



## **AGENDA**

**REGULAR MEETING  
DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS  
September 25, 2024  
3:30 P.M.**

### **MEETING CALLED TO ORDER**

#### **Changes to the Agenda**

#### **Citizen Comments (sign in to speak – 3 minutes each)**

1. Minutes August 28, 2024 Regular Meeting
2. Financial Reports August 2024
3. Reports: Voucher Program  
Occupancy/Vacancy/Turnaround  
Maintenance/Work Orders/CFP Projects
4. Old Business: NONE
5. New Business:
  - A) **Resolution 685-24** Certification of Compliance with PHA Plan and Related Regulations
  - B) **Resolution 686-24** Adoption of Revised Administrative Plan for the Housing Choice Voucher Program
  - C) **Resolution 687-24** Adoption of Revised Admissions and Continued Occupancy Policy for the Public Housing Program
  - D) **Resolution 688-24** Approval of Revised Public Housing Lease
  - E) **Resolution 689-24** Approval of Revised Schedule of Repair and Replacement Charges
  - F) **Resolution 690-24** Approving Revisions to Public Housing Flat Rents
  - G) **Resolution 691-24** Establishing Payment Standards for the Housing Choice Voucher Program
  - H) **Resolution 692-24** Adopting the 2025-2028 DHA Strategic Plan
6. Executive Director Comments
7. Correspondence
8. Commissioner Comments

Adjourn



## Regular Board Meeting Minutes

August 28, 2024

The regular board meeting of the Delta Housing Authority Board of Commissioners was held on Wednesday, August 28, 2024, in the agency office of the Housing Authority. The meeting was called to order by Vice Chair Kim Guthrie Burch at 3:34 pm. The following Commissioners and officers of the agency were present at the meeting: Commissioner Terri Hocking; Commissioner Cathy Boyd; Commissioner Rob Turner; Vice Chair Kim Guthrie Burch; and Secretary Ute Jantz (Executive Director). Chair Brad Kolman previously excused his absence. Notice of the regular board meeting was properly posted at least twenty-four hours prior to the meeting. Notice was also sent, upon standing request, to the City of Delta.

Quorum present (minimum of three Commissioners):  Yes  No

### Changes or Additions to the Agenda

There were no changes or additions to the agenda.

### Citizen Comments

There were no citizen comments.

#### 1. Approval of Minutes

Minutes of the annual meeting held on July 24, 2024, were approved as presented; motion to approve by Commissioner Boyd and seconded by Commissioner Hocking. All in favor, motion carried (4:0).

#### 2. Financial Reports for July 2024

Ms. Thompson (Finance Officer) presented the financial reports for the month of July. We should be at 59% of the budget. All programs look good except the Voucher program, which shows a deficit.

#### 10 - General

Only the interest income is reported in this program.

#### 20 - Voucher

The negative amount above is due to receiving a HAP subsidy that is less than the HAP expenses paid. HUD maintains cash reserves for Delta Housing Authority, and we will request a withdrawal from our cash reserves (HUD Held Reserves) to increase the above amount.

#### 30 - PHA (Including Capital Funds)

Capital fund expenses were used to purchase entry doors for nine different PHA properties. Workman's compensation insurance is 94% of the budget because the full annual premium has been paid.

#### 40 - Rural Development

Property insurance costs are currently at 122% of the budget. Due to the economy, insurance premiums have increased across the board.

#### 60 - Affordable Housing

Interest income for the year is \$18,528, mainly from the CDs.

#### 70 - Residences at Delta

This program continues to show a healthy net income of \$129,537, but soon, the mortgage payments and elevator contract payments will also commence. Year-to-date advertising is well over budget. TWG incurred significant

advertising expenses that have since been canceled. These expenses were unknown to DHA at the time of budget preparation.

#### 80 - Villas at the Bluff

Total operating revenues are higher than budgeted at 63% of the budget.

#### 82 - Villas at the Bluff II

Total operating revenues are higher than budgeted at 61% of the budget. Maintenance supplies are over budget at 107%. This expense is difficult to project since it largely depends on unit turns.

The Board reviewed the balance sheets and the financial statements for the month of July with a few questions for discussion and clarification. It was moved by Commissioner Hocking and seconded by Commissioner Turner to accept the financial reports for the month of July as presented and discussed. All in favor, motion carried (4:0).

### **3. Reports for August 2024**

Erika Nieto, Housing Operations Manager, presented the occupancy, maintenance, and capital improvements reports for the month of July.

#### **Program Reports**

- Voucher Program: 242 vouchers are leased up; 298 applicants (combined) are on the Housing Choice Voucher (HCV) and Project Based Voucher (PBV) waiting lists. Nine new vouchers were leased up, five voucher holders ended participation, and a total of 17 unit inspections were completed. 37 voucher holders are currently searching for a unit. An orientation meeting was held on July 26<sup>th</sup>, and 18 additional vouchers were issued. Five PBV eligibility letters were mailed out.
- Public Housing: 75 units are leased, no vacant units, 198 applicants are on the waiting list, and one unit turnover was reported. Work orders: Plumbing and electrical issues, A/C repairs, tenant lockouts, preventative, routine, and ground maintenance. Capital Fund Projects: Bids have been collected for the door and shed siding replacement projects. In the process of awarding the bid and executing a contract. Replaced flooring in one unit.
- Villas at the Bluff (VAB and VABII): 81 applicants are on the waiting list; both properties are fully leased, and three unit turnovers were reported (VAB – 2 and VABII – 1). Work orders: Plumbing and electrical issues, A/C repairs, tenant lockouts, appliance repairs, replaced smoke alarms, preventative, routine and ground maintenance. VAB – flooring was replaced in one unit.
- Grand Manor Apartments: 39 applicants are on the waiting list; the property is fully leased, and no unit turnovers were reported. Work orders: preventative, routine, and ground maintenance.
- DHA-Owned Houses: Both units are occupied. Work orders: Preventative, routine, and ground maintenance.
- Residences at Delta: 23 applicants are on the waiting list; 44 units are occupied. Two unit turnovers were reported. Waiting for one PBV to lease up and getting ready to submit paperwork for several applicants to TWH's compliance team. Work orders: Appliance repairs, replaced batteries in smoke alarms, wasp control, preventative, routine, and ground maintenance.

The board reviewed and discussed the program reports, Commissioner Boyd moved and Commissioner Hocking seconded the motion to approve the reports for the month of July as presented and discussed. All were in favor, and the motion carried (4:0).

4. **Old Business** None

5. **New Business**

**(A) Approval to Add Full-Time Finance Assistant Position**

The Executive Director stated that she did not know how it would pan out for the Finance Department when Residences at Delta (RAD) was added to the Authority's portfolio two years ago. Penny Thompson (Finance Officer) initially said she needed help with accounting tasks (processing invoices, preparing financial reports, etc.); however, the team wanted to wait until RAD has been in place for a year to determine how many hours per week are needed. Currently, the RAD Housing Technician assists Ms. Thompson 15 hours per week. It quickly became apparent that 15 hours per week are insufficient to keep up with the growing accounting needs and the team concluded that a full-time position is justified.

Ms. Thompson explained that taking over management for Residences at Delta has added another set of monthly financial statements and invoice processing to her duties. The authority conducts four audits annually, and another will be added once RAD Phase II is completed. Also, the new property's budget, staffing estimates, and other financial information for Phase II must be submitted to TWG in 2025. Ms. Thompson stated that she would like to get to a point where she can do more analysis instead of just data entry.

The board reviewed the updated organizational chart, which now includes a new full-time Finance Assistant Position reporting to the Chief Financial Officer. The Executive Director mentioned that The Nelrod Company created the job description and conducted a salary study for this position, which served as the basis for the projected calculations. The Public Housing Program and the Housing Choice Voucher Program have enough funds to cover the cost of the new position.

Ms. Thompson explained that only the LIHTC Technician and the Maintenance Assistant can be billed directly to a property for tax credit properties. The administrative staff (Executive Director, Housing Operations Manager, Finance Officer, and the new Finance Assistant) are allocated to the Affordable Housing Program, and expenses are recouped through the management fee that the authority receives for managing the LIHTC properties. The question was: Can the Affordable Housing Program afford to add a new position?

Ms. Thompson presented projected calculations, showing that all programs can afford the new position. The position incurs an additional annual expense of \$46,010 for salary, excluding payroll taxes and health insurance. In her estimate, Ms. Thompson showed that the property management fees, rent, and interest income are adequate to cover expenses for the new position. She explained that as the Fee Accountant for the Authority, a monthly bookkeeping fee was directly allocated to the LIHTC properties. However, since she is now an employee, we haven't been invoicing the LIHTC properties for accounting services. She proposed charging Villas at the Bluff (VAB) \$1,200 per month for accounting services and Villas at the Bluff II (VABII) \$1,000, based on the fees of an outside accounting firm. Since the Authority owns VAB, the Executive Director approved this expense, and we are waiting for approval from Wells Fargo for VABII. However, they seemed favorable to the request.

The Executive Director reminded that in spring 2026, Residences Phase II will be added to the Authority's portfolio, generating management fees for the Affordable Housing Program. Due to the larger units (ranging from 1 to 3 bedrooms), the rents will be higher, resulting in increased management fees. She suggested keeping the full-time Residences Housing Technician position and using Affordable Housing reserve funds to cover the 15 hours per week currently spent on accounting duties for 2025. This will ensure continuity and prepare for the leasing of the Phase II property.

After discussion, Commissioner Boyd proposed adding a full-time finance assistant position as presented and discussed. Commissioner Hocking seconded the motion, which carried unanimously with a 4:0 vote.



## 6. Executive Director Comments

The Executive Director (ED) provided the following report:

### General:

- Succession planning: we are finalizing the succession plan for the Housing Operations Manager position.
- The Division of Housing closed the HDG Grant Contract (31414) for the Residences at Delta project

### Public Housing Program (PHA) and Housing Choice Voucher (HCV) Program:

- The Draft 5-Year Agency Plan (2025-2029), 2025 Annual Plan, 2025 Capital Fund Action Plan, and the 2025-2028 Strategic Plan have been completed and are available for public review. The public hearing is scheduled for September 11<sup>th</sup>, and the next Resident Advisory Board (RAD) meeting is scheduled for September 10<sup>th</sup>.
- The next step on the Five-Year Agency Plan is for the City of Delta to certify that our plan is consistent with the State of Colorado Consolidated Plan.
- HUD has released the 2025 Fair Market Rents (FMRs), which have significantly dropped. Therefore, we need to lower our payment standards for the HCV program and Flat Rents for the PHA program.
- We are performing the annual utility allowance studies for the PHA and HCV programs. There was a cumulative increase of more than 10%, and we moved on to Phase II of the study.

### Public Housing Program (PHA)

- The revised Public Housing lease will be presented to the board at the September meeting.

### Housing Choice Voucher (HCV) Program:

- Project-Based Vouchers for Residences at Delta Phase II: Before HUD releases the PBV funds, an environmental review (ER) must be conducted for new construction. TWG hired Miniello, LLC, to carry out the review, which occurred on August 21<sup>st</sup>. We are waiting for the report to be released. The next step is for the City of Delta to approve the ER. A public hearing must be held before the City can execute the document.
- An HCV participant whose voucher was terminated has requested a hearing to reconsider the termination. Since I had a conflict, Racquel Wertz, Voucher Supervisor for the Grand Junction Housing Authority, served as the hearing officer. The hearing officer ruled in favor of the Delta Housing Authority and upheld the termination of the voucher.

### Grand Manor Apartments (USDA):

- All trees on the south property line have been removed. The City plans to plant new trees in September.

### DHA-Owned Houses:

- The Colorado Division of Housing has provided us with a revised CDBG grant close-out letter that reflects the correct affordability periods. The grant has officially been closed.

### Villas at the Bluff (VAB and VABII)

- The Colorado Housing and Finance Authority inspected both properties on August 22<sup>nd</sup>.

### Residences at Delta (RAD)

- RAD - The Colorado Housing and Finance Authority inspected the property on August 21<sup>st</sup>.
- RAD – we are very close to locking in the permanent loan for Phase I. This entails many documents, and since TWG decided to rezone the property, the loan documents needed to be revised.
- RAD II – Rezoning R-3 Residential to R-4 Residential:  
On August 5th, Brad Kolman attended the Planning Commission meeting to support TWG's rezoning request. Based on the review of the rezoning criteria and evidence presented at the August 5<sup>th</sup> Planning Commission public hearing, the Planning Commission recommended that the City Council conditionally approve the Residences at Delta rezoning request.

- On August 20th, the Delta City Council approved on first reading 'Ordinance #6, 2024 rezoning the property at 1498 Villa Street from R-3 Residential to R-4 Residential'. Commissioner Boyd and I attended the council meeting. The City Council will consider the second reading of the ordinance on September 3rd. If the ordinance is approved, it will officially go into effect 30 days later.

**8. Correspondence**

No comments were made.

**9. Commissioner Comments**

No comments were made.

Vice Chair Guthrie Burch adjourned the meeting at 4:57 p.m.

Respectfully submitted

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Ute Jantz, Secretary of the Board

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Chair/Vice Chair DHA Board of Commissioners

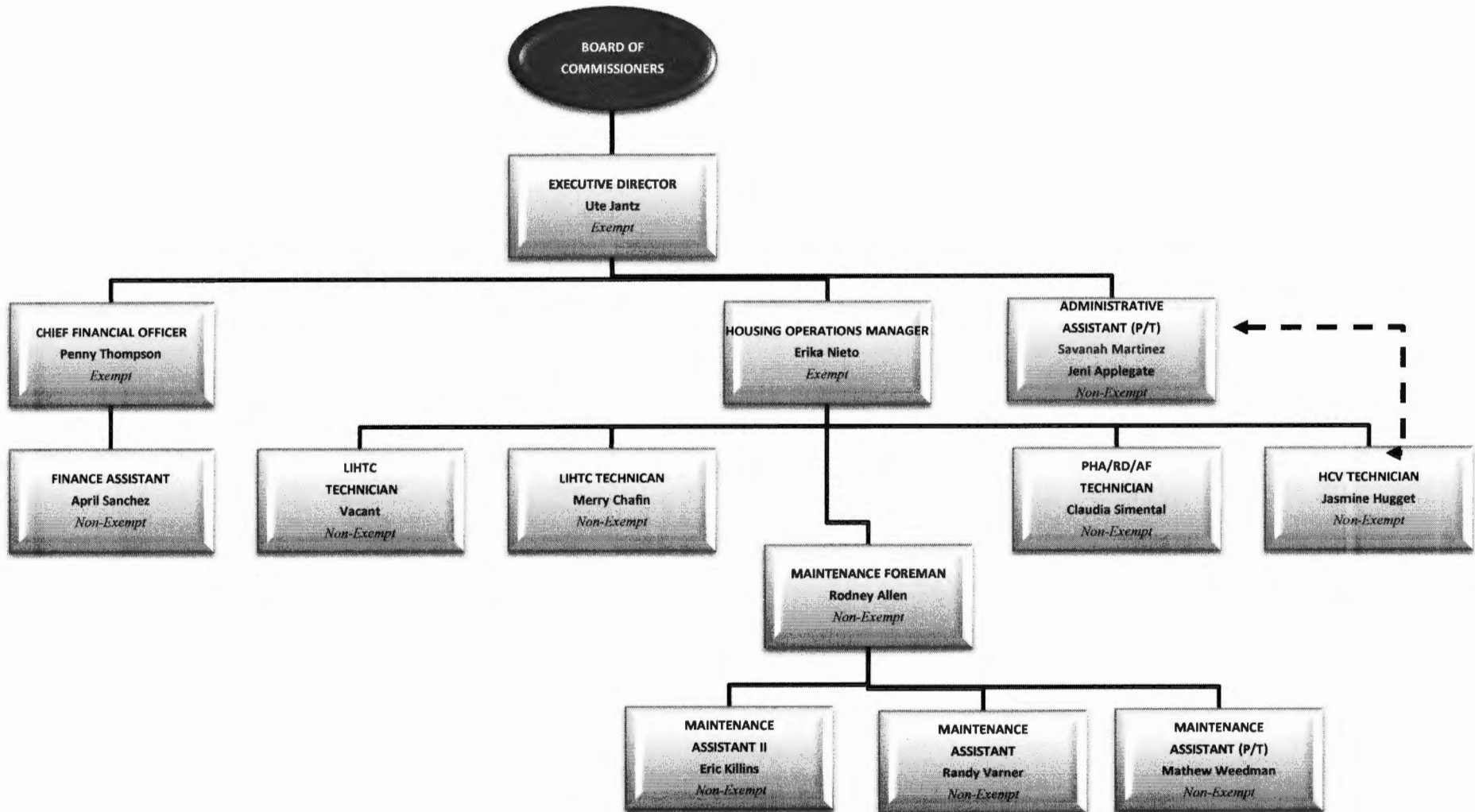
**Upcoming Board Meetings:**

Regular Board Meeting	September 25, 2024, at 3:30 pm
Regular Board Meeting	October 23, 2024, at 3:30 pm
Regular Board Meeting	November 27, 2024, at 3:30 pm



# DELTA HOUSING AUTHORITY

Organizational Chart as of August 29, 2024



**Delta Housing Authority  
Board Financial Summary  
August 2024**

<b>Program</b>	<b>20 Voucher</b>	<b>30 PHA</b>	<b>40 Rural Development</b>	<b>60 Affordable Housing</b>	<b>70 Residences at Delta</b>	<b>80 Villas at the Bluff</b>	<b>82 Villas at the Bluff II</b>
Net Profit (Loss)	(\$78,834)	\$107,150	\$10,734	\$30,448	\$142,311	\$44,113	\$35,391

The percentage of the budget amount at the end of August should be 67%. The balance sheet title is "Balance Sheet Prior Year", but it is NOT prior year, but the current year of 2024. We'll work on correcting this issue.

**10 - General**

Only interest income of \$25 is reported in this program.

**20 – Voucher**

The negative amount above is due to the HAP Subsidy being received that is less than the HAP expenses paid. HUD maintains cash reserves for Delta Housing Authority. A withdrawal request of \$71,900 has been approved by HUD and will be received in September which will improve the loss of \$78,834.

Software costs are over budget with 127% of the budget already expended. Most software costs for the year have been paid.

**30 – PHA (Including Capital Funds)**

Property insurance premiums paid in August totaled \$4,450. Total operating revenues and operating expenses are on track with the budget with 66% and 69% respectively.

**40 - Rural Development**

The USDA Rental Subsidy does not have a budget amount listed because it is part of the budget amount for Dwelling Rental. That explains why Dwelling Rental is showing 30% of the budget. If the budget amount was allocated properly the percentage of the budget would be 67%.

**60 - Affordable Housing**

Total year-to-date operating revenues are \$75,201. Of this amount 84% is from management fee income.

