. Operation and Management

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

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

Document access location: PHA office.

5. Grievance Procedures

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

Document access location: PHA office.

6. Designated Housing for Elderly and Disabled

The Housing Authority withdrew application for "Elderly only" designation for Public Housing project CO058000001P, also known as Casa Redonda de Vigil. Project remains Elderly and disabled populations.

Adams County Housing Authority
PHA Annual Plan 2015
PHA 5-Year Plan 2015-2019 - Plan Elements

Document access location: PHA office.

7. Community Service and Self Sufficiency

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

Document access location: PHA office.

8. Safety and Crime Prevention

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

Document access location: PHA office.

9. Pets

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

Document access location: PHA office.

10. Civil Rights Certification

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

Adams County Housing Authority
PHA Annual Plan 2015
PHA 5-Year Plan 2015-2019 – Plan Elements

The Housing Authority has completed and signed the 50077.cr certification. The certification was submitted to the U.S. Department of Housing and Urban Development as part of the 5 Year Plan 2015-2019, and will be part of each annual plan submission.

PHA Statement of Consistency with the Consolidated Plan

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

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

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

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

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

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

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

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

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

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

Document access location: PHA office.

Adams County Housing Authority
PHA Annual Plan 2015
PHA 5-Year Plan 2015-2019 - Plan Elements

11. Fiscal Year Audit

In the most recent fiscal year audit for 2013, there were 2 findings were cited.

1. Change in reporting Entity-Significant Deficiency-discreetly presented component unit versus blended component unit.
2. Passed-through Colorado Housing Finance Agency CFDA #14.195
Special test and provisions – Housing Quality Standards
Material weakness in Internal Control over compliance

Action Planned in response to finding, Document access location: PHA office.

12. Asset Management

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

Document access location: PHA office.

13. Violence Against Women Act

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

Document access location: PHA office.

7.0 (a.) Hope VI

ACHA does not anticipate pursuing a HOPE VI grant in fiscal year 2015.

(b.) Disposition

The U.S. Department of Housing and Urban development (HUD) approved the Housing Authority's application for the disposition of 35 single family public housing units on September 20, 2007, with approved amendments dated September 11, 2008 and June 18, 2009. The disposition is complete and all 35 units have been sold. As part of its HUD-approved replacement strategy, ACHA will commit disposition proceeds for percentages of the costs of replacement developments that do not exceed the percentages of units in those developments that will be assisted by project-based vouchers.

Adams County Housing Authority
PHA Annual Plan 2015
PHA 5-Year Plan 2015-2019 - Plan Elements

Our replacement program is a combination of acquisition of existing multifamily units and construction of new multifamily units. We are currently pursuing the activities of our replacement program at two sites, Westminster Station in the City of Westminster and the Village of Yorkshire in the City of Thornton.

Document access location: PHA office.

(c.) Homeownership

At this time ACHA is not currently pursuing the Housing Choice Voucher Home Ownership Program.

(e.) Project Based Voucher Program

ACHA was approved to Project-Base 36 of its Housing Choice Vouchers in three properties:

Terrace Garden Apartments
7100-7131 Hooker Street
Westminster, CO 80030
County of Adams, State of Colorado
Approved Units - 10 One-bedroom units, 550 -700 square feet

Orchard Crossing Apartments
4183 W. 72nd Ave
Westminster, CO 80030
County of Adams, State of Colorado
Approved Unit – 1 Four-bedroom unit, 865 square feet

Village of Yorkshire Apartments
10370 Brendon Way
Thornton, CO 80229
Approved 25-mixed 1, 2, and 3 bedroom units to be fully occupied in 2014

- The units comply with Housing Quality Standards: safe, decent and sanitary.
- Are in line with our mission, to preserve affordability, i.e., operating expenses, rent levels, debt service information in relation to vacancy rates.
- The degree of affordability of the property is based on current Area Median Income targets.
- Supportive services that are offered include but are not limited to, budgeting, parenting, housekeeping, job search, educational services, and others to provide opportunities for low income families to enhance their economic opportunities.

ACHA has policies, procedures, notices and updated our administrative plan for our Project Based Voucher Program.

Document access location: PHA office.

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB# 2577-0226
Expires 08/30/2011

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

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

Susanna Larsen 10/20/14

Signed / Dated by Appropriate State or Local Official

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

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB# 2577-0226
Expires 08/30/2011**

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

I, Claire Mannato, the Community & Neighborhood Resources Administrator certify that the
Five Year and Annual PHA Plan of the Adams County Housing Authority is consistent with the
Consolidated Plan of Adams County, Colorado prepared pursuant to 24 CFR Part 91.