**70 – Residences at Delta**

Maintenance contract costs were \$7,755 in August. The annual elevator maintenance contract was paid which totaled \$7,604.

**80 - Villas at the Bluff**

The budgeted net income for 2024 is \$3,724 and actual year-to-date net income is \$44,113.

**82 - Villas at the Bluff II**

The budgeted net income for 2024 is \$2,083 and actual year-to-date net income is \$35,391.

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 10

## ASSETS

### Current Assets

#### Cash

10.1111.100	Cash In Checking	59,202.54
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#### Total Cash

59,202.54

#### Accounts Receivable

#### Total Accounts Receivable

#### Due To / From Other Funds

10.1295.200	Due From Voucher	10,098.91
10.1295.300	Due From PHA	21,685.17
10.1295.400	Due From Rural Development	1,191.13
10.1295.600	Due From Affordable Housing	2,593.92
10.1295.700	Due From Residences at Delta	25,742.21
10.1295.800	Due From Villas At The Bluff	8,259.60
10.1295.820	Due From Villas At The Bluff II	7,161.90
10.2145.650	Loan From Affordable Housing	-75,000.00

#### Net Due To / From Other Funds

1,732.84

#### Inventories

10.1260.000	Inventory - Supplies	3,507.04
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#### Total Inventory

3,507.04

#### Other Current Assets

#### Total Other Current Assets

0.00

#### Total Current Assets

64,442.42

### Long Term Assets

#### Investments

#### Total Investments

#### Pre-Paid Expenses

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 10

Total Pre-Paid Expenses

Long Term Investments

Total Long Term Assets

Property, Plant & Equipment

Net Property, Plant & Equipment

Total Long Term Assets

Total Assets

64,442.42

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

#### Accounts Payable

10.2110.100	Credit Card Payable	4,928.79
10.2117.100	Dental Insurance Payable	330.61
10.2117.300	IRA Payable	7,623.29
10.2117.500	Garnishment Payable	447.23

Total Accounts Payable

13,329.92

Deferred Revenue

Total Deferred Revenue

Total Short Term Liabilities

13,329.92

Long Term Liabilities

Total Long Term Liabilities

Total Liabilities

13,329.92

### Equity

10.2700.000	Closing Account	56.57
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# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 10

10.2810.000	Unreserved Surplus	51,030.97
<b>Net Profit (Loss)</b>		<u>24.96</u>
<b>Total Equity</b>		<u>51,112.50</u>
<b>Total Liability and Equity</b>		64,442.42

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 20

## ASSETS

### Current Assets

#### Cash

20.1111.100	Cash In Checking - Operating	169,223.58
20.1111.300	Cash In Savings - Voucher	208,036.43
20.1111.400	Savings - C.D. - Bank of Colorado	426,239.63
20.1111.410	Savings - C.D. - Alpine	100,535.32

#### Total Cash

904,034.96

#### Accounts Receivable

20.1121.100	Accounts Receivable - Fraud Recovery	-2,068.00
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#### Total Accounts Receivable

-2,068.00

#### Due To / From Other Funds

20.2145.100	Due To General	-10,098.91
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#### Net Due To / From Other Funds

-10,098.91

#### Inventories

#### Total Inventory

#### Other Current Assets

#### Total Other Current Assets

#### Total Current Assets

891,868.05

### Long Term Assets

#### Investments

#### Total Investments

#### Pre-Paid Expenses

20.1211.000	Prepaid Insurance	1,892.56
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#### Total Pre-Paid Expenses

1,892.56

#### Long Term Investments

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 20

## Total Long Term Assets

### Property, Plant & Equipment

20.1400.000	Fixed Assets	171,481.24
20.1400.500	Accumulated Depreciation	-85,956.53

### Net Property, Plant & Equipment

85,524.71

### Total Long Term Assets

87,417.27

## Total Assets

979,285.32

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

#### Accounts Payable

20.2110.200	Accounts Payable - HAP	-1,503.94
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#### Total Accounts Payable

-1,503.94

20.2120.000	Accrued Payroll	-3,347.91
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#### Deferred Revenue

#### Total Deferred Revenue

#### Total Short Term Liabilities

1,843.97

#### Long Term Liabilities

20.2135.000	Compensated Absences	-12,270.50
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#### Total Long Term Liabilities

12,270.50

### Total Liabilities

14,114.47

### Equity

20.2700.000	Closing Account	162,201.03
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20.2810.000	Unreserved Surplus	879,441.03
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# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 20

<b>Net Profit (Loss)</b>	<u>-78,834.45</u>
<b>Total Equity</b>	<u>962,807.61</u>
<b>Total Liability and Equity</b>	976,922.08

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 30

## ASSETS

### Current Assets

#### Cash

30.1111.100	Cash In Checking - Operating	703,305.86
30.1111.300	Cash In Savings - Alpine	208,995.12
30.1111.400	Savings - C.D. - Bank of Colorado	532,799.53
30.1111.410	Savings - C.D. - Alpine	105,562.09
30.1117.000	Petty Cash	150.00
30.1114.000	Cash In Checking - Security Deposits	33,794.32

#### Total Cash

1,584,606.92

#### Accounts Receivable

30.1122.000	Accounts Receivable - Tenants	3,759.61
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#### Total Accounts Receivable

3,759.61

#### Due To / From Other Funds

30.1295.700	Due From Residences at Delta	-898.77
30.2145.100	Due To General	-21,685.17
30.2145.600	Due To Affordable Housing	62.00
30.2145.800	Due To Villas At The Bluff	521.00

#### Net Due To / From Other Funds

-22,000.94

#### Inventories

#### Total Inventory

#### Other Current Assets

#### Total Other Current Assets

0.00

#### Total Current Assets

1,566,365.59

### Long Term Assets

#### Investments

#### Total Investments

#### Pre-Paid Expenses

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 30

30.1211.000	Prepaid Insurance	7,947.44
<b>Total Pre-Paid Expenses</b>		<b>7,947.44</b>
<b>Long Term Investments</b>		
<b>Total Long Term Assets</b>		
<b>Property, Plant &amp; Equipment</b>		
30.1400.000	Fixed Assets	4,783,935.84
30.1400.500	Accumulated Depreciation	-3,270,114.71
<b>Net Property, Plant &amp; Equipment</b>		<b>1,513,821.13</b>
<b>Total Long Term Assets</b>		<b>1,521,768.57</b>
<b>Total Assets</b>		<b>3,088,134.16</b>

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

##### Accounts Payable

30.2111.000	Accounts Payable - Vendors	216.66
<b>Total Accounts Payable</b>		<b>216.66</b>
30.2114.000	Tenant Security Deposits	-34,055.00
30.2114.100	Non-Tenant Security Deposits	-450.00
30.2120.000	Accrued Payroll	-5,041.12

##### Deferred Revenue

##### Total Deferred Revenue

**Total Short Term Liabilities** 39,762.78

#### Long Term Liabilities

30.2135.000	Compensated Absences	-3,707.68
<b>Total Long Term Liabilities</b>		<b>3,707.68</b>



# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 30

<b>Total Liabilities</b>		<u>43,470.46</u>
<b>Equity</b>		
30.2700.000	Closing Account	298,484.08
30.2810.000	Unreserved Surplus	2,639,029.22
<b>Net Profit (Loss)</b>		<u>107,150.40</u>
<b>Total Equity</b>		<u>3,044,663.70</u>
<b>Total Liability and Equity</b>		3,088,134.16

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 40

## ASSETS

### Current Assets

#### Cash

40.1111.100	Cash In Checking - Operating	33,615.40
40.1114.000	Cash In Checking - Security Deposits	4,329.80
40.1111.500	Cash In Checking - RD Reserve	28,711.23

**Total Cash** 66,656.43

#### Accounts Receivable

40.1122.000	Accounts Receivable - Tenants	-1,163.74
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**Total Accounts Receivable** -1,163.74

#### Due To / From Other Funds

40.2145.100	Due To General	-1,191.13
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**Net Due To / From Other Funds** -1,191.13

#### Inventories

#### Total Inventory

#### Other Current Assets

#### Total Other Current Assets

**Total Current Assets** 64,301.56

### Long Term Assets

#### Investments

#### Total Investments

#### Pre-Paid Expenses

40.1211.000	Prepaid Insurance	1,220.19
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**Total Pre-Paid Expenses** 1,220.19

#### Long Term Investments

#### Total Long Term Assets

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 40

## Property, Plant & Equipment

40.1400.000	Fixed Assets	368,290.81
40.1400.500	Accumulated Depreciation	-222,852.04

**Net Property, Plant & Equipment** 145,438.77

**Total Long Term Assets** 146,658.96

**Total Assets** 210,960.52

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

#### Accounts Payable

40.2111.000	Accounts Payable - Vendors	13.05
40.2111.100	Property Management Fees Payable	3,440.00

**Total Accounts Payable** 3,453.05

40.2114.000	Tenant Security Deposits	-4,177.00
40.2120.000	Accrued Payroll	-258.65

#### Deferred Revenue

**Total Deferred Revenue**                     

**Total Short Term Liabilities** 7,888.70

#### Long Term Liabilities

40.2135.000	Compensated Absences	-5.86
40.2130.000	Note Payable - USDA	59,241.30

**Total Long Term Liabilities** 59,247.16

**Total Liabilities** 67,135.86

### Equity

40.2700.000	Closing Account	15,068.31
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# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 40

40.2810.000	Unreserved Surplus	118,022.84
<b>Net Profit (Loss)</b>		<u>10,733.51</u>
<b>Total Equity</b>		<u>143,824.66</u>
<b>Total Liability and Equity</b>		210,960.52

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 60

## ASSETS

### Current Assets

#### Cash

60.1111.100	Cash In Checking - Operating	581,496.27
60.1111.200	Cash In Checking - Settlement Funds	133,582.00
60.1111.210	Cash In Checking - Housing Delta County LLC	11,393.89
60.1111.300	Cash In Savings - Alpine	208,995.12
60.1111.400	Savings - C.D. - Bank of Colorado	532,372.93
60.1114.000	Cash In Checking - Security Deposits	1,050.30

#### Total Cash

1,468,890.51

#### Accounts Receivable

60.1122.000	Accounts Receivable - Tenants	-52.00
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#### Total Accounts Receivable

-52.00

#### Due To / From Other Funds

60.1295.150	Loan To General	75,000.00
60.1295.300	Due From PHA	-62.00
60.2145.100	Due To General	-2,593.92

#### Net Due To / From Other Funds

72,344.08

#### Inventories

#### Total Inventory

#### Other Current Assets

#### Total Other Current Assets

#### Total Current Assets

1,541,182.59

### Long Term Assets

#### Investments

60.1499.800	Investment - VAB - Housing Delta County LLC (GP)	292,675.00
60.1499.802	Investment - VAB - DHA Villas LLC (LP)	672,473.00
60.1499.820	Investment - VABII - Housing Delta County II LLC (GP)	49,744.00

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 60

**Total Investments** 1,014,892.00

## Pre-Paid Expenses

60.1211.000 Prepaid Insurance 932.30

**Total Pre-Paid Expenses** 932.30

## Long Term Investments

60.1130.703 Note Receivable - DOH HOME - RAD 1,045,000.00

60.1130.801 Developer Fee Receivable - VAB 325,508.00

60.1130.803 Note Receivable - CDBG - VAB 1,000,000.00

60.1130.805 Note Receivable - FHLB - VAB 192,000.00

60.1130.821 Developer Fee Receivable - VABII 141,924.00

60.1130.823 Note Receivable - CDBG - VAB II 425,000.00

60.1145.701 Accrued Interest Receivable - DOH HOME - RAD 15,675.01

60.1145.801 Accrued Interest Receivable - CDBG - VAB 917,184.00

60.1145.803 Accrued Interest Receivable - FHLB - VAB 28,884.00

60.1145.821 Accrued Interest Receivable - CDBG - VABII 161,628.00

60.1145.823 Accrued Interest Receivable - Development Fee - VABII 49,098.00

**Total Long Term Assets** 4,301,901.01

## Property, Plant & Equipment

60.1400.000 Fixed Assets 372,034.71

60.1400.500 Accumulated Depreciation -128,696.65

**Net Property, Plant & Equipment** 243,338.06

**Total Long Term Assets** 5,561,063.37

**Total Assets** 7,102,245.96

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

#### Accounts Payable

60.2111.000 Accounts Payable - Vendors 117.91

**Total Accounts Payable** 117.91

60.2114.000 Tenant Security Deposits -1,050.00



# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 60

60.2119.100	Due To CHFA - Stovall Loan	-345.30
60.2120.000	Accrued Payroll	-1,440.23
<b>Deferred Revenue</b>		<hr/>
<b>Total Deferred Revenue</b>		<hr/>
<b>Total Short Term Liabilities</b>		2,953.44
<b>Long Term Liabilities</b>		
60.2135.000	Compensated Absences	-10,879.17
<b>Total Long Term Liabilities</b>		<hr/> 10,879.17
<b>Total Liabilities</b>		<hr/> 13,832.61
<b>Equity</b>		
60.2700.000	Closing Account	1,795,425.00
60.2810.000	Unreserved Surplus	5,470,610.27
<b>Net Profit (Loss)</b>		<hr/> 30,447.90
<b>Total Equity</b>		<hr/> 7,296,483.17
<b>Total Liability and Equity</b>		7,310,315.78

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 70

## ASSETS

### Current Assets

#### Cash

70.1111.100	Cash In Checking - Operating	206,123.80
70.1111.200	Horizon Bank - Construction Checking	5,750.00
70.1114.000	Cash In Checking - Security Deposits	18,833.71

**Total Cash** 230,707.51

#### Accounts Receivable

70.1122.000	Accounts Receivable - Tenants	-1,173.77
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**Total Accounts Receivable** -1,173.77

#### Due To / From Other Funds

70.1295.800	Due From Villas At The Bluff	-701.00
70.1295.820	Due From Villas At The Bluff II	-568.00
70.2145.100	Due to General	-25,742.21
70.2145.300	Due To PHA	898.77
70.2145.800	Due To Villas At The Bluff	623.00

**Net Due To / From Other Funds** -25,489.44

#### Inventories

#### Total Inventory

#### Other Current Assets

#### Total Other Current Assets

**Total Current Assets** 204,044.30

### Long Term Assets

#### Investments

#### Total Investments

#### Pre-Paid Expenses

**Total Pre-Paid Expenses** 0.00

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 70

## Long Term Investments

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### Total Long Term Assets

#### Property, Plant & Equipment

70.1400.401	Land	500,000.00
70.1400.403	Land Improvements	1,381,957.46
70.1400.405	Buildings	10,232,179.44
70.1400.411	Furniture & Equipment	2,589,450.65
70.1400.700	Permanent Financing and Loan Fees	75,000.00
70.1400.800	Tax Credit Fees	94,742.00

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#### Net Property, Plant & Equipment

14,873,329.55

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#### Total Long Term Assets

14,873,329.55

#### Total Assets

15,077,373.85

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

##### Accounts Payable

70.2111.100	Property Management Fees Payable	10,662.00
70.2111.700	Accounts Payable - Draw Clearing	5,750.00

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##### Total Accounts Payable

16,412.00

70.2114.000	Tenant Security Deposits	-28,899.00
70.2120.000	Accrued Payroll	-1,428.23

#### Deferred Revenue

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#### Total Deferred Revenue

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#### Total Short Term Liabilities

46,739.23

#### Long Term Liabilities

70.2135.000	Compensated Absences	-649.42
70.2130.130	Loan Payable - TWG Construction	55,000.00
70.2130.140	Construction Loan - Horizon	9,018,435.68

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# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 70

70.2130.300	Deferred Developer Fee	1,435,639.00
70.2130.400	DOH HOME Funds	1,045,000.00
70.2132.700	Accrued Interest - Construction Loan	355,338.87
<b>Total Long Term Liabilities</b>		<b>11,910,062.97</b>
		<hr/>
<b>Total Liabilities</b>		<b>11,956,802.20</b>
		<hr/>
<b>Equity</b>		
70.2700.000	Closing Account	14,344.87
70.2805.100	Equity - GP 1	100.00
70.2805.200	Equity - LP 1	3,018,806.00
70.2805.210	Equity - LP 2	10.00
70.2810.100	Syndication Costs - Equity	-55,000.00
<b>Net Profit (Loss)</b>		<b>142,310.78</b>
		<hr/>
<b>Total Equity</b>		<b>3,120,571.65</b>
		<hr/>
<b>Total Liability and Equity</b>		<b>15,077,373.85</b>

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 80

## ASSETS

### Current Assets

#### Cash

80.1111.100	Cash In Checking - Operating	133,816.99
80.1111.300	Cash In Savings - Lot Sale Reserve	101,124.59
80.1114.000	Cash In Checking - Security Deposits	28,425.00
80.1111.500	Cash In Checking - Replacement Reserve	210,514.81
80.1111.501	Less: Replacement Reserve Deposits - Current Year	-14,097.60
80.1111.600	Cash In Checking - Operating Reserve	140,461.45

#### Total Cash

600,245.24

#### Accounts Receivable

80.1122.000	Accounts Receivable - Tenants	10,939.50
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#### Total Accounts Receivable

10,939.50

#### Due To / From Other Funds

80.1295.300	Due From PHA	-521.00
80.1295.700	Due From Residences at Delta	-623.00
80.1295.820	Due From Villas At The Bluff II	-1,150.00
80.2145.100	Due To General	-8,259.60
80.2145.700	Due To Residences at Delta	701.00
80.2145.820	Due To Villas At The Bluff II	3,767.00

#### Net Due To / From Other Funds

-6,085.60

#### Inventories

#### Total Inventory

#### Other Current Assets

#### Total Other Current Assets

#### Total Current Assets

605,099.14

#### Long Term Assets

#### Investments

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 80

## Total Investments

### Pre-Paid Expenses

80.1211.000	Prepaid Insurance	1,209.22
80.1212.000	Property Insurance Escrow	12,619.52

### Total Pre-Paid Expenses

13,828.74

### Long Term Investments

## Total Long Term Assets

### Property, Plant & Equipment

80.1400.401	Land	277,105.22
80.1400.403	Land Improvements	777,248.00
80.1400.405	Buildings	7,107,276.97
80.1400.407	Building Improvements - Fixed	51,193.41
80.1400.409	Building Equipment - Portable	369,717.00
80.1400.411	Furnishings	1,773.91
80.1400.413	Vehicles	8,217.00
80.1400.700	Loan Fees	47,330.00
80.1400.750	Accumulated Amortization - Loan Orig Fee	-32,543.00
80.1400.800	Tax Credit Fees	43,646.00
80.1400.850	Accumulated Amortization - Tax Credit Compliance	-43,164.38
80.1400.500	Accumulated Depreciation	-3,729,568.49

### Net Property, Plant & Equipment

4,878,231.64

### Total Long Term Assets

4,892,060.38

### Total Assets

5,497,159.52

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

#### Accounts Payable

80.2111.100	Property Management Fees Payable	11,664.00
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#### Total Accounts Payable

11,664.00

80.2114.000	Tenant Security Deposits	-26,462.02
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# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 80

80.2120.000	Accrued Payroll	-1,067.15
<b>Deferred Revenue</b>		<hr/>
<b>Total Deferred Revenue</b>		<hr/>
<b>Total Short Term Liabilities</b>		39,193.17
<b>Long Term Liabilities</b>		
80.2135.000	Compensated Absences	-753.47
80.2130.110	Mortgage Payable - CHFA	1,126,217.44
80.2130.111	Less: Mortgage Payments CHFA - Current Year	26,443.10
80.2130.120	Note Payable - CDBG - DHA	1,000,000.00
80.2130.130	Note Payable - FHLB - DHA	192,000.00
80.2130.300	Note Payable - Developer Fee - DHA	325,508.39
80.2130.500	MM Asset Management Fee Payable	89,274.79
80.2132.100	Accrued Interest Payable - CDBG - DHA	917,184.00
80.2132.300	Accrued Interest Payable - FHLB - DHA	28,884.00
<b>Total Long Term Liabilities</b>		<hr/> 3,706,265.19
<b>Total Liabilities</b>		<hr/> 3,745,458.36
<b>Equity</b>		
80.2700.000	Closing Account	-206,904.40
80.2805.100	Capital - Housing Delta County LLC (GP)	292,767.90
80.2805.200	Capital - Homestead Equity	1,621,724.92
<b>Net Profit (Loss)</b>		<hr/> 44,112.74
<b>Total Equity</b>		<hr/> 1,751,701.16
<b>Total Liability and Equity</b>		5,497,159.52

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 82

## ASSETS

### Current Assets

#### Cash

82.1111.100	Cash In Checking - Operating	192,727.55
82.1114.000	Cash In Checking - Security Deposits	20,620.00
82.1111.500	Cash In Checking - Replacement Reserve	85,816.88
82.1111.501	Less: Replacement Reserve Deposits - Current Year	-8,018.75
82.1111.600	Cash In Checking - Operating Reserve	<u>85,073.15</u>

**Total Cash** 376,218.83

#### Accounts Receivable

82.1122.000	Accounts Receivable - Tenants	<u>6,025.43</u>
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**Total Accounts Receivable** 6,025.43

#### Due To / From Other Funds

82.1295.800	Due From Villas At The Bluff	-3,767.00
82.2145.100	Due To General	-7,161.90
82.2145.700	Due To Residences at Delta	568.00
82.2145.800	Due To Villas At The Bluff	<u>1,150.00</u>

**Net Due To / From Other Funds** -9,210.90

#### Inventories

#### Total Inventory

#### Other Current Assets

**Total Other Current Assets** 0.00

**Total Current Assets** 373,033.36

### Long Term Assets

#### Investments

#### Total Investments

#### Pre-Paid Expenses

82.1211.000	Prepaid Insurance	950.08
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# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 82

82.1212.000	Property Insurance Escrow	12,589.12
<b>Total Pre-Paid Expenses</b>		13,539.20
<b>Long Term Investments</b>		
<b>Total Long Term Assets</b>		
<b>Property, Plant &amp; Equipment</b>		
82.1400.401	Land	150,000.00
82.1400.403	Land Improvements	1,206,510.00
82.1400.405	Buildings	4,542,422.67
82.1400.411	Furnishings	298,734.00
82.1400.700	Financing Fees	10,829.00
82.1400.750	Accumulated Amortization - Perm Loan	-2,858.00
82.1400.800	Tax Credit Fees	44,972.00
82.1400.850	Accumulated Amortization - Tax Credit Compliance	-26,982.00
82.1400.500	Accumulated Depreciation	-1,714,438.00
<b>Net Property, Plant &amp; Equipment</b>		4,509,189.67
<b>Total Long Term Assets</b>		4,522,728.87
<b>Total Assets</b>		4,895,762.23

## Liabilities and Capital Equity

### Liabilities

#### Short Term Liabilities

#### Accounts Payable

82.2111.100	Property Management Fees Payable	6,757.00
<b>Total Accounts Payable</b>		6,757.00
82.2114.000	Tenant Security Deposits	-20,593.00
82.2120.000	Accrued Payroll	-733.20
82.2130.500	MM Asset Management Fee Payable	-81,272.85
<b>Deferred Revenue</b>		
<b>Total Deferred Revenue</b>		

# Balance Prior Year

Report Ending Date: 08/31/2024

Fund: 82

<b>Total Short Term Liabilities</b>		109,356.05
<b>Long Term Liabilities</b>		
82.2135.000	Compensated Absences	-372.71
82.2130.110	Mortgage Payable - CHFA	302,671.75
82.2130.111	Less: Mortgage Payments CHFA - Current Year	4,637.03
82.2130.120	Note Payable - CDBG - DHA	425,000.00
82.2130.300	Note Payable - Developer Fee - DHA	141,924.00
82.2132.100	Accrued Interest Payable - CDBG - DHA	161,628.00
82.2132.200	Accrued Interest Payable - Developer Fee - DHA	49,098.00
<b>Total Long Term Liabilities</b>		<u>1,085,331.49</u>
<b>Total Liabilities</b>		<u>1,194,687.54</u>
<b>Equity</b>		
82.2700.000	Closing Account	-171,826.70
82.2805.100	Capital - Delta Housing Authority	49,830.49
82.2805.200	Capital - Wells Fargo	3,787,680.35
<b>Net Profit (Loss)</b>		<u>35,390.55</u>
<b>Total Equity</b>		<u>3,701,074.69</u>
<b>Total Liability and Equity</b>		4,895,762.23

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 10

	This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>				
<b>Total Operating Revenues</b>				
Operating Expenditures				
<b>Total Operating Expenses</b>				
<b>Net Profit or Loss from Operations</b>				
<b>Other Revenue and Expenditures</b>				
Other Revenue Items				
10.3610.000 Interest Income		25		
<b>Total Other Revenue Items</b>		25		
Other Expenditure Items				
<b>Total Other Expenditure Items</b>				
<b>Net Gain or Loss from Extraordinary Items</b>		25		
<b>Net Profit or Loss</b>		25		

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 20

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
20.3410.100	Section 8 Income - HAP	131,372	944,852	1,426,917	66%
20.3410.200	Section 8 Income - Admin Fee	28,221	207,911	330,000	63%
20.3450.100	Fraud Recovery		115	2,600	4%
20.3690.400	Other Income		107		
<b>Total Operating Revenues</b>		159,593	1,152,985	1,759,517	66%
<b>Operating Expenditures</b>					
20.4110.000	Administrative Salaries	12,503	105,724	163,769	65%
20.4110.200	Administrative Salaries - Temp Staff		237	7,500	3%
20.4540.100	Employee Benefit Cont. - Health Insurance	1,274	10,579	24,635	43%
20.4540.200	Employee Benefit Cont. - IRA Contributions	315	2,706	4,913	55%
20.4540.300	Employee Benefit Cont. - Payroll Taxes	968	8,207	12,528	66%
20.4140.000	Staff Training	1,215	2,809	10,000	28%
20.4150.000	Travel		454	4,000	11%
20.4190.150	Background Verification	276	1,159		
20.4190.200	IT Support	209	1,671		
20.4190.250	Member Dues / Fees		1,351		
20.4190.300	Office Furniture and Equipment	850	1,103	1,000	110%
20.4190.350	Office Supplies	504	2,802	4,200	67%
20.4190.400	Sundry - Other Administrative Expenses	782	9,479	15,627	61%
20.4190.450	Postage	415	1,240		
20.4190.500	Printer Contract	131	1,271		
20.4190.550	Printer Copies	268	1,753		
20.4190.600	Publications	467	563		

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 20

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
20.4190.650	Software	10	13,925	11,000	127%
20.4190.700	Telephone and Internet	339	1,194	1,300	92%
20.4430.100	Maintenance Contracts		314	1,500	21%
20.4430.300	Cleaning		188		
20.4590.000	Other General Expense	146	735	1,700	43%
20.4160.100	Consulting Services	1,303	2,540		
20.4510.100	Insurance - Auto		3,267	2,900	113%
20.4510.200	Insurance - Liability and Director's	939	6,789	6,000	113%
20.4510.300	Insurance - Property	147	431	650	66%
20.4510.400	Insurance - Workmen's Compensation		2,073	2,416	86%
20.4310.000	Water	18	109	125	88%
20.4320.000	Electricity	161	1,256	1,490	84%
20.4390.000	Sewer	21	169	170	100%
20.4431.000	Trash	23	188	205	92%
20.4420.000	Maintenance Supplies	19	363	500	73%
20.4715.000	Housing Assistance Payments	134,712	1,035,025	1,408,917	73%
20.4715.050	Utilities Reimbursement	882	9,080	18,000	50%
20.4715.100	HAP Portability - In	2,336	18,326		
<b>Total Operating Expenses</b>		<b>161,234</b>	<b>1,249,080</b>	<b>1,719,710</b>	<b>73%</b>
<b>Net Profit or Loss from Operations</b>		<b>-1,641</b>	<b>-96,095</b>	<b>39,807</b>	<b>-241%</b>
<b>Other Revenue and Expenditures</b>					
Other Revenue Items					
20.3300.100	Income - Portability		825	200	412%
20.3610.000	Interest Income	996	17,045	17	100262%

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 20

	This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Total Other Revenue Items</b>	996	17,870	217	8235%
Other Expenditure Items				
20.4590.100 Other General Expense - Portability	62	609	1,700	36%
<b>Total Other Expenditure Items</b>	62	609	1,700	36%
<b>Net Gain or Loss from Extraordinary Items</b>	934	17,261	-1,483	-1164%
<b>Net Profit or Loss</b>	-707	-78,834	38,324	-206%



# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 30

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
30.3110.000	Dwelling Rental	27,000	210,173	318,619	66%
30.3120.100	Excess Utilities	245	2,333	3,500	67%
30.3120.200	Excess Utilities - Gas		698		
30.3190.000	Non-dwelling Rental	575	5,366	6,900	78%
30.3690.200	Late Charges		500	1,300	38%
30.3690.400	Other Income		477	1,200	40%
<b>Total Operating Revenues</b>		<b>27,820</b>	<b>219,547</b>	<b>331,519</b>	<b>66%</b>
Operating Expenditures					
30.4110.100	Administrative Salaries	12,298	101,685	152,953	66%
30.4110.200	Administrative Salaries - Temp Staff		225	7,500	3%
30.4410.000	Maintenance Labor	6,499	56,162	73,325	77%
30.4540.100	Employee Benefit Cont. - Health Insurance	2,851	22,192	47,479	47%
30.4540.200	Employee Benefit Cont. - IRA Contributions	398	3,402	6,788	50%
30.4540.300	Employee Benefit Cont. - Payroll Taxes	1,455	12,247	17,310	71%
30.4130.000	Legal Expense	28	1,363	8,000	17%
30.4140.000	Staff Training		1,149	6,000	19%
30.4150.000	Travel		145	4,000	4%
30.4190.150	Background Verification	10	197		
30.4190.200	IT Support	67	533		
30.4190.250	Member Dues / Fees		431		
30.4190.300	Office Furniture and Equipment	303	519	1,800	29%
30.4190.350	Office Supplies	54	1,052	4,000	26%
30.4190.400	Sundry - Other Administrative Expenses	406	5,979	13,500	44%

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 30

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
30.4190.450	Postage	255	482		
30.4190.500	Printer Contract	42	405		
30.4190.550	Printer Copies	85	559		
30.4190.600	Publications	2	45		
30.4190.650	Software	3	4,716	9,500	50%
30.4190.700	Telephone and Internet	188	1,010	2,000	51%
30.4430.100	Maintenance Contracts	187	9,365	40,000	23%
30.4430.300	Cleaning	260	1,400		
30.4430.400	Landscaping	313	4,448		
30.4590.000	Other General Expense	158	949	2,000	47%
30.4160.100	Consulting Services	415	809		
30.4510.100	Insurance - Auto		1,240	2,100	59%
30.4510.200	Insurance - Liability and Director's	299	2,163	4,500	48%
30.4510.300	Insurance - Property	4,450	13,059	15,500	84%
30.4510.400	Insurance - Workmen's Compensation		3,341	3,550	94%
30.4310.000	Water	931	5,337	6,835	78%
30.4320.000	Electricity	1,903	11,111	19,145	58%
30.4330.000	Gas	475	14,563	25,325	58%
30.4390.000	Sewer	1,401	11,176	16,265	69%
30.4431.000	Trash	775	6,118	8,685	70%
30.4420.000	Maintenance Supplies	495	16,246	49,000	33%
30.7520.000	Replacement of Nonexpendable Equipment		100	3,000	3%
30.7520.500	Fixed Asset Purchases per Budget		30,854	31,500	98%
30.7540.100	Capital Fund Program Expenses	2,132	64,747		
<b>Total Operating Expenses</b>		<b>39,136</b>	<b>411,522</b>	<b>600,610</b>	<b>69%</b>
<b>Net Profit or Loss from Operations</b>		<b>-11,316</b>	<b>-191,976</b>	<b>-269,091</b>	<b>71%</b>

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 30

		<b>This Month Actual</b>	<b>Year-To-Date Actual</b>	<b>Year-To-Date Budget</b>	<b>% of Budget</b>
<b>Other Revenue and Expenditures</b>					
Other Revenue Items					
30.3401.100	HUD PHA Grant - CFP	10,041	72,656		
30.3401.200	HUD PHA Grant - CFP Operating		70,854	90,000	79%
30.3401.300	HUD PHA Grant - Operating	20,802	133,600	238,003	56%
30.3610.000	Interest Income	1,978	20,663	432	4783%
<b>Total Other Revenue Items</b>		<b>32,821</b>	<b>297,773</b>	<b>328,435</b>	<b>91%</b>
Other Expenditure Items					
30.4570.000	Collection Losses		-1,353		
<b>Total Other Expenditure Items</b>			<b>-1,353</b>	<b>-3,500</b>	<b>39%</b>
<b>Net Gain or Loss from Extraordinary Items</b>		<b>32,821</b>	<b>299,126</b>	<b>331,935</b>	<b>90%</b>
<b>Net Profit or Loss</b>		<b>21,505</b>	<b>107,150</b>	<b>62,844</b>	<b>171%</b>

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 40

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
40.3110.000	Dwelling Rental	2,439	19,160	64,488	30%
40.3120.100	Excess Utilities - Electric		437		
40.3690.200	Late Charges		50		
40.3690.400	Other Income		9	100	9%
<b>Total Operating Revenues</b>		2,439	19,656	64,588	30%
<b>Operating Expenditures</b>					
40.4110.100	Administrative Salaries	541	4,358	6,440	68%
40.4410.000	Maintenance Labor	331	5,285	6,534	81%
40.4540.100	Employee Benefit Cont. - Health Insurance	112	1,883	2,966	63%
40.4540.200	Employee Benefit Cont. - IRA Contributions	22	225	389	58%
40.4540.300	Employee Benefit Cont. - Payroll Taxes	68	746	993	75%
40.4130.000	Legal Expense	28	28	500	6%
40.4140.000	Staff Training		55	800	7%
40.4150.000	Travel		19	400	5%
40.4190.150	Background Verification		79		
40.4190.200	IT Support	9	71		
40.4190.250	Member Dues / Fees		57		
40.4190.300	Office Furniture and Equipment	28	57	100	57%
40.4190.400	Sundry - Other Administrative Expenses	12	405	1,000	41%
40.4190.450	Postage	78	158		
40.4190.600	Publications		3		
40.4430.100	Maintenance Contracts	5	937	3,500	27%
40.4430.300	Cleaning		968		

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 40

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
40.4430.400	Landscaping	99	422		
40.4160.100	Consulting Services	55	107		
40.4195.000	Property Management Fees	860	6,880	10,320	67%
40.4510.200	Insurance - Liability and Director's	40	497	735	68%
40.4510.300	Insurance - Property	49	3,528	2,850	124%
40.4510.400	Insurance - Workmen's Compensation		207	275	75%
40.4310.000	Water	191	1,603	2,600	62%
40.4320.000	Electricity	41	819	980	84%
40.4390.000	Sewer	411	3,255	4,600	71%
40.4431.000	Trash	186	1,575	2,200	72%
40.4420.000	Maintenance Supplies	11	1,910	2,500	76%
40.7520.000	Replacement of Nonexpendable Equipment		288	1,825	16%
40.7540.000	Property Betterments and Additions		533	4,000	13%
<b>Total Operating Expenses</b>		<b>3,178</b>	<b>36,958</b>	<b>58,497</b>	<b>63%</b>
<b>Net Profit or Loss from Operations</b>		<b>-739</b>	<b>-17,302</b>	<b>6,091</b>	<b>-284%</b>
<b>Other Revenue and Expenditures</b>					
Other Revenue Items					
40.3404.100	Rental Subsidy - USDA	5,924	23,656		
40.3404.400	Interest Subsidy - USDA	1,742	6,966		
40.3610.000	Interest Income	158	907	175	518%
<b>Total Other Revenue Items</b>		<b>7,823</b>	<b>31,529</b>	<b>175</b>	<b>18017%</b>
Other Expenditure Items					
40.4900.500	Interest Expense - RD	834	3,494		

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 40

	<u>This Month Actual</u>	<u>Year-To-Date Actual</u>	<u>Year-To-Date Budget</u>	<u>% of Budget</u>
<b>Total Other Expenditure Items</b>	834	3,494		
<b>Net Gain or Loss from Extraordinary Items</b>	6,989	28,035	175	16020%
<b>Net Profit or Loss</b>	6,250	10,734	6,266	171%

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 60

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
60.3110.000	Dwelling Rental	1,541	12,008	19,500	62%
60.3690.340	Management Fee Income - RD	860	6,880	10,320	67%
60.3690.370	Management Fee Income - RAD	2,487	19,890	30,856	64%
60.3690.380	Management Fee Income - VAB	2,892	23,031	31,277	74%
60.3690.382	Management Fee Income - VABII	1,844	13,386	18,776	71%
60.3690.400	Other Income		6	633	1%
<b>Total Operating Revenues</b>		9,624	75,201	123,362	61%
Operating Expenditures					
60.4110.100	Administrative Salaries	5,212	43,700	65,266	67%
60.4110.200	Administrative Salaries - Temp Staff		130		
60.4410.000	Maintenance Labor	24	956	4,119	23%
60.4540.100	Employee Benefit Cont. - Health Insurance	432	3,705	10,461	35%
60.4540.200	Employee Benefit Cont. - IRA Contributions	121	1,047	2,082	50%
60.4540.300	Employee Benefit Cont. - Payroll Taxes	407	3,474	5,308	65%
60.4130.000	Legal Expense	958	5,982	9,000	66%
60.4140.000	Staff Training		10	800	1%
60.4150.000	Travel		3	500	1%
60.4190.100	Advertising		46	60	76%
60.4190.200	IT Support	2	13		
60.4190.250	Member Dues / Fees		10		
60.4190.300	Office Furniture and Equipment	5	11	500	2%
60.4190.350	Office Supplies	2	106	750	14%
60.4190.400	Sundry - Other Administrative Expenses	145	2,103	5,000	42%