 10/15/14

Signed / Dated by Appropriate State or Local Official

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Authorized Official

Donald R May

Title

Executive Director

Signature



Date

10-21-2014

X

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

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

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

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

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

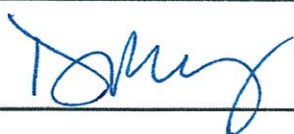
Name of Authorized Official

Donald R May

Title

Executive Director

Signature



Date (mm/dd/yyyy)

10-21-2014

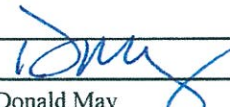
DISCLOSURE OF LOBBYING ACTIVITIES

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

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 7			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Adams County Housing Authority 7190 Colorado Blvd. Commerce City, CO 80022 Congressional District, if known: 7		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: 14-872		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Not Applicable			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: Donald May Title: Executive Director Telephone No.: 303-227-2075 Date: 10/21/2014		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Adams County Housing Authority

PHA Annual Plan 2015

PHA 5-Year Plan 2015-2019

Resident Advisory Board and Public Comments

The comments received from the Resident Advisory Board (RAB) regarding the 2015 5-year and annual plan.

The Resident Advisory Board and Public comments:

Board suggested ACHA continue pursue affordable housing, senior housing, the possibility of increasing public awareness.

There were no other comments from the general public submitted regarding the Annual plan during the 45 day review period from August 20, 2014 – October 14, 2014 or at the Public hearing held on October 3, 2014.

Adams County Housing Authority

Resident Advisory Board meeting
September 29, 2014

PHA Annual Plan and 5 Year Plan

The regular meeting of the Resident advisory board convened at 12:30 p.m. in the 6th floor conference room of the Housing Authority.

Members present: Dawn Thomas, Ramona Cinceros, Brandielei Garrison, Laura Lucero, ACHA Staff, Elizabeth Aryeetey, ACHA Staff

Dawn Thomas provided a brief overview of the ACHA Board meeting and contributed her input regarding her programmatic perspectives for the FSS Program.

- Breaking the poverty cycle
- Self-Employment
- Children with Special Needs
- Life skills

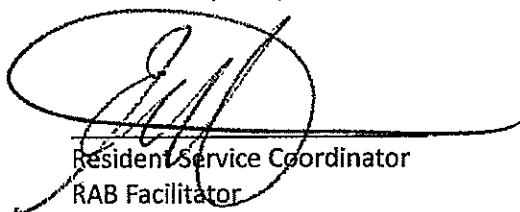
Dawn mentioned that she would like to have the program to own your own business that is in Brighton brought to ACHA.

- Board was introduced to the deputy Director
- Board discussed the new Resident Service Coordinator and role
- Board discussed the meet your Specialist Day and having that event occur in the 3ce building

Board reviewed PHA plan and discussed the goals and accomplishments

- Board suggested that ACHA continuously pursue more affordable housing
- Board suggested that ACHA pursue senior housing options. The board stated that seniors are living longer and are living on a fixed incomes
- Board discussed public comment period and ways to increase comments from public


Elizabeth Aryeetey



Resident Service Coordinator
RAB Facilitator

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: 5 Replacement Housing Factor Grant No: Date of CFP:		FFY of Grant: 2015 FFY of Grant Approval: 2015	
PHA Name: Adams County Housing Authority					
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	21,487			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	7,330			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	3,100			
10	1460 Dwelling Structures	17,965			
11	1465 I Dwelling Equipment—Nonexpendable	1,200			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495 I Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$51,082.00	\$ 0.00	\$ 0.00	\$ 0.00
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	1,200			
Signature of Executive Director		Date		Signature of Public Housing Director	
		10-21-2014			

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.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

[illegible]

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Federal FY of Grant: 2015

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary		PHA Name: Adams County Housing Authority		Grant Type and Number Capital Fund Program Grant No: C006R05850115 Replacement Housing Factor Grant No: Date of CFFP:		FY of Grant: 2015 FY of Grant Approval: 2015	
<input checked="" type="checkbox"/> Original Annual Statement <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	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹	Expended	
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴	37,710					
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)	37,710	0.00		\$ 0.00	\$ 0.00	
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 10-21-2014		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.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

[illegible]

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

Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Federal FY of Grant: 2015

Grant Type and Number
Capital Fund Program Grant No:

Replacement Housing Factor Grant No: C006R05850115

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

Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Federal FY of Grant: 2015

Reasons for Revised Target Dates

[illegible]


¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary		PHA Name: Adams County Housing Authority		Grant Type and Number Capital Fund Program Grant No: CO06P05850115 Replacement Housing Factor Grant No: Date of CFPP:		FY of Grant: 2015 FY of Grant Approval: 2015	
<input checked="" type="checkbox"/> Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Total Actual Cost¹	Expended	
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³	21,487					
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)	7,330					
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement	3,100					
10	1460 Dwelling Structures	17,965					
11	1465.1 Dwelling Equipment—Nonexpendable	1,200					
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$51,082.00	\$ 0.00	\$ 0.00		\$ 0.00	
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	1,200					
Signature of Executive Director		Date		Signature of Public Housing Director		Date	
		10-21-2014					

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.

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Capital Fund Program—Five-Year Action Plan

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

Part I: Summary

PHA Name/Number		Locality (City/County & State) Commerce City, CO Original 5-Year Plan Revision No: One				
A.	Development Number and Name: Adams County Housing Authority CO06R05850115	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
B.	Capital Fund Financing – Debt Service					
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development	51331	\$53,897.00	\$56,591.00	\$59,420.00	\$62,391.00
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total	51331	\$53,897.00	\$56,591.00	\$59,420.00	\$62,391.00