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 60

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
60.4190.450	Postage	1	1		
60.4190.500	Printer Contract	7	63		
60.4190.550	Printer Copies	13	88		
60.4190.600	Publications		1		
60.4190.650	Software	1	698	1,365	51%
60.4190.700	Telephone and Internet	17	60	178	33%
60.4430.100	Maintenance Contracts	1	681	1,500	45%
60.4430.300	Cleaning		1		
60.4590.000	Other General Expense	25	151	1,200	13%
60.4160.100	Consulting Services	10	20		
60.4510.100	Insurance - Auto		163	400	41%
60.4510.200	Insurance - Liability and Director's	7	52	335	16%
60.4510.300	Insurance - Property	245	718	610	118%
60.4510.400	Insurance - Workmen's Compensation		580	172	337%
60.4310.000	Water		1	153	1%
60.4320.000	Electricity	1	10	297	3%
60.4390.000	Sewer		1	204	1%
60.4431.000	Trash		10	231	4%
60.4420.000	Maintenance Supplies	2	710	2,500	28%
60.7520.000	Replacement of Nonexpendable Equipment		1	1,000	0%
<b>Total Operating Expenses</b>		<b>7,637</b>	<b>65,305</b>	<b>117,307</b>	<b>56%</b>
<b>Net Profit or Loss from Operations</b>		<b>1,987</b>	<b>9,896</b>	<b>6,055</b>	<b>163%</b>
<b>Other Revenue and Expenditures</b>					
Other Revenue Items					
60.3610.000	Interest Income	2,024	20,552		



# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 60

	<b>This Month Actual</b>	<b>Year-To-Date Actual</b>	<b>Year-To-Date Budget</b>	<b>% of Budget</b>
<b>Total Other Revenue Items</b>	2,024	20,552		
Other Expenditure Items				
<b>Total Other Expenditure Items</b>				
<b>Net Gain or Loss from Extraordinary Items</b>	2,024	20,552		
<b>Net Profit or Loss</b>	4,011	30,448	6,055	503%

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 70

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
70.3110.000	Dwelling Rental	36,055	284,138	440,800	64%
70.3690.100	Damage and Cleaning Fees	140	140	1,500	9%
70.3690.200	Late Charges	50	200	500	40%
70.3690.400	Other Income	25	1,008	350	288%
<b>Total Operating Revenues</b>		36,270	285,486	443,150	64%
Operating Expenditures					
70.4110.300	Manager Salaries	2,590	20,136	28,922	70%
70.4410.000	Maintenance Labor	3,477	19,872	26,213	76%
70.4540.100	Employee Benefit Cont. - Health Insurance	471	1,992	9,433	21%
70.4540.200	Employee Benefit Cont. - IRA	135	901	1,654	54%
70.4540.300	Employee Benefit Cont. - Payroll Taxes	473	3,122	4,218	74%
70.4130.000	Legal Expense	28	2,578	1,500	172%
70.4140.000	Staff Training		520	800	65%
70.4150.000	Travel		96	500	19%
70.4190.100	Advertising		4,250	500	850%
70.4190.150	Background Verification		46	900	5%
70.4190.200	IT Support	44	353		
70.4190.250	Member Dues / Fees		662		
70.4190.300	Office Furniture and Equipment	142	286	300	95%
70.4190.350	Office Supplies	49	552	2,000	28%
70.4190.400	Sundry - Other Administrative Expenses	104	1,807	2,500	72%
70.4190.450	Postage	97	112		
70.4190.500	Printer Contract	131	1,111		

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 70

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
70.4190.550	Printer Copies	78	557		
70.4190.600	Publications	1	36		
70.4190.650	Software	2	3,215	4,000	80%
70.4190.700	Telephone and Internet	322	1,570	350	449%
70.4430.100	Maintenance Contracts	7,755	11,268	10,024	112%
70.4430.300	Cleaning		115		
70.4430.400	Landscaping	1,238	5,257	7,800	67%
70.4590.000	Other General Expense	105	631	800	79%
70.4160.100	Consulting Services	275	536		
70.4160.500	Compliance Fees		84	350	24%
70.4171.000	Auditing Fees		5,505	8,000	69%
70.4195.300	Property Management Fees	2,487	19,890	30,856	64%
70.4510.100	Insurance - Auto		690	1,400	49%
70.4510.200	Insurance - Liability and Director's	198	1,433	2,800	51%
70.4510.400	Insurance - Workmen's Compensation		763	500	153%
70.4310.000	Water	734	3,910	14,910	26%
70.4320.000	Electricity	274	2,896	6,250	46%
70.4390.000	Sewer	501	2,648	22,170	12%
70.4431.000	Trash	236	2,041	15,238	13%
70.4420.000	Maintenance Supplies	374	5,057	10,000	51%
70.7520.000	Replacement of Nonexpendable Equipment		17	2,000	1%
<b>Total Operating Expenses</b>		<b>22,320</b>	<b>126,512</b>	<b>220,888</b>	<b>57%</b>
<b>Net Profit or Loss from Operations</b>		<b>13,950</b>	<b>158,974</b>	<b>222,262</b>	<b>72%</b>
<b>Other Revenue and Expenditures</b>					
	Other Revenue Items				



# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 80

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
80.3110.000	Dwelling Rental	36,158	287,892	395,975	73%
80.3690.100	Damage and Cleaning Fees	440	620	2,000	31%
80.3690.200	Late Charges	100	250	1,000	25%
80.3690.400	Other Income		141	1,600	9%
<b>Total Operating Revenues</b>		36,698	288,903	400,575	72%
Operating Expenditures					
80.4110.300	Manager Salaries	1,914	10,295	22,133	47%
80.4410.000	Maintenance Labor	1,851	21,746	29,711	73%
80.4540.100	Employee Benefit Cont. - Health Insurance	115	2,824	11,655	24%
80.4540.200	Employee Benefit Cont. - IRA Contributions	63	779	1,555	50%
80.4540.300	Employee Benefit Cont. - Payroll Taxes	295	2,492	3,966	63%
80.4130.000	Legal Expense	17	17	3,000	1%
80.4140.000	Staff Training	54	557	1,000	56%
80.4150.000	Travel		92	900	10%
80.4190.100	Advertising		677	900	75%
80.4190.150	Background Verification	10	230	700	33%
80.4190.200	IT Support	43	340		
80.4190.250	Member Dues / Fees		2,201		
80.4190.300	Office Furniture and Equipment	190	474	500	95%
80.4190.350	Office Supplies	47	590	2,000	30%
80.4190.400	Sundry - Other Administrative Expenses	62	1,865	5,700	33%
80.4190.450	Postage	169	343		
80.4190.500	Printer Contract	27	259		

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 80

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
80.4190.550	Printer Copies	55	357		
80.4190.600	Publications	1	35		
80.4190.650	Software	2	3,001	4,200	71%
80.4190.700	Telephone and Internet	69	243	600	40%
80.4430.100	Maintenance Contracts	409	8,303	11,800	70%
80.4430.300	Cleaning	889	1,332	2,500	53%
80.4430.400	Landscaping	685	2,965	7,000	42%
80.4590.000	Other General Expense	101	606	800	76%
80.4160.100	Consulting Services	265	517		
80.4160.500	Compliance Fees	331	2,965	3,800	78%
80.4171.000	Auditing Fees		11,288	10,000	113%
80.4195.300	Property Management Fees	2,892	23,031	31,277	74%
80.4510.100	Insurance - Auto		665	1,400	47%
80.4510.200	Insurance - Liability and Director's	191	1,381	2,801	49%
80.4510.400	Insurance - Workmen's Compensation		746	550	136%
80.4310.000	Water	1,402	9,480	14,910	64%
80.4320.000	Electricity	488	3,673	6,250	59%
80.4390.000	Sewer	1,972	15,626	22,170	70%
80.4431.000	Trash	1,295	10,411	15,238	68%
80.4420.000	Maintenance Supplies	393	8,798	11,000	80%
80.7520.000	Replacement of Nonexpendable Equipment	200	3,963	6,000	66%
80.7540.000	Property Betterments and Additions		1,558	4,000	39%
<b>Total Operating Expenses</b>		<b>16,495</b>	<b>156,725</b>	<b>264,340</b>	<b>59%</b>
<b>Net Profit or Loss from Operations</b>		<b>20,203</b>	<b>132,178</b>	<b>136,235</b>	<b>97%</b>
<b>Other Revenue and Expenditures</b>					

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 80

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
	Other Revenue Items				
80.3610.000	Interest Income	482	3,068	920	333%
<b>Total Other Revenue Items</b>		<b>482</b>	<b>3,068</b>	<b>2,089</b>	<b>147%</b>
	Other Expenditure Items				
80.4900.200	Interest Expense - CHFA	6,260	50,593	75,444	67%
80.4900.210	Principal Reduction - CHFA	3,370	26,443	40,110	66%
80.4900.220	Replacement Reserve Deposits	1,762	14,098	21,146	67%
<b>Total Other Expenditure Items</b>		<b>11,392</b>	<b>91,133</b>	<b>134,600</b>	<b>68%</b>
<b>Net Gain or Loss from Extraordinary Items</b>		<b>-10,909</b>	<b>-88,065</b>	<b>-132,511</b>	<b>66%</b>
<b>Net Profit or Loss</b>		<b>9,294</b>	<b>44,113</b>	<b>3,724</b>	<b>1185%</b>

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 82

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Operating Revenue and Expenditures</b>					
82.3110.000	Dwelling Rental	23,057	167,326	234,700	71%
82.3690.100	Damage and Cleaning Fees	110	1,106	2,500	44%
82.3690.200	Late Charges	100	240	1,253	19%
82.3690.400	Other Income		942	1,312	72%
<b>Total Operating Revenues</b>		23,267	169,614	241,765	70%
Operating Expenditures					
82.4110.300	Manager Salaries	1,734	9,067	20,017	45%
82.4410.000	Maintenance Labor	2,441	19,988	23,037	87%
82.4540.100	Employee Benefit Cont. - Health Insurance	78	1,794	9,707	18%
82.4540.200	Employee Benefit Cont. - IRA Contributions	80	731	1,292	57%
82.4540.300	Employee Benefit Cont. - Payroll Taxes	327	2,264	3,294	69%
82.4130.000	Legal Expense	11	11	3,000	0%
82.4140.000	Staff Training	36	374	900	42%
82.4150.000	Travel		62	500	12%
82.4190.100	Advertising		451	650	69%
82.4190.150	Background Verification		142	500	28%
82.4190.200	IT Support	28	228		
82.4190.250	Member Dues / Fees		672		
82.4190.300	Office Furniture and Equipment	127	317	800	40%
82.4190.350	Office Supplies	31	408	1,800	23%
82.4190.400	Sundry - Other Administrative Expenses	54	1,316	5,000	26%
82.4190.450	Postage	162	244		
82.4190.500	Printer Contract	18	173		



# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 82

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
82.4190.550	Printer Copies	37	239		
82.4190.600	Publications	1	23		
82.4190.650	Software	1	2,010	4,000	50%
82.4190.700	Telephone and Internet	46	163	600	27%
82.4430.100	Maintenance Contracts	485	3,792	8,600	44%
82.4430.300	Cleaning	210	1,932	2,000	97%
82.4430.400	Landscaping	456	1,977	5,000	40%
82.4590.000	Other General Expense	67	406	800	51%
82.4160.100	Consulting Services	178	346		
82.4160.500	Compliance Fees	221	1,977	2,755	72%
82.4171.000	Auditing Fees	2,000	11,250	11,000	102%
82.4195.300	Property Management Fees	1,844	13,386	18,776	71%
82.4510.100	Insurance - Auto		445	1,300	34%
82.4510.200	Insurance - Liability and Director's	128	925	2,632	35%
82.4510.300	Insurance - Property		-1,361	13,741	-10%
82.4510.400	Insurance - Workmen's Compensation		580	600	97%
82.4310.000	Water	879	4,984	4,947	101%
82.4320.000	Electricity	201	3,783	5,025	75%
82.4390.000	Sewer	1,315	10,418	14,802	70%
82.4431.000	Trash	378	3,054	4,672	65%
82.4420.000	Maintenance Supplies	262	7,739	7,000	111%
82.7520.000	Replacement of Nonexpendable Equipment		2,899	7,000	41%
82.7540.000	Property Betterments and Additions		1,143	7,500	15%
<b>Total Operating Expenses</b>		<b>13,837</b>	<b>110,352</b>	<b>205,270</b>	<b>54%</b>
<b>Net Profit or Loss from Operations</b>		<b>9,430</b>	<b>59,262</b>	<b>36,495</b>	<b>162%</b>

# Budget Worksheet - by Penny

Report Ending Date: 08/31/2024

Fund: 82

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
<b>Other Revenue and Expenditures</b>					
Other Revenue Items					
82.3610.000	Interest Income	4	487	57	854%
<b>Total Other Revenue Items</b>		4	487	505	96%
Other Expenditure Items					
82.4900.200	Interest Expense - CHFA	1,453	11,703	17,487	67%
82.4900.210	Principal Reduction - CHFA	589	4,637	7,023	66%
82.4900.220	Replacement Reserve Deposits	1,013	8,019	11,807	68%
<b>Total Other Expenditure Items</b>		3,056	24,359	34,917	70%
<b>Net Gain or Loss from Extraordinary Items</b>		-3,052	-23,872	-34,412	69%
<b>Net Profit or Loss</b>		6,377	35,391	2,083	1699%

## August 2024 Occupancy & Maintenance Report

Prepared by: Erika Nieto and Housing Technicians

Housing Choice Voucher Program			
Voucher Type	Waiting List	Increase/Decrease from Prior Month	
Regular HCV Vouchers (HCV)	202	-2	
PBV Residences at Delta	13	-18	
PBV Creek Vista	70	+7	
	Available	Leased Up	
HCV	213	221	
PBV - Creek Vista Senior Apts.	5	5	
PBV - Residences	8	7	
VASH	10	7	
<b>Total</b>	<b>236</b>	<b>240</b>	
By Location			
Austin	7	<b>240</b>	
Cedaredge	42		
Crawford	0		
Delta	133		
Eckert	5		
Hotchkiss	20		
Paonia	30		
PORT out	3		
# Unit Inspections Completed			
HCV	32		
PBV	1		
VASH	0		
Voucher Activity			
Leased-Up	4		
Ended Participation	3		
Vouchers on the Street	18		
DHA owned/managed units leased			
Villas I	21		
Villas II	12		
DHA-owned	2		
RAD	23		
Mailed out 50 more HCV eligibility letters 08/19/2024, and 15 PBV eligibility letters.			

Public Housing		
	Waiting List	Increase/Decrease from Prior Month
1 Bedroom	100	0
2 Bedroom	68	+3
3 Bedroom	26	-5
4 Bedroom	3	-1
<b>Total</b>	<b>197</b>	
Occupancy	Available	Occupied
1 Bedroom (35)	0	35
2 Bedroom (13)	0	13
3 Bedroom (17)	0	17
4 Bedroom (10)	0	10
<b>Total</b>	<b>0</b>	<b>75</b>
Maintenance		
Work Orders	Completed 27	Open 24
Units turned		
	1 Bedroom	1
	2 Bedroom	0
	3 Bedroom	0
	4 Bedroom	1
	<b>Total</b>	<b>2</b>
<p>Work Orders Completed: A/C issues, plumbing issues, and screen replacements.</p> <p>Capital Fund Program: New tankless water heater and new furnace installed. Contract signed for door replacements and shed upgrades.</p>		

<b>Villas at the Bluff</b>		
	Waiting List	Increase/Decrease from Prior Month
Combined	87	+6
<b>Total</b>	<b>87</b>	<b>6</b>
<b>Occupancy</b>	Available	Occupied
1 Bedroom (8)	0	8
2 Bedroom (24)	0	24
3 Bedroom (16)	0	16
<b>Total</b>	<b>0</b>	<b>48</b>
<b>Maintenance</b>		
	Completed	Open
Work Orders	22	61
<b>Units turned</b>		
1 Bedroom	0	
2 Bedroom	0	
3 Bedroom	0	
<b>Total</b>	<b>0</b>	
Work orders completed: Minor appliance issues, AC issues, plumbing issues, and fire door repairs. CHFA inspection was completed with little findings.		

<b>Villas at the Bluff II</b>		
<b>Occupancy</b>	Available	Occupied
1 Bedroom (12)	0	12
2 Bedroom (16)	1	15
3 Bedroom (4)	0	4
<b>Total</b>	<b>1</b>	<b>31</b>
<b>Maintenance</b>		
	Completed	Open
Work Orders	10	42
<b>Units turned</b>		
1 Bedroom	0	
2 Bedroom	1	
3 Bedroom	0	
<b>Total</b>	<b>1</b>	
Work orders completed: Appliance issues, AC issues, replaced smoke detectors, and caulking around windows.		

### DHA- Owned Houses

Occupancy	Available	Occupied
2 Bedroom (2)	0	2
<b>Total</b>	<b>0</b>	<b>2</b>
Maintenance	Completed	Open
Work Orders	2	0
Units turned		
2 Bedroom	0	
3 Bedroom	0	
4 Bedroom	0	
<b>Total</b>	<b>0</b>	

Business as usual.

### Grand Manor

	Waiting List	Increase/Decrease from Prior Month
1 Bedroom	36	+4
2 Bedroom	7	+0
<b>Total</b>	<b>43</b>	<b>4</b>
Occupancy	Available	Occupied
1 Bedroom (6)	0	6
2 Bedroom (4)	0	4
<b>Total</b>	<b>0</b>	<b>10</b>

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Maintenance	Completed	Open
Work Orders	4	1

Units turned		
1 Bedroom	0	
2 Bedroom	0	
<b>Total</b>	<b>0</b>	

Business as usual.



## Residences at Delta

	Waiting List	Increase/Decrease from Prior Month
Combined	25	2
<b>Total</b>	<b>25</b>	<b>2</b>
<b>Occupancy</b>	Available	Occupied
1 Bedroom (8)	6	44
<b>Total</b>	<b>6</b>	<b>44</b>
<b>Maintenance</b>	Completed	Open
Work Orders	24	11
Units turned		
1 Bedroom	2	
<b>Total</b>	<b>2</b>	

Work Orders Completed: Appliance issues and plumbing issues. Two of the six units have been filled. Waiting on documentation from two applicants to send to compliance.



# MEMO

## AGENDA ITEM # 5(A)

MEETING DATE: September 25, 2024

STAFF CONTACT: Ute Jantz, Executive Director

TITLE: **Board Resolution # 685-24** Certification of Compliance with PHA Plan and Related Regulations – HUD-50077-CRT-SM

ACTION: Discussion - Motion and Roll Call

ATTACHMENTS: 1. Board Resolution # 685-24 – HUD-50077-CRT-SM;  
2. 5-Year PHA Plan (2025-2029) and  
3. Annual PHA Plan 2025  
*(Attachments No 2. and 3. are attached to the digital board packet; hardcopies are available for review at the office)*

### SUMMARY:

The **Public Housing Authority (PHA) Plan** is a comprehensive guide to the authority's policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan:

- Part I: The **Five-Year Plan**, which each PHA submits to HUD once every 5th PHA fiscal year. The plan outlines the agency's mission and its long-term strategy for achieving that mission over the next five years.
- Part II: The **Annual Plan** is usually submitted to HUD every year. However, as a small, non-troubled PHA, we are exempt from this requirement and only need to submit an Annual Plan when our Five-Year Plan is due. The Annual Plan details the PHA's current programs, the resident population served, and the PHA's strategy for addressing the housing needs of currently assisted families and the larger community.

DHA's Five-Year Plan covers 2025-2029, and the Annual Plan covers 2025. Our fiscal year runs from January to December.

With Resolution #685-24, the chairperson and the Executive Director, acting on behalf of the Board of Commissioners, approve the submission of the 5-Year and Annual PHA Plan and make the necessary certifications and agreements with HUD for the fiscal year beginning in 2025, during which the authority will receive assistance from HUD. The Certifications of Compliance (HUD-50077-CRT-SM) are part of the 5-Year and Annual PHA Plan.

### RECOMMENDATION:

Approval for the Chair and the Executive Director to execute the Certifications of Compliance with the PHA Plan and Related Regulations.

## RESOLUTION 685-24

### PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 2025 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs  
 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies  
 903.7c Financial Resources  
 903.7d Rent Determination Policies  
 903.7h Demolition and Disposition  
 903.7k Homeownership Programs  
 903.7r Additional Information
- A. Progress in meeting 5-year mission and goals  
 B. Criteria for substantial deviation and significant amendments  
 C. Other information requested by HUD
1. Resident Advisory Board consultation process  
 2. Membership of Resident Advisory Board  
 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.



6. 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 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

**Delta Housing Authority**  
PHA Name

**CO040**  
PHA Number/HA Code

**5-Year PHA Plan for Fiscal Years 2025 - 2029**

**Annual PHA Plan for Fiscal Year 2025**

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 Executive Director: Ute Jantz		Name of Board Chairman: Bradley Kolman	
Signature	Date: 9/25/2024	Signature	Date 9/25/2024

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

# PHA Plans for the Delta Housing Authority Five-Year/Annual Plan for FYB 2025

Ute Jantz, Executive Director

FYB January 1, 2025

**FINAL DRAFT**



**Presented by:**

The **Nelrod** Company

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**Purpose.** 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, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

**A PHA Information.**

**A.1** PHA Name: Delta Housing Authority  
 PHA Code: CO040  
 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2025  
 The Five-Year Period of the Plan: 2025-2029  
 PHA Submission Type:  5-Year Plan Submission  Revised 5-Year Plan Submission

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

**The following are the specific locations where the public may obtain copies of the 2025-2029 Year PHA Plan (2025-2029 Five Year Period):**

- Administrative Office – 501 14<sup>th</sup> Street, Delta, CO 81416
- PHA Website: [www.deltahousingauthority.com](http://www.deltahousingauthority.com)

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

Participating PHAs	PHA Code	Program(s) in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead HA:					

<b>B</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form
<b>B.1</b>	<p><b>Mission.</b> 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.</p> <p>The Delta Housing Authority’s mission is to provide safe, decent, and affordable housing for low-income families. Delta Housing Authority offers families the opportunity to make the transition from subsidized to non-subsidized housing.</p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p><b>PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING</b></p> <p>The PHA established the following objectives to strive in meeting goal #1:</p> <ul style="list-style-type: none"> <li>▪ <i>Apply for additional rental vouchers</i></li> <li>▪ <i>Reduce public housing vacancies</i></li> <li>▪ <i>Leverage private or other public funds to create additional housing opportunities</i></li> <li>▪ <i>Acquire or build units or developments</i></li> <li>▪ <i>Target expansion of VASH Program, including full utilization, as well as implementing project basing of vouchers.</i></li> </ul> <p><b>PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING</b></p> <p>The PHA established the following objectives to strive in meeting goal #2:</p> <ul style="list-style-type: none"> <li>▪ <i>Improve public housing management (PHAS score)</i></li> <li>▪ <i>Improve voucher management (SEMAP score)</i></li> <li>▪ <i>Increase customer satisfaction</i></li> <li>▪ <i>Concentrate on efforts to improve specific management functions (e.g., public housing finance; voucher unit inspections)</i></li> <li>▪ <i>Renovate or modernize public housing units</i></li> </ul> <p><b>PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES</b></p> <p>The PHA established the following objectives to strive in meeting goal #3</p> <ul style="list-style-type: none"> <li>▪ <i>Conduct outreach efforts to potential voucher landlords</i></li> <li>▪ <i>Increase voucher payment standards</i></li> <li>▪ <i>Continue to project-base vouchers</i></li> <li>▪ <i>Apply for additional VASH voucher</i></li> </ul>

**B.2**

**PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT**

The PHA established the following objectives to strive in meeting goal #4

- *Implement public housing security improvements*

**PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS**

The PHA established the following objectives to strive in meeting goal #5

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

**PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING**

The PHA established the following objectives to strive in meeting goal #6

- *Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, or disability*
- *Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status or disability*
- *Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required*

**OTHER PHA GOALS AND OBJECTIVES (list below)**

*Delta Housing Authority Organizational Goals and Strategies 2025-2028 (See attachment co040b01)*

**Goals 2025-2029 (Maintenance)**

- *Continue to renovate units and replace kitchens, countertops bathtubs & surrounds, vanities, furnaces, and hot water heaters in units as needed and at unit turnover*
- *Continue with site improvements property wide including zero-scaping tenant back yards; Thompson Manor community building patio space*
- *Continue to evaluate and upgrade sewer pipes property-wide*
- *Replace playground equipment when needed*
- *New property sign at Thompson Manor*
- *Paint outside of business office*
- *Establish electronic inventory system for maintenance supplies*
- *Implement paperless work order system*

B.3

**Progress Statements.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

### **Mission**

The Delta Housing Authority's mission is to provide safe, decent, and affordable housing for low-income families. Delta Housing Authority offers families the opportunity to make the transition from subsidized to non-subsidized housing.

### **Goals/Objectives**

---

#### **PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING**

The PHA established the following objectives to strive in meeting goal #1:

- Reduce public housing vacancies
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments

#### **Progress Statement:**

- *Reduced public housing vacancies – zero vacancies in 2023*
- *Partnered with TWG Development for 50 new units for seniors aged 62 and older through award of 8 PBVs (Residences at Delta Phase I)*
- *In process of partnering with TWG Development for 50 new multi-family units through award of 8 PBVs (Residences at Delta Phase II – target date 2024/2025)*
- *Added 10 VASH vouchers to HCV portfolio*

#### **PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING**

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management (PHAS score)
- Improve voucher management (SEMAP score)
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions (e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Consider Voluntary RAD Conversion
- Consider Moving to Work (MTW) Program

#### **Progress Statement:**

- *Received PHAS score of 98 (12/31/22)*
- *received SEMAP score of 100% (12/31/22)*
- *Continued to provide great customer service*
- *Completed account re-segmentation (finance)*



**B.3**

- *Completed voucher unit inspections efficiently and in a timely manner*
- *Continued to renovate PHA units (replaced kitchens, bathtubs, vanities, flooring, etc.)*
- *Decided to postpone RAD conversion and moving to work program*

**PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES**

The PHA established the following objectives to strive in meeting goal #3

- Conduct outreach efforts to potential voucher landlords
- Convert public housing to project-based assistance under RAD if it is in the best interest of DHA
- Convert public housing to tenant-based assistance, including disposition under Section 18, if it is in the best interest of DHA
- Continue to project-base vouchers

**Progress Statement:**

- *Continued to reach out to landlords and recruited new landlords – Newsletters for landlords*
- *RAD conversion was put on hold*
- *Conversion of public housing to tenant-based assistance put on hold*
- *Project-Based 8 vouchers in 2023 – planning to project base additional 8 vouchers in 2024/2025*

**PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT**

The PHA established the following objectives to strive in meeting goal #4

- Implement public housing security improvements

**Progress Statement:**

- *Added/replaced security cameras to Thompson Manor Community room and maintenance shop (indoors & outdoors), and at PHA business office (indoors & outdoors)*
- *Upgraded to new video software*
- *Upgraded to high-speed internet to facilitate new video software*
- *Encouraged tenants to form Neighborhood Watch Group with the assistance of Delta Police Department*

**PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS**

The PHA established the following objectives to strive in meeting goal #5

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



B.3

**Progress Statement:**

- *Continue to encourage tenants to pursue employment*
- *Worked with community organizations to offer free services to tenants*
- *Worked with Colorado Workforce Center to inform tenants about employment opportunities and provide information how to apply for a job*
- *Worked with Delta County Health Department and other Service organizations to offer services for elderly or family with disabilities*

**PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING**

The PHA established the following objectives to strive in meeting goal #6

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, or disability
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status or disability
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

**Progress Statement:** *Continued to inform residents and applicants about their fair housing rights. Post fair housing info at the office. Inform voucher landlords about fair housing. Served as liaison between landlord and voucher participant when needed.*

**OTHER PHA GOALS AND OBJECTIVES (list below)**

*(See attachment co040c01 – Organizational Goals Strategies 2021-2024 Achievements)*

**Progress Statement for previous Maintenance:**

- *Replaced 11 furnaces*
- *Replaced 7 refrigerators and 5 ranges*
- *Replaced 8 bathtubs and surrounds*
- *Replaced 22 toilets*
- *Replaced flooring in 22 units*
- *Replaced 24 exterior doors*
- *Replaced 12 hot water heaters (started to install tankless hot water heaters)*
- *Replaced 6 windows*
- *Replaced 5 kitchens and countertops*
- *Zero-scaped 12 tenant back yards*
- *Performed three larger sewer repair projects*
- *Replaced sidewalks at various locations*
- *Tree removal and trimming at various locations*
- *Added privacy fences to various units*
- *Remodeled business office*
- *Replaced business office heater and A/C*

B.3	<ul style="list-style-type: none"> <li>• <i>Purchased maintenance van</i></li> <li>• <i>Replaced 4 staff computers</i></li> </ul> <p><u><i>Thompson Manor:</i></u></p> <ul style="list-style-type: none"> <li>• <i>Replaced 1 washer and 1 dryer in community laundry room</i></li> <li>• <i>Landscaped community space (removed sprinkler heads, added gravel)</i></li> <li>• <i>Built retaining wall and drainage improvement</i></li> <li>• <i>Concrete and asphalt work</i></li> <li>• <i>Driveway and parking lot repair</i></li> <li>• <i>Added chain link fence next to maintenance shop</i></li> <li>• <i>Performed large sewer repair</i></li> <li>• <i>Replaced heater at community building</i></li> </ul>
B.4	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. <i>(See attachment co040d01)</i></p>
C.	<p><b>Other Document and/or Certification Requirements.</b></p>
C.1	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><u><b>Significant Amendment</b></u> Essentially, a Substantial Amendment/Modification is any action which departs from the primary mission of the Housing Authority and requires Board authorization.</p> <p><u><b>Substantial Deviation/Modification</b></u> Essentially, a Substantial Deviation is any action that requires a change in direction, course of action, or a major revision of the goals of the Housing Authority.</p>
C.2	<p><b>Resident Advisory Board (RAB Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan? <i>(See attachment co040a01)</i></p> <p>Y    N    Will be provided when available.  <input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.3	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Required Submission of HUD FO Review</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y    N  <input type="checkbox"/> <input type="checkbox"/> Will be provided when available.</p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>
D.1	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b> (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <p><b>Fair Housing Goal:</b> Describe fair housing strategies and actions to achieve the goal:</p> <p><i>The Delta Housing Authority is currently not required to submit an Affirmative Fair Housing Plan.</i></p>

<b>Streamlined Annual PHA Plan (Small PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 03/31/2024</b>
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**Purpose.** 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, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<b>PHA Name:</b> <u>Delta Housing Authority</u> <b>PHA Code:</b> <u>CO040</u> <b>PHA Type:</b> <input checked="" type="checkbox"/> Small <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>01/2025</u> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) <b>Number of Public Housing (PH) Units:</b> <u>75</u> <b>Number of Housing Choice Vouchers (HCVs):</b> <u>236</u> <b>Total Combined:</b> <u>311</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission

**A.1 Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

**The following are the specific locations where the public may obtain copies of the 2025 Annual PHA Plan:**

- Administrative Office – 501 14<sup>th</sup> Street, Delta, CO 81416
- PHA Website: [www.deltahousingauthority.org](http://www.deltahousingauthority.org)

**PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

**B. Plan Elements Submitted with 5-Year PHA Plans.** Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See Sub-Section below for required elements in all other years (Years 1-4).

**B.1 Revision of Existing PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Five-Year PHA Plan** submission?

Y    N

Statement of Housing Needs and Strategy for Addressing Housing Needs

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.

Financial Resources.

Rent Determination.

Homeownership Programs.

Substantial Deviation.

Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review *N/A*

**B.1** (c) If the PHA answered yes for any element, describe the revisions for each element below:

## **Statement of Housing Needs and Strategy for Addressing Housing Needs**

### **Statement of Housing Needs:**

#### **Waiting List for Public Housing:**

*Total: 201*

*Extremely Low Income: 162-81%*

*Very Low Income: 29-14%*

*Low Income: 10-5%*

*Families with children: 67-33%*

*Elderly families: 51-25%*

*Families with Disabilities: 10-5%*

*White: 153-76%*

*Black/African American: 9-4%*

*American Indian/Alaska Native: 7-3%*

*Asian: 3-1%*

*Native Hawaiian/Other Pacific Islander: 2-1%*

*Hispanic: 43-21%*

*Non-Hispanic: 150-75%*

#### *Bedrooms:*

*1 BR: 102-51%*

*2 BR: 53-26%*

*3 BR: 36-18%*

*4 BR: 10-5%*

*The waiting list is not closed.*

#### **Waiting List for Section 8**

*Total: 156*

*Extremely Low Income: 130-83%*

*Very Low Income: 18-12%*

*Low Income: 8-5%*

*Families with children: 68-44%*

*Elderly families: 26-17%*

*Families with Disabilities: 6-4%*

*White: 113-72%*

*Black/African American: 16-10%*

*American Indian/Alaska Native: 8-5%*

*Asian: 3-2%*

*Native Hawaiian/Other Pacific Islander: 1-1%*

*Hispanic: 33-21%*

*Non-Hispanic: 118-76%*

**B.1** *The waiting list is not closed.*

## **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**

### **Public Housing**

#### **Eligibility:**

##### Equal Access

The term “family” includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; *an otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older;* or
- (2) A group of persons residing together and such group includes, but is not limited to:
  - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
  - (ii) An elderly family;
  - (iii) A near-elderly family;
  - (iv) A disabled family;
  - (v) A displaced family; and
  - (vi) The remaining member of a tenant family.

Disabled family means a family whose head (including co-head), spouse or sole member is a person with a disability.

Elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 62 years of age.

Near elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62.

Sexual orientation means homosexuality, heterosexuality or bisexuality.

Gender identity means actual or perceived gender-related characteristics.

#### **Preferences:**

##### Priority Preference

5

*- A family that includes victims of domestic violence, dating violence, sexual assault, or stalking who is seeking an emergency transfer*

<p><b>B.1</b></p>	<p><i>under VAWA from the PHA’s housing choice voucher program (current participants only) or other covered housing program operated by the PHA**</i></p> <p><u>4</u> - Disabled/Elderly 62+/Families w/persons w/disabilities living in Delta County</p> <p><u>4</u> - Families with dependent children, living and/or working at least 25 hours per week in Delta County</p> <p><u>3</u> - Families with dependent children, living in/or working less than 25 hours per week in Delta County</p> <p><u>2</u> - Families without dependent children living in Delta County - Singles and all others living outside of Delta County</p> <p><b>** Domestic violence/dating violence, sexual assault, or stalking</b></p> <ul style="list-style-type: none"> <li>▪ <i>In assisting victims of domestic violence, dating violence, sexual assault, or stalking, the PHA will work with the following partnering services agencies: Delta County Department of Human Services; Hilltop</i></li> <li>▪ <i>The existing program participant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.</i></li> </ul> <p><b><u>Deconcentration and Income Mixing:</u></b></p> <p><i>The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:</i></p> <p><i>The PHA does not have general occupancy public housing developments covered by the deconcentration rule. PHA has fewer than 100 public housing units.</i></p> <p><b><u>Section 8</u></b></p> <p><b><u>Eligibility:</u></b></p> <p><u>Equal Access</u></p> <p>The term “family” includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:</p> <ol style="list-style-type: none"> <li>(1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; <i>an otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older;</i> or</li> <li>(2) A group of persons residing together and such group includes, but is not limited to: <ol style="list-style-type: none"> <li>(i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);</li> <li>(ii) An elderly family;</li> <li>(iii) A near-elderly family;</li> <li>(iv) A disabled family;</li> </ol> </li> </ol>
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**B.1**

- (v) A displaced family; and
- (vi) The remaining member of a tenant family.

Disabled family means a family whose head (including co-head), spouse or sole member is a person with a disability.

Elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 62 years of age.

Near elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62.

Sexual orientation means homosexuality, heterosexuality or bisexuality.

Gender identity means actual or perceived gender-related characteristics.

**Preferences:**

Priority Preference

- 6 - Family that has been terminated from its HCV program due to insufficient program funding
- 5 - *A family that includes victims of domestic violence, dating violence, sexual assault, or stalking or human trafficking who is seeking an emergency transfer under VAWA from the PHA’s public housing program (current participants only) or other covered housing program operated by the PHA\*\**
- 4 - Disabled/Elderly 62+/Families w/persons w/disabilities living in Delta County
- 4\*\* - Families with dependent children, working at least 25 hours per week in Delta County
- 3\*\* - Families with dependent children living in Delta County
- 2 - Families without dependent children living in Delta County
- Singles and all others living outside of Delta County

\*\* Applicants can only qualify for one preference category. The higher point value will be applied.

**\*\* Domestic violence/dating violence, sexual assault, or stalking**

- *In assisting victims of domestic violence, dating violence, sexual assault, or stalking, the PHA will work with the following partnering services agencies: Delta County Department of Human Services; Hilltop*
- *The existing program participant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.*

<b>B.1</b>	<b>Financial Resources</b>		
	<b>Financial Resources: Planned Sources and Uses</b>		
	<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
	<b>1. Federal Grants (FY 2025 grants)</b>		
	a) Public Housing Operating Fund	220,000.00	
	b) Public Housing Capital Fund	278,345.00	
	c) HOPE VI Revitalization		
	d) HOPE VI Demolition		
	e) Annual Contributions for Section 8 Tenant-Based Assistance	1,533,886.00	
	f) Resident Opportunity and Self- Sufficiency Grants		
	g) Community Development Block Grant		
	h) HOME		
	Other Federal Grants (list below)		
	<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
	2023 CFP	93,930.00	Public housing capital improvements
	2024 CFP	278,345.00	Public housing capital improvements
	<b>3. Public Housing Dwelling Rental Income</b>	<b>300,000.00</b>	Public housing operations
	<b>4. Other income (list below)</b>		
	Non-dwelling rent	7,200.00	Public housing operations
	Excess Utilities	3,000.00	Public housing operations
Other Income	2,500.00	Public housing operations	
<b>5. Non-federal sources (list below)</b>			
<b>Total resources</b>	<b>\$2,717,206.00</b>		
<b>Rent Determination</b>			
<b><u>Public Housing</u></b>			
<b><u>Minimum Rent:</u></b>			
The PHA's minimum rent is \$50.00.			

**B.1** The PHA has adopted the following discretionary minimum rent hardship exemption policies.

*The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996:*

*A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.*

*For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.*

*The family would be evicted because it is unable to pay the minimum rent:*

*For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.*

*A death has occurred in the family:*

*In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income)*

## **Section 8**

### **Payment Standards:**

The PHA's payment standard is:

- Above 100% but at or below 110% of FMR
- ***Currently 120% of FMR with HUD waiver through 12/31/24 – will extend if allowed***

### **Minimum Rent:**

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

*The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act*

**B.1** *who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996:*

*A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.*

*For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.*

*The family would be evicted because it is unable to pay the minimum rent:*

*For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.*

*A death has occurred in the family:*

*In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income)*

**B.2** **New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

Hope VI or Choice Neighborhoods.

Mixed Finance Modernization or Development.

Demolition and/or Disposition.

Conversion of Public Housing to Tenant-Based Assistance.

Conversion of Public Housing to Project-Based Assistance under RAD.

Project-Based Vouchers.

Units with Approved Vacancies for Modernization.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA

<p><b>B.2</b></p>	<p><b>Conversion of Public Housing to Tenant Based Assistance</b></p> <p><i>The PHA is not considering the possibility of converting Public Housing to Tenant Based Assistance, including a conversion under Section 18 in 2025.</i></p> <p><b><u>Conversion of Public Housing to Project-Based Assistance under RAD</u></b></p> <p><i>The PHA is not considering the possibility of converting Public Housing to Project-Based Assistance under RAD in 2025.</i></p> <p><b><u>Project-based Vouchers</u></b></p> <p>Our agency is currently operating a Section 8 Project-Based Voucher Program.</p> <p><i>5 PBVs in Paonia for seniors 62+ and 8 PBVs in Delta for Seniors 62+.</i></p> <p><b>Program Description:</b> The PHA will use up to 20 percent of its authorized units for project-based assistance. See Chapter 17 of the PHA’s Administrative Plan.</p> <p><b><u>Units with Approved Vacancies for Modernization</u></b></p> <p>The Delta Housing Authority is planning to take up to five (5) units offline and has budgeted these units to be modernized in the Five-Year Action Plan.</p>
<p><b>B.3</b></p>	<p><b>Progress Report.</b></p> <p><b><u>Mission</u></b></p> <p>The Delta Housing Authority’s mission is to provide safe, decent, and affordable housing for low-income families. Delta Housing Authority offers families the opportunity to make the transition from subsidized to non-subsidized housing.</p> <p><b>Goals/Objectives</b></p> <hr/> <p><b>PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING</b></p> <p>The PHA established the following objectives to strive in meeting goal #1:</p> <ul style="list-style-type: none"> <li>▪ Reduce public housing vacancies</li> <li>▪ Leverage private or other public funds to create additional housing opportunities</li> <li>▪ Acquire or build units or developments</li> </ul> <p><b><u>Progress Statement:</u></b></p> <ul style="list-style-type: none"> <li>▪ <i>Reduced public housing vacancies – zero vacancies in 2023</i></li> <li>▪ <i>Partnered with TWG Development for 50 new units for seniors aged 62 and older through award of 8 PBVs (Residences at Delta Phase I)</i></li> </ul>

**B.3**

- *In process of partnering with TWG Development for 50 new multi-family units through award of 8 PBVs (Residences at Delta Phase I – target date 2024/2025*
- *Added 10 VASH vouchers to HCV portfolio*

**PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING**

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management (PHAS score)
- Improve voucher management (SEMAP score)
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions (e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Consider Voluntary RAD Conversion
- Consider Moving to Work (MTW) Program

**Progress Statement:**

- *Received PHAS score of 98 (12/31/22)*
- *received SEMAP score of 100% (12/31/22)*
- *Continued to provide great customer service*
- *Completed account re-segmentation (finance)*
- *Completed voucher unit inspections efficiently and in a timely manner*
- *Continued to renovate PHA units (replaced kitchens, bathtubs, vanities, flooring, etc.)*
- *Decided to postpone RAD conversion and moving to work program*

**PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES**

The PHA established the following objectives to strive in meeting goal #3

- Conduct outreach efforts to potential voucher landlords
- Convert public housing to project-based assistance under RAD if it is in the best interest of DHA
- Convert public housing to tenant-based assistance, including disposition under Section 18, if it is in the best interest of DHA
- Continue to project-base vouchers

**Progress Statement:**

- *Continued to reach out to landlords and recruited new landlords – Newsletters for landlords*
- *RAD conversion was put on hold*
- *Conversion of public housing to tenant-based assistance put on hold*
- *Project-Based 8 vouchers in 2023 – planning to project base additional 8 vouchers in 2024/2025*

**PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT**

The PHA established the following objectives to strive in meeting goal #4

- Implement public housing security improvements

**B.3**

**Progress Statement:**

- *Added/replaced security cameras to Thompson Manor Community room and maintenance shop (indoors & outdoors), and at PHA business office (indoors & outdoors)*
- *Upgraded to new video software*
- *Upgraded to high-speed internet to facilitate new video software*
- *Encouraged tenants to form Neighborhood Watch Group with the assistance of Delta Police Department*

**PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS**

The PHA established the following objectives to strive in meeting goal #5

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

**Progress Statement:**

- *Continue to encourage tenants to pursue employment*
- *Worked with community organizations to offer free services to tenants*
- *Worked with Colorado Workforce Center to inform tenants about employment opportunities and provide information how to apply for a job*
- *Worked with Delta County Health Department and other Service organizations to offer services for elderly or family with disabilities*

**PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING**

The PHA established the following objectives to strive in meeting goal #6

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, or disability
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status or disability
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

**Progress Statement:** *Continued to inform residents and applicants about their fair housing rights. Post fair housing info at the office. Inform voucher landlords about fair housing. Served as liaison between landlord and voucher participant when needed.*

**OTHER PHA GOALS AND OBJECTIVES (list below)**

*(See attachment co040c01 – Organizational Goals Strategies 2021-2024 Achievements)*

**Progress Statement for previous Maintenance:**

- *Replaced 11 furnaces*
- *Replaced 7 refrigerators and 5 ranges*



<p><b>B.3</b></p>	<ul style="list-style-type: none"> <li>• <i>Replaced 8 bathtubs and surrounds</i></li> <li>• <i>Replaced 22 toilets</i></li> <li>• <i>Replaced flooring in 22 units</i></li> <li>• <i>Replaced 24 exterior doors</i></li> <li>• <i>Replaced 12 hot water heaters (started to install tankless hot water heaters)</i></li> <li>• <i>Replaced 6 windows</i></li> <li>• <i>Replaced 5 kitchens and countertops</i></li> <li>• <i>Zero-scaped 12 tenant back yards</i></li> <li>• <i>Performed three larger sewer repair projects</i></li> <li>• <i>Replaced sidewalks at various locations</i></li> <li>• <i>Tree removal and trimming at various locations</i></li> <li>• <i>Added privacy fences to various units</i></li> <li>• <i>Remodeled business office</i></li> <li>• <i>Replaced business office heater and A/C</i></li> <li>• <i>Purchased maintenance van</i></li> <li>• <i>Replaced 4 staff computers</i></li> </ul> <p><u><i>Thompson Manor:</i></u></p> <ul style="list-style-type: none"> <li>• <i>Replaced 1 washer and 1 dryer in community laundry room</i></li> <li>• <i>Landscaped community space (removed sprinkler heads, added gravel)</i></li> <li>• <i>Built retaining wall and drainage improvement</i></li> <li>• <i>Concrete and asphalt work</i></li> <li>• <i>Driveway and parking lot repair</i></li> <li>• <i>Added chain link fence next to maintenance shop</i></li> <li>• <i>Performed large sewer repair</i></li> <li>• <i>Replaced heater at community building</i></li> </ul>
<p><b>B.4</b></p>	<p><b>Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p> <p>1) Capital Improvements. Include a reference here to the most recent HUD approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><i>See Capital Fund 5 Year Action Plan in EPIC approved by HUD on <u>11/15/2022</u></i></p>
<p><b>B.5</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If, yes, please describe: <i>N/A</i></p>



	<b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.
<b>B.1</b>	<b>New Activities <i>Not Required – PHA is preparing Five-Year PHA Plan</i></b>
<b>B.2</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) in EPIC and the date that it was approved. <b><i>Not Required – PHA is preparing Five-Year PHA Plan</i></b>
<b>C.</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. <i>(See attachment co040a01)</i></p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><a href="#">Form 50077-SM</a>, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Regulations – Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

<b>D</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <p><b>Fair Housing Goal:</b> Describe fair housing strategies and actions to achieve the goal:</p> <p><i>The Delta Housing Authority is currently not required to submit an Affirmative Fair Housing Plan.</i></p>

**Attachment: co040a01  
Delta Housing Authority  
Resident Advisory Board Consultation Process and Comments – FYB 2025**

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board **June 3, 2024**

2. Resident Advisory Board Selection

Selection made from resident/participant response **July 8, 2024**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan

Notify Resident Advisory Board of scheduled meeting **July 8, 2024**

Hold Resident Advisory Board meeting **July 30, 2024, and September 10, 2024**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **July 18, 2024**

Notify Resident Advisory Board **September 2, 2024**

Hold Public Hearing meeting **September 11, 2024**

5. Documentation of resident recommendations and PHA's response to recommendations

**Please provide the residents' recommendations/comments and the PHA response to each comment after each RAB meeting.**

**Attachment: co040b01**  
**Delta Housing Authority**  
**Organizational Goals and**  
**Strategies 2025-2028**

## Delta Housing Authority Organizational Goals and Strategies 2025-2028

FOCUS AREA	TIMING	GOAL	STRATEGY
<b><i>Serve the Growing Need for Affordable Housing in Our Community</i></b>			
New Housing	Ongoing	Support the successful development, resident services programing and lease-up of Residences at Delta Phase II - 50 new multi-family units	Partnerships with TWG, City, and local non-profit service providers, property management and lease-up in house, community advocacy, property tax exemption, and loaning soft funds to the project partnership.
New Housing	As Opportunities Arise	Grow the available housing opportunities for low income people in Delta County	Consider acquisitions of existing properties, partnerships for new development, bringing property tax exemption and/or project based vouchers to locations and projects that meet our organizational priorities.
Service Coordination	Ongoing	Support resident success, better health outcomes, and ability to stay housed	Participate in local coordinated services provision through the community resource network. Work with the hospital to partner on new Medicaid requirements – need to discharge patients to good housing, continue close partnership, set up programs for success.
New Housing	Ongoing	Future land purchases	Purchase land and hold for future development to expand our portfolio.
<b><i>Provide Excellent Customer Service</i></b>			
Management & Procedures	Ongoing	Marketing	Gather opportunities for staff to engage and or share information with other community partners/groups/boards/employers, in order to expand how we tell the story of DHA and create opportunity for further resources. Create marketing campaign.
Management & Procedures	Ongoing	Website	Continue to provide robust website services for tenants and applicants.
Management & Procedures	Annually	Maintain Spanish forms and brochures	Retain affordable translation services for tenant documents and advertising materials.
<b><i>Take Good Care Of What We Have</i></b>			
Management & Procedures	Ongoing	Landlord outreach	Enhance the relationship with our landlords, creating a resource connection and possibly more HCV inventory for our tenants.

## *Delta Housing Authority Organizational Goals and Strategies 2025-2028*

Asset Management	Annually	Maintain a schedule of anticipated capital improvement needs over the next five to ten years. Prioritize projects and match with funding sources to ensure health, safety, and minimal deferred maintenance	Update capital improvement schedules for each property. Track funding available and plan for major investments on a timely basis.
Management & Procedures	Annually	Ensure that DHA is receiving quality services and materials at competitive rates and is in compliance with procurement guidelines for housing authorities	Maintain a schedule to perform competitive procurement for services and materials contracts on a rotating basis.
Management & Procedures	Ongoing	Procedure book	Utilize procedure book for continuity, consistency, and transparency.
Asset Management	Annually	Stay informed regarding local rental market conditions	Understand vacancy rates, rental rates, and lease-up times in our portfolio, our Section 8 inventory, and Delta County at large to inform about payment standards, LIHTC lease rates, and other market dynamics that may impact our portfolio, programs, and clients.
<b><i>Grow Organizational Capacity and Streamline Our Operations</i></b>			
Management & Procedures	2025	Initiate mobile work orders	Utilize mobile work order system, to optimize moving into the paperless environment.
Staffing	2025/2026	Staffing	Fill vacant positions, budget for new positions to accommodate the growing need of the authority.
Staff Development	Quarterly	Staff work as a fully integrated team with a common vision and shared values. Staff are able to fill in for one another and answer questions across departments	Continue cross training staff, codifying processes, and providing opportunities for ride-alongs, team building, and information sharing. Cross train all staff members to ensure adequate coverage in the event of absences of other staff members.
Staff Development	Ongoing	Improve staff and volunteer retention	Support staff and volunteers with workplace culture that values their contributions and supports their professional growth. Provide competitive compensation and benefits, including flexible hours, when appropriate. Conduct Compensation review in 2027.
Asset Management	Ongoing	Build business office with office space to accommodate all staff members	Be on the lookout for suitable property which is close to the Villas at the Bluff and the Residences at Delta campuses. Secure financing.

**Attachment: co040c01**  
**Delta Housing Authority**  
**Organizational Goals and**  
**Strategies 2021-2024**  
**Achievements**

## ACHIEVEMENTS -DHA Organizational Goals Strategies 2021-2024

FOCUS AREA	TIMING	GOAL	STRATEGY	ACHIEVEMENTS
<b><i>Serve the Growing Need for Affordable Housing in Our Community</i></b>				
New Housing	through 2025	Support the successful development, resident services programing and lease-up of Residences at Delta - 50 new units for age 55+ under 60% AMI	Partnerships with TWG, City, and local non-profit service providers, property management and lease-up in house, community advocacy, property tax exemption, and loaning soft funds to the project partnership.	<b>Achieved</b> - entered into Special Limited Partnership (SLP) Agreement with TWG Development for construction of Residences at Delta (R@D) Phase 1. Took over property management on 9/1/2023. Achieved property tax exemption. Loaned 1.3 Million in soft funds to the project partnership.
New Housing	as opportunities arise	Grow the available housing opportunities for low and middle income people in Delta	Consider acquisitions of existing properties, partnerships for new development, bringing property tax exemption and/or project based vouchers to locations and projects that meet our organizational priorities.	<b>Achieved</b> - Project-based eight Vouchers at R@D. Negotiating new SLP Agreement with TWG for the development of R@D Phase II.
Service Coordination	ongoing	Support resident success, better health outcomes, and ability to stay housed.	Participate in local coordinated services provision through the community resource network. Work with the hospital to partner on new Medicaid requirements – need to discharge patients to good housing, continue close partnership, set up programs for success.	<b>Ongoing</b> - contacted hospital staff to inform about our Housing Programs.
Asset Management	2021-2022	Sell Delta Housing Authority owned units (four single family homes)	Sell units that need substantial repair in order to obtain other opportunities.	<b>Achieved</b> - sold three DHA-owned units to Elevation Community Land Trust in December 2021. Remodeled remaining two DHA-owned units with CDBG funds, completed in April 2023.
New Housing	2022-2023	Future land purchase	Use proceeds from home sales to purchase land and hold for future development to expand our portfolio.	<b>Ongoing</b> - still looking for property.
<b><i>Provide Excellent Customer Service</i></b>				
Management & Procedures	2021-2022	Re-Branding	Create a more engaging mission, vision, and moto which will represent a wider variety of future tenants and community partners.	<b>Achieved</b> - Created new Vision and Mission Statement in July 2024.
Management & Procedures	2021	Re-Branding	Gather opportunities for staff to engage with other community partners/groups/boards in order to expand how we tell the story of DHA and create opportunity for further resources.	<b>Achieved and ongoing.</b> Executive Director joined One Delta County board in January 2024.
Management & Procedures	2022	Update website	Include compatibility with newer devices as well as optimize the use flow and searching. Ability for tenants to pay via the website. Incorporate re-branding.	<b>Achieved</b> - tenants are able to pay rent via website.
Management & Procedures	Annually	Maintain Spanish forms and brochures.	Retain affordable translation services to translate full leases, handbooks, and tenant documents. Keep materials up to date.	<b>Achieved</b> - numerous vital tenant documents were translated into Spanish.



## ACHIEVEMENTS -DHA Organizational Goals Strategies 2021-2024

FOCUS AREA	TIMING	GOAL	STRATEGY	ACCOMPLISHMENTS
<b><i>Take Good Care Of What We Have</i></b>				
Management &	2021	Landlord Outreach	Enhance the relationship with our landlords, creating a resource connection and possibly more HCV	<b>Achieved and ongoing.</b>
Asset Management	Annually	Maintain a schedule of anticipated capital improvement needs over the next five to ten years. Prioritize projects and match with funding sources to ensure health, safety, and minimal deferred maintenance.	Update capital improvement schedules for each property. Track funding available and plan for major investments on a timely basis.	<b>Achieved and ongoing.</b>
Management & Procedures	Annually	Ensure that the DHA is receiving quality services and materials at competitive rates and is in compliance with procurement guidelines for housing authorities.	Maintain a schedule to perform competitive procurement for services and materials contracts on a rotating basis.	<b>Achieved and ongoing.</b> Created procurement schedule for services and material contracts.
Management & Procedures	2021-2023	Procedure Book	Create procedure book for continuity, consistency, and transparency. Across programs, consolidating into one location.	<b>Achieved and ongoing.</b> Created procedure book and add procedures as needed.
Asset Management	Annually	Stay informed regarding local rental market conditions.	Track vacancy rates, rental rates, and lease-up times in our portfolio, our Section 8 inventory, and Delta County at large to inform about payment standards, LIHTC lease rates, and other market dynamics that may impact our portfolio, programs, and clients.	<b>Achieved</b> and ongoing
<b><i>Grow Organizational Capacity and Streamline Our Operations</i></b>				
Management & Procedures	2021	Initiate Mobile Work Orders	Fix glitches with mobile work order system, to optimize moving into the paperless environment.	<b>Ongoing</b> - waiting for MRI up update the software
Management & Procedures	2021	Office Assistant	Hire new PT staff member (position is already budgeted) who can step into other roles and support the organization comprehensively. Build the job description and culture so that this job is valued, and can be a career launch point for new talent.	<b>Achieved</b>
Staff Development	Quarterly	Staff work as a fully integrated team with a common vision and shared values. Staff are able to fill in for one another and answer questions across departments.	Continue cross training staff, codifying processes, and providing opportunities for ride-alongs, team building, and information sharing. Cross train all staff members to ensure adequate coverage in the event of absences of other staff members.	<b>Achieved and Ongoing</b>
Management & Procedures	2022	Improve Staff and volunteer retention.	Support staff and volunteers with workplace culture that values their contributions and supports their professional growth. Provide competitive compensation and benefits, including flexible hours, when appropriate. Conduct Compensation review in 2022	<b>Achieved and Ongoing.</b> Completed personality testing for all staff members and conducted numerous staff trainings. Compensation review was completed in 2021 and updated in 2022.

**Attachment: co040d01**  
**Delta Housing Authority**  
**Violence Against Women**  
**Act (VAWA) Policy**



## VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY [Effective August 1, 2024]

### I. PURPOSE AND APPLICABILITY

The purpose of this policy is to implement the requirements of the Violence Against Women Act (VAWA) with respect to the responsibilities of the PHA regarding domestic violence, dating violence, sexual assault, stalking, or human trafficking. This policy shall be applicable to all of the federally-subsidized housing programs administered by the PHA and shall be part of the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy by reference. Protections under this policy are available to all victims regardless of sex, gender identity, or sexual orientation and will be applied consistent with all nondiscrimination and fair housing requirements. Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.

### II. GOALS AND OBJECTIVES

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA.
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- D. Creating and maintaining collaborative arrangements between the PHA, law enforcement authorities, victim service providers and others to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault, stalking, or human trafficking affecting individuals assisted by the PHA.

### III. DEFINITIONS [24 CFR 5.2003,42 USC 13925]

#### As used in VAWA

- The term *affiliated individual* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that individual, or an individual to whom that individual stands in the position or place of a parent; or

- Any other individual, tenant, or lawful occupant living in the household of the victim of domestic violence, dating violence, sexual assault, or stalking.
- The term *bifurcate* means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members' lease and occupancy rights are allowed to remain intact.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *domestic violence* includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding, and in the case of victim services, includes the user or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is:
  - The current or former spouse or intimate partner of the victim, or person similarly situated to a spouse or intimate partner of the victim
  - A person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner
  - A person with whom the victim shares a child in common
  - A person who commits acts against an youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction
- The term economic abuse means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, and manipulation to:
  - Restrict a person's access to money, assets, credit, or financial information
  - Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage
  - Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or to whom one has a fiduciary duty
- The term *sexual assault* means:
  - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent
- The term *stalking* means:
  - To engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

- The term *technological abuse* means an act or pattern of behavior that occurs within domestic violence, dating violence, sexual assault, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor another person, except as otherwise permitted by law, that occurs using any form of technology, including but not limited to:
  - Internet enabled devices
  - Online spaces and platforms
  - Computers
  - Mobile devices
  - Cameras and imaging programs
  - Apps
  - Location tracking devices
  - Communication technologies
  - Any other emergency technologies

#### **IV. NOTIFICATIONS PROVIDED**

- A. All applicants and tenants of all PHA Housing Programs will be provided HUD-5380, "Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)" and HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, and Alternate Documents" at the following times:
  - (1) at time of denial of assistance or admission
  - (2) at time of providing of assistance or admission
  - (3) at any eviction or termination
  - (4) at recertification or lease renewal
- B. These forms will be provided in the applicable language, if necessary, in with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).

#### **V. ADMISSIONS AND SCREENING**

- A. Non-Denial of Assistance - The PHA will not deny assistance or admission to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, provided that such person is otherwise qualified for admission.
- B. Mitigation of Disqualifying Information
  - (1) An applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, may request that the PHA take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling.

(2) If requested by an applicant to take such mitigating information account, the PHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information.

(3) The PHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## **VI. TERMINATION OF TENANCY OR ASSISTANCE**

### **A. VAWA Protections**

(1) A tenant may not be denied tenancy or occupancy rights solely the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, stalking, or human trafficking if

- a. the criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant and
- b. the tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault, stalking, or human trafficking.

(2) An incident of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking, shall not be considered as a serious or repeated violation of the lease by the victim or threatened victim or good cause for terminating the assistance, tenancy or occupancy rights of the victim or threatened victim of such incident.

### **B. Limitations of VAWA Protections**

(1) Nothing in the above section limits the authority of the PHA to comply with a court order with respect to the rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, stalking, human trafficking, or the distribution or possession of property among members of a household.

(2) Nothing in the above section limits any available authority of the PHA to evict or terminate assistance to a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, stalking, or human trafficking. However, the PHA will not hold to a more demanding standard, a tenant or an affiliated individual who is or has been a victim of or domestic violence, dating violence, sexual assault, stalking, or human trafficking.

(3) Nothing in the above section limits the authority of the PHA to evict or terminate from assistance any tenant or lawful applicant if

- a. PHA can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from the assistance, and
- b. no other actions that could be taken to reduce the threat have been successful, including transferring the victim to a different unit, barring the perpetrator from the property,

involving law enforcement, or seeking other legal remedies to prevent the perpetrator from acting on a threat.

## **VII. VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING**

- A. Requirement for Verification. Subject only to waiver as provided in paragraph D below, the PHA shall require verification in all cases where an individual requests protection against an action involving domestic violence, dating violence, sexual assault, stalking, or human trafficking. Verification may be accomplished in one of three ways:
- (1) Completing HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking".
  - (2) Other documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, stalking, human trafficking, or the side effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury that the incident or incidents in question are bona fide and meet the requirements of the applicable definition set forth in this policy.
  - (3) Police or court record - provided to the PHA by federal, state, tribal, or local police or court record describing the incident or incidents in question.
- B. Time Allowed. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking, and who is requested by the PHA to provide verification, must provide such verification within 14 business days after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. If the PHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), the PHA has the right to request that the tenant provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. Failure to provide third-party documentation where there is conflicting evidence will result in loss of protection under VAWA and this policy against a proposed adverse action.
- D. Waiver of verification requirement. With respect to any specific case, the PHA may waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## **VIII. NON-CITIZEN SELF-PETITIONER VERIFICATION**

- A. Financial assistance to ineligible noncitizens will not be denied while verifying immigration status.
- B. Self-petitioners can indicate that they are in “satisfactory immigration status” when applying for assistance or continued assistance. “Satisfactory immigration status” means an immigration status which does not make the individual ineligible for financial assistance. After verifying such immigration status in the Department of Homeland Security (DHS) Systematic Alien Verification for Entitlements (SAVE) System, PHAs will make a final determination as to the self-petitioner’s eligibility for assistance.
- C. In order to qualify, the noncitizen victim must have been battered or subjected to extreme cruelty by their spouse or parent, who is a U.S. citizen or LPR (Lawfully Permanent Resident).
- D. Once a PHA receives a self-petition (INS Form I-360 or I-130) or INS Form 797, PHA will not request any additional information from the VAWA self-petitioner, other than what is required using the SAVE system to complete the verification.
- E. When a PHA receives a self-petition or INS Form 797 Notice of Action, the PHA will initiate verification in the SAVE System.
- F. Final determination from the SAVE System. PHA will receive one of two confirmations:
  - (1) the VAWA self-petition is verified, in which case the applicant is immediately eligible for housing and no evidence of battery or extreme cruelty shall be requested or collected;
  - (2) the I-130 is verified, in which case the petitioner submitting a family-based visa petition must provide to the PHA any evidence of “battery or extreme cruelty.”
- G. Housing assistance and all other VAWA protections will be granted to the self-petitioner throughout the verification process until a final determination of LPR (Lawful Permanent Resident) status is made. If the final determination is to deny the VAWA self-petition or LPR petition, the PHA must alert the petitioner and take actions to terminate voucher assistance or evict the petitioner from public housing in accordance with the existing public housing requirements.

## **IX. EMERGENCY TRANSFER PLAN**

- A. Eligibility for Transfer

In accordance with the Violence Against Women Act (VAWA) the PHA allows tenants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking to request an emergency transfer from the tenant’s current unit to another unit, regardless of sex, gender identity, or sexual orientation. The ability of the PHA to honor such request for tenants currently receiving assistance may depend upon

- (1) a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, and



- (2) on whether the PHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

B. Requesting a transfer

- (1) To request an emergency transfer the tenant shall notify the PHA office and submit a written request for a transfer (HUD-5383). The PHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:
  - a. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the PHA's program; or
  - b. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
- (2) The PHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, the PHA will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, to another unit, subject to availability and safety of a unit.
- (3) If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit.
- (4) If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The PHA may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.
- (5) In cases where the PHA determines that the family's decision to move out of the PHA housing was reasonable under the circumstances, the PHA may wholly or partially waive rent and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- (6) Portability - An HCV-assisted tenant will not be denied portability to a unit located in another jurisdiction so long as the tenant has complied with all other requirements of the Housing Choice Voucher program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- (7) If the PHA has no safe and available units for which a tenant who needs an emergency is eligible, the PHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.

- (8) At the tenant's request, the PHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking, that are attached to this plan.

### C. Safety and Security of Tenants

- (1) Confidentiality - The PHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the PHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.
- (2) Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.
- (3) Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TDD 1-800-545-1833).
- (4) Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>. TDD 1-800-545-1833
- (5) Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

## X. OTHER REMEDIES

### A. Lease Bifurcation

- (1) The PHA may bifurcate a lease; that is, remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to that member who engages in criminal activity related to of domestic violence, dating violence, sexual assault, stalking, or human trafficking. In such a case, it does not matter that the perpetrator was a signatory to the lease and the victim is allowed to stay in the unit or on the program.
- (2) In removing the perpetrator from the household, the PHA will follow all federal, state and local eviction procedures.
- (3) If the evicted person was the eligible person in the household, the remaining tenants will be given 90 days from the date of bifurcation of the lease to:
  - a. establish eligibility for the program they are currently under

- b. establish eligibility under another program, or
- c. find alternative housing.

B. Efforts to promote housing stability

The PHA will make every effort that is feasible and permissible to assist victims to remain in their units or other units of the PHA and/or retain assistance. The PHA will bear the cost of any transfer, where permissible.

C. Relationships with service providers

It is the policy of the PHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If the PHA becomes aware that an individual assisted by the PHA is a victim of domestic violence, dating violence, sexual assault stalking, or human trafficking, the PHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the PHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The PHA's annual Public Housing Agency Plan shall describe providers of shelter or services to victims of domestic violence with which the PHA has referral or other cooperative relationships.

## ATTACHMENT I

### LOCAL RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Hilltop Domestic Violence & Sexual Assault Services  
3325 N. Townsend Ave.  
Montrose, CO 81401  
1-844-990-5500

TDD 800-545-1833

DRAFT

**ATTACHMENT II**  
**Delta Housing Authority**  
**Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>**

**To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **the affordable housing programs offered by the Delta Housing Authority** are in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

**Protections for Applicants**

If you otherwise qualify for assistance under **the affordable housing programs offered by the Delta Housing Authority** you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

**Protections for Tenants**

If you are receiving assistance under **the affordable housing programs offered by the Delta Housing Authority** you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **the affordable housing programs offered by the Delta Housing Authority** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

**Removing the Abuser or Perpetrator from the Household**

Housing Authority may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If Housing Authority chooses to remove the abuser or perpetrator, Housing Authority may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, Housing

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<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Authority must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, Housing Authority must follow Federal, State, and local eviction procedures. In order to divide a lease, Housing Authority may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, Housing Authority may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, Housing Authority may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.**

If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Housing Authority will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

Housing Authority's emergency transfer plan provides further information on emergency transfers, and Housing Authority must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

Housing Authority can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from Housing Authority must be in writing, and Housing Authority must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. Housing Authority may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to Housing Authority as documentation. It is your choice which of the following to submit if Housing Authority asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by Housing Authority with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that Housing Authority has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, Housing Authority does not have to provide you with the protections contained in this notice.

If Housing Authority receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), Housing Authority has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, Housing Authority does not have to provide you with the protections contained in this notice.

### **Confidentiality**

Housing Authority must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

Housing Authority must not allow any individual administering assistance or other services on behalf of Housing Authority (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

Housing Authority must not enter your information into any shared database or disclose your information to any other entity or individual. Housing Authority, however, may disclose the information provided if:

- You give written permission to Housing Authority to release the information on a time limited basis.
- Housing Authority needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires Housing Authority or your landlord to release the information.



VAWA does not limit Housing Authority's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, Housing Authority cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if Housing Authority can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If Housing Authority can demonstrate the above, Housing Authority should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

### **Non-Compliance with the Requirements of This Notice**

You may report the Housing Authority's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with HUD Field Office in Denver, CO, 1-303-672-5440, or for persons with hearing impairments, 1-800-545-1833.

### **For Additional Information**

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>. Additionally, Housing Authority must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact the Housing Operations Manager of the Delta Housing Authority, 1-970-874-7266 ext. 5, or for persons with hearing impairments, 1-800-545-1833.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact Hilltop Domestic Violence and Sexual Assault Services in Montrose, Colorado, 1-844-990-5500 or for persons with hearing impairments, 1-800-545-1833.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>. For help regarding sexual assault and for victims of stalking seeking help, please contact Hilltop Domestic Violence and Sexual Assault Services in Montrose, Colorado, 1-844-990-5500 or for persons with hearing impairments, 1-800-545-1833.

**Attachment:** Certification form HUD-5382



## ATTACHMENT III

**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017  
HUD-5382

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

\_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

\_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_

\_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s): _____ _____ _____ _____
--

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



## ATTACHMENT IV

### EMERGENCY TRANSFER REQUEST FOR CERTAIN VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0286  
Exp. 06/30/2017  
HUD-5383

**Purpose of Form:** If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

#### **The requirements you must meet are:**

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

**(2) You expressly request the emergency transfer.** Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

**Submission of Documentation:** If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a



time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER**

1. Name of victim requesting an emergency transfer: \_\_\_\_\_

2. Your name (if different from victim's) \_\_\_\_\_

3. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_  
\_\_\_\_\_

4. Name(s) of other family member(s) who would transfer with the victim: \_\_\_\_\_  
\_\_\_\_\_

5. Address of location from which the victim seeks to transfer: \_\_\_\_\_

6. Address or phone number for contacting the victim: \_\_\_\_\_

7. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

8. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

9. Date(s), Time(s) and location(s) of incident(s): \_\_\_\_\_  
\_\_\_\_\_

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. \_\_\_\_\_

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.  
\_\_\_\_\_  
\_\_\_\_\_

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: \_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 11/15/2022

Approved By: TORGERSON, LESLIE

Part I: Summary						
PHA Name : Delta Housing Authority		Locality (City/County & State)				
PHA Number: CO040		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No: )		
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	DELTA (CO040000001)	\$275,657.00	\$278,345.00	\$265,983.00	\$265,983.00	\$265,983.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELTA (CO040000001)			\$275,657.00
ID0006	Operations(Operations (1406))	Funds for general operations activities		\$40,000.00
ID0072	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed		\$1.00
ID0217	Security Cameras(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Install security cameras at business office, Thompson Manor site, PHA maintenance shop		\$1.00
ID0234	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$63,363.00
ID0235	Architecture & Engineering fees. Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting		\$8,000.00

## Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0237	Unit modernization/repair/unit turns(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces		\$95,809.00
ID0238	Improvements to business office, community room and common spaces(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$13,000.00
ID0239	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$42,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 1 2023</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0240	Thompson Manor Community Building Roof (Non-Dwelling Exterior (1480)-Roofs)	Repair and/or replace flat roof at Thompson Manor community room		\$10,000.00
ID0241	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.		\$3,483.00
	Subtotal of Estimated Cost			\$275,657.00



Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>					
<b>Work Statement for Year</b>		<b>2</b>	<b>2024</b>		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>		<b>Quantity</b>	<b>Estimated Cost</b>
	DELTA (CO04000001)				\$278,345.00
ID0242	Operations(Operations (1406))	Funds for general operations activities			\$100,000.00
ID0243	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed			\$1,500.00
ID0244	Security Cameras(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Install security cameras at business office, Thompson Manor site, PHA maintenance shop			\$6,000.00
ID0245	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide			\$45,000.00
ID0246	Architecture & Engineering fees, Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting			\$8,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0247	Unit modernization/repair/unit turns(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine))	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces		\$62,362.00
ID0248	Improvements to business office, community room and common spaces(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$10,000.00
ID0249	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replacc privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$32,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>					
<b>Work Statement for Year</b>		<b>2</b>	<b>2024</b>		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>		<b>Quantity</b>	<b>Estimated Cost</b>
ID0250	Thompson Manor Community Building Roof (Non-Dwelling Exterior (1480)-Roofs)	Repair and/or replace flat roof at Thompson Manor community room			\$10,000.00
ID0251	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.			\$3,483.00
	Subtotal of Estimated Cost				\$278,345.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELTA (CO04000001)			\$265,983.00
ID0252	Operations(Operations (1406))	Funds for general operations activities		\$100,000.00
ID0253	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed		\$1,500.00
ID0254	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$45,000.00
ID0255	Architecture & Engineering fees, Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting		\$8,000.00
ID0256	Unit modernization/repair/unit turns(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces		\$50,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)			
ID0257	Improvements to business office, community room and common spaces(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$10,000.00
ID0258	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscap upgrades to yards - property wide		\$32,000.00
ID0259	Thompson Manor Community Building Roof (Non-Dwelling Exterior (1480)-Roofs)	Repair and/or replace flat roof at Thompson Manor community room		\$10,000.00
ID0260	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.		\$3,483.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0261	Security Cameras(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Install security cameras at business office, Thompson Manor site, PHA maintenance shop		\$6,000.00
	Subtotal of Estimated Cost			\$265,983.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELTA (CO040000001)			\$265,983.00
ID0262	Operations(Operations (1406))	Funds for general operations activities		\$100,000.00
ID0263	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed		\$1,500.00
ID0264	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Scal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$55,000.00
ID0265	Architecture & Engineering fees, Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting		\$8,000.00
ID0266	Unit modernization/repair/unit turns(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces		\$56,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)			
ID0267	Improvements to business office, community room and common spaces(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$10,000.00
ID0268	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgradcs, tree pruning, landscape upgrades to yards - property wide		\$32,000.00
ID0269	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.		\$3,483.00
	Subtotal of Estimated Cost			\$265,983.00



Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>					
<b>Work Statement for Year</b>		<b>5</b>	<b>2027</b>		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>		<b>Quantity</b>	<b>Estimated Cost</b>
	DELTA (CO040000001)				\$265,983.00
ID0270	Operations(Operations (1406))	Funds for general operations activities			\$100,000.00
ID0271	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed			\$1,500.00
ID0272	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Arcas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide			\$51,000.00
ID0273	Architecture & Engineering fees, Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting			\$8,000.00
ID0274	Unit modernization/repair/unit turns(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces			\$60,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)			
ID0275	Improvements to business office, community room and common spaces(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$10,000.00
ID0276	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, rplacc privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$32,000.00
ID0277	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.		\$3,483.00
	Subtotal of Estimated Cost			\$265,983.00

CFP 2023

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. 2577-0157  
 Expires 11/30/2024

**Part I: Summary**

PHA Name: <span style="font-size: 1.2em; font-family: cursive;">Delta Housing Authority</span>	Grant Type and Number: Capital Fund Program No: <span style="font-size: 1.2em;">C001P04050123</span> Replacement Housing Factor Grant No: <span style="font-size: 1.2em;">—</span> Date of CFFP: <span style="font-size: 1.2em;">—</span>	FFY of Grant: <span style="font-size: 1.2em;">2023</span> FFY of Grant Approval:
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/2024   
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 15) <sup>3</sup>	100,000	40,000	17,527	17,527
3	1408 Management Improvements	7,500	2		
4	1410 Administration (may not exceed 10% of line 15)				
5	1480 General Capital Activity	167,292	235,655	191,155.40	191,155.40
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA				
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

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. 2577-0157  
 Expires 11/30/2024

<b>Part I: Summary</b>						
PHA Name: <i>Delta Housing Authority</i>		Grant Type and Number: Capital Fund Program No: <i>C001P04050123</i> Replacement Housing Factor Grant No: <i>-</i> Date of CFFP: <i>-</i>			FFY of Grant: <i>2023</i> FFY of Grant Approval:	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
15	Amount of Annual Grant: (sum of lines 2 - 14)	<i>274,792</i>	<i>275,657</i>	<i>208,682.40</i>	<i>208,682.40</i>	
16	Amount of line 15 Related to LBP Activities	-				
17	Amount of line 15 Related to Section 504 Activities	-				
18	Amount of line 15 Related to Security - Soft Costs	-				
19	Amount of line 15 Related to Security - Hard Costs	-				
20	Amount of line 15 related to Energy Conservation Measures	-				
Signature of Executive Director <i>[Signature]</i>		Date <i>6/30/2024</i>		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.





Delta Housing Authority

2023 CFP Grant

2023 CFP Grant

Grant No	Line Item	Date	Document ID	Vendor	Description <i>of work</i>	Amount
1480	1460	7/27/2023		14052 Prestige Roofing & Flooring, LLC	Flooring,bsboard,toilet,bcabinet-668 Hastings-CFP1480(1460)	1,061.23
1480	1460	7/27/2023		14052 Prestige Roofing & Flooring, LLC	Install m.cabinet,toilet,vanity-668 Hastings-CFP 1480(1460)	1,095.89
1480	1430	7/31/2023		14058 HOUSING RESOURCES	Energy audits - CFP 1480 (1430)	2,750.00
1480	1460	7/31/2023		14181 HOME DEPOT CREDIT SERVICES	Medicine cabinet - PHA 668 Hastings - CFP 1480 (1460)	107.10
1480	1460	7/31/2023		14181 HOME DEPOT CREDIT SERVICES	Medicine cabinet - PHA 668 Hastings - CFP 1480 (1460)	161.95
1480	1460	7/31/2023		14181 HOME DEPOT CREDIT SERVICES	Medicine cabinet - PHA 668 Hastings - CFP 1480 (1460)	134.10
1480	1460	7/31/2023		14181 HOME DEPOT CREDIT SERVICES	Lt fixture,towel bar,k faucet-PHA 668 Hastings-CFP1480(1460)	153.51
1480	1460	7/31/2023		14181 HOME DEPOT CREDIT SERVICES	Flooring,vanities,toilets-PHA 668 Hastings-CFP 1480 (1460)	4,580.23
1480	1460	7/31/2023		14057 DELTA HARDWARE CO.	Water heater - PHA 536 Hastings - CFP 1480 (1460)	719.99
1480	1460	7/31/2023		14057 DELTA HARDWARE CO.	Water heater - PHA 662 Hastings - CFP 1480 (1460)	719.99
1480	1450	8/30/2023		14080 Mountain Services LLC	TM Landscaping-Irrig system,grass,stump remove-CFP1480(1450)	53,383.55
1480	1460	8/31/2023		14085 ROCKY MOUNTAIN REBAR	Baseboard & furnace door-PHA - 668 Hastings-CFP 1480 (1460)	793.63
1480	1460	8/31/2023		14085 ROCKY MOUNTAIN REBAR	Baseboard - PHA - 668 Hastings - CFP 1480 (1460)	295.68
1480	1460	8/31/2023		14084 B & B GLASS & WINDOW, INC.	Window #2 - PHA - 524 Hastings - CFP 1480 (1460)	908.75
1480	1460	8/31/2023		14084 B & B GLASS & WINDOW, INC.	Window #1 - PHA - TM9 - CFP 1480 (1460)	515.99
1480	1460	8/31/2023		14084 B & B GLASS & WINDOW, INC.	Window #1 - PHA - TM11 - CFP 1480 (1460)	515.99
1480	1460	8/31/2023		14083 ALPHA PLUMBING AND HEATING, IN	Bathtub/faucet install-PHA 6 Spruce-Balance-CFP 1480(1460)	1,600.00
1480	1460	9/13/2023		14081 INTEGRITY MECHANICAL	Furnace installation - 2 Columbine Circle - CFP 1480 (1460)	923.32
1480	1460	9/13/2023		14081 INTEGRITY MECHANICAL	Tks water heater installation-2 Columbine - CFP 1480 (1460)	3,815.75
1480	1450	9/13/2023		14082 Mountain Services LLC	Landscaping-Labor,gravel,fabric-11st & Palmer-CFP 1480(1450)	5,486.40
1480	1460	10/24/2023	Check: 0000014147	INTEGRITY MECHANICAL	#4 Tankless hot water heaters (stock)-PHA - CFP 1480 (1460)	7,501.99
1480	1460	10/24/2023	Check: 0000014147	INTEGRITY MECHANICAL	#4 Furnaces (stock) - PHA - CFP 1480 (1460)	4,399.80
1480	1460	10/24/2023	Check: 0000014148	Prestige Roofing & Flooring, LLC	Install flooring & baseboard-PHA 1308 Howard-CFP 1480 (1460)	4,102.20
1480	1465	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Refrigerator - PHA 12 Spruce Cir - CFP 1480 (1465)	598.00
1480	1465	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Refrigerator - PHA TM32 - CFP 1480 (1465)	481.55
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Flooring - PHA TM 40 - CFP 1480 (1460)	1,762.82
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Medicine cabinet - 1308 Howard - PHA CFP 1480 (1460)	87.27
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Medicine cabinet - 8 Columbine - PHA CFP 1480 (1460)	87.27
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Maint supplies - PHA 1308 Howard - CFP 1480 (1460)	115.43
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Maint supplies - PHA 8 Columbine - CFP 1480 (1460)	115.43
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Flooring & vanity - PHA 1308 Howard - CFP 1480 (1460)	3,034.78
1480	1460	11/2/2023		14278 HOME DEPOT CREDIT SERVICES	Flooring & vanity - PHA 8 Columbine - CFP 1480 (1460)	3,034.78
1480	1460	11/14/2023		14162 Prestige Roofing and Flooring, LLC	Install flooring, cabinet PHA 8 Columbine - CFP 1480 (1460)	3,382.25
1480	1460	11/16/2023		14163 INTEGRITY MECHANICAL	Hot water heater & installation - PHA TM21 - CFP 1480 (1460)	1,414.50
1480	1460	11/16/2023		14163 INTEGRITY MECHANICAL	Furnace - installation only - PHA TM21 - CFP 1480 (1460)	885.00
1480	1460	11/22/2023		14168 Prestige Roofing & Flooring, LLC	Install flooring,baseboard,cabinets-922 Bluff-CFP1480 (1460)	1,880.92
1480	1460	11/22/2023		14168 Prestige Roofing & Flooring, LLC	Remove cabinet,toilet,install toilet-922 Bluff-CFP1480(1460)	894.83
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Return - Medicine cabinet - PHA 922 Bluff - CFP 1480 (1460)	(87.27)
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Vanity - PHA 922 Bluff - CFP 1480 (1460)	87.27
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Vanity light - PHA 922 Bluff - CFP 1480 (1460)	19.37
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Return - Vanity - PHA 922 Bluff - CFP 1480 (1460)	(195.02)
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Return - Med cabinet mirror- PHA 922 Bluff - CFP 1480 (1460)	(115.43)
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Flooring - PHA 922 Bluff - CFP 1480 (1460)	3,858.40
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Cabinet - PHA 922 Bluff - CFP 1480 (1460)	115.43
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Vanity - PHA 922 Bluff - CFP 1480 (1460)	155.82
1480	1460	12/14/2023		14279 HOME DEPOT CREDIT SERVICES	Vanity - PHA 8 Columbine - CFP 1480 (1460)	190.82
1480	1460	12/15/2023		14179 INTEGRITY MECHANICAL	Furnace - installation only-PHA 6 Columbine-CFP 1480 (1460)	885.00
1480	1460	12/15/2023		14180 Prestige Roofing & Flooring, LLC	Rmve cabinet,toilet,install toilet-PHA 6 Columb-CFP1480(1460)	1,147.38
1480	1460	12/15/2023		14180 Prestige Roofing & Flooring, LLC	Install flooring,bsboard,cabinet-PHA6 Columbine-CFP1480(1460)	3,388.43
1480	1460	12/29/2023		14218 Prestige Roofing & Flooring, LLC	Remove cabinets,toilet,etc- PHA 4 Columbine-CFP1480(1460)	988.79



Delta Housing Authority  
2023 CFP Grant

1480	1460	12/29/2023		14218	Prestige Roofing & Flooring, LLC	Install flooring,b board,cabinets-PHA 4 Columb-CFP1480(1460)	2,892.88
1480	1460	12/29/2023		14221	INTEGRITY MECHANICAL	Furnace-installation only-PHA 4 Columbine-CFP 1480 (1460)	885.00
1480	1460	12/29/2023		14220	ROCKY MOUNTAIN REBAR	Maint supplies - Baseboard-PHA 1308 Howard-CFP 1480 (1460)	702.24
1480	1465	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Washer - PHA TM - CFP 1480 (1465)	748.00
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Return-Med cabinet-Damaged-PHA 6 Columbine-CFP 1480 (1460)	(115.43)
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Flooring - PHA 4 Columbine - CFP 1480 (1460)	2,246.18
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Flooring - PHA 6 Columbine - CFP 1480 (1460)	2,246.18
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Medicine cabinet - PHA 4 Columbine - CFP 1480 (1460)	115.43
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Medicine cabinet - PHA 6 Columbine - CFP 1480 (1460)	115.43
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Med cabinet, vanity, toilet-PHA 4 Columbine-CFP 1480 (1460)	354.58
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Med cabinet, vanity, toilet-PHA 6 Columbine-CFP 1480 (1460)	354.58
1480	1460	12/29/2023		14280	HOME DEPOT CREDIT SERVICES	Medicine cabinet-6 Columbine-PHA CFP 1480 (1460)	126.77
1480	1460	2/16/2024	Check: 0000014291	ALPHA PLUMBING AND HEATING, IN	Bathtub shower install - PHA 8 Colum Cir - CFP 1480 (1460)	4,200.00	
1480	1460	2/16/2024	Check: 0000014291	ALPHA PLUMBING AND HEATING, IN	Replace sewer main - PHA 662 Hastings - CFP 1480 (1450)	2,669.42	
1480	1460	2/16/2024	Check: 0000014291	ALPHA PLUMBING AND HEATING, IN	Replace shower valve - PHA 1308 Howard - CFP 1480 (1460)	476.46	
1480	1460	2/16/2024	Check: 0000014299	Prestige Roofing & Flooring, LLC	Install flooring,b board, cabinets - PHA TM17-CFP 1480(1460)	1,982.36	
1480	1460	2/16/2024	Check: 0000014299	Prestige Roofing & Flooring, LLC	Remove cab toilet, install toil misc -PHA TM17-CFP1480(1460)	1,078.81	
1480	1460	2/23/2024	Check: 0000014306	DELTA HARDWARE CO.	Water heaters - PHA 920 Bluff & TM42 - CFP 1480 (1460)	1,421.95	
1480	1450	3/29/2024	Check: 0000014375	ALPHA PLUMBING AND HEATING, IN	Replace PVC drain - PHA - 232 Dodge Street - CFP 1480 (1450)	4,100.00	
1480	1460	3/29/2024	Check: 0000014375	ALPHA PLUMBING AND HEATING, IN	Replace tub and surround-PHA - 8 Spruce Cir-CFP 1480 (1460)	4,300.00	
1480	1460	4/4/2024	Check: 0000014384	DELTA HARDWARE CO.	Water heater - PHA 920 Bluff - CFP 1480 (1460)	656.99	
1480	1460	5/6/2024	Check: 0000014424	Prestige Roofing & Flooring, LLC	Install flooring,baseboard, cabinets-PHA TM42-CFP 1480(1460)	1,932.36	
1480	1460	5/6/2024	Check: 0000014424	Prestige Roofing & Flooring, LLC	Remove cabinets,toilet-install toilet-PHA TM42-CFP1480(1460)	819.77	
1480	1460	5/3/2024	EFT	Home Depot	Vanity - PHA TM17 - CFP 1480 (1460)	146.30	
1480	1460	5/3/2024	EFT	Home Depot	Medicine cabinet - PHA TM17 - CFP 1480 (1460)	86.99	
1480	1465	5/3/2024	EFT	Home Depot	Gas range - PHA stock - CFP 1480 (1465)	542.34	
1480	1475	5/3/2024	EFT	Home Depot	Drain auger - PHA equipment - CFP 1480 (1475)	389.48	
1480	1460	5/31/2024	Check: 0000014479	DELTA HARDWARE CO.	Water heater - PHA 540 Hastings - CFP 1480 (1460)	674.99	
1480	1460	5/31/2024	Check: 0000014480	ROCKY MOUNTAIN REBAR	Maint supplies - Baseboard - PHA TM15 - CFP 1480 (1460)	330.24	
1480	1460	5/31/2024	Check: 0000014477	ALPHA PLUMBING AND HEATING, IN	Replace wall hydrants-PHA-10 Col Cir,12 Sp Cir-CFP1480(1460)	1,601.95	
1480	1460	5/31/2024	Still need to record	Home Depot	Med cabinet, vanity, toilet-PHA TM42-CFP 1480 (1460)	447.87	
1480	1460	5/31/2024	Still need to record	Home Depot	Return - Medicine cabinet - PHA TM42 - CFP 1480 (1460)	(144.53)	
1480	1460	5/31/2024	Still need to record	Home Depot	Medicine cabinet - PHA TM42 - CFP 1480 (1460)	138.24	
1480	1460	5/31/2024	Still need to record	Home Depot	Flooring - PHA TM42 - CFP 1480 (1460)	1,735.72	
1480	1460	6/28/2024	Check: 0000014512	DELTA HARDWARE CO.	Water heater - PHA 621 A St - CFP 1480 (1460)	584.99	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor, gravel, fabric - 840 B St-CFP 1480 (1450)	2,526.12	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric-6 Spruce Cir-CFP 1480 (1450)	1,591.16	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric-2 Spruce Cir-CFP 1480 (1450)	3,124.27	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric,stump-832 B St-CFP1480(1450)	3,549.34	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric-12 Spruce Cir-CFP 1480(1450)	3,542.37	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric-10 Spruce Cir-CFP 1480(1450)	1,004.64	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor, gravel, fabric-836 B St-CFP 1480 (1450)	1,515.67	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric-8 Spruce Cir-CFP 1480 (1450)	3,170.71	
1480	1450	6/28/2024	Check: 0000014513	Mountain Services LLC	Landscaping-Labor,gravel,fabric-4 Spruce Cir-CFP 1480 (1450)	2,206.72	
1480	1450	6/28/2024	Check: 0000014514	Western Slope Tree Services, I	Tree removal #1 - PHA 236 Dodge - CFP 1480 (1450)	1,300.00	
1480	1450	6/28/2024	Check: 0000014514	Western Slope Tree Services, I	Tree trimming #1 tree - PHA 1148 Bluff - CFP 1480 (1450)	540	
1480	1450	6/28/2024	Check: 0000014514	Western Slope Tree Services, I	Tree trimming #1 tree - PHA 1152 Bluff - CFP 1480 (1450)	540	
1480	1450	6/28/2024	Check: 0000014514	Western Slope Tree Services, I	Tree trimming #1 tree - PHA 528 Hastings - CFP 1480 (1450)	540	
1480	1450	6/28/2024	Check: 0000014514	Western Slope Tree Services, I	Tree trimming #2 trees - PHA 232 Dodge - CFP 1480 (1450)	1,080.00	
1480	1460	6/28/2024	EFT	Home Depot	Medicine cabinet - PHA 10 Columbine - CFP 1480 (1460)	139.00	
Total							191,155.40

Delta Housing Authority  
2023 CFP Grant

1430 Fees and Costs	2,750.00
1450 Site Improvement	91,870.37
1460 Dwelling Structures	93,775.66
1465 Dwelling Equipment	2,369.89
1475 Non-Dwelling Structures	389.48
<b>2023 CFP Grant Total</b>	<b>- 1480</b>

1460 Operations

17,527.00  
208,682.40  
expended as of 6/30/24

Legend:

- 1408 Management Improvement
- 1410 Administration
- 1430 Fees and Costs
- 1450 Site Improvement
- 1460 Dwelling Structures
- 1465 Dwelling Equipment
- 1470 Non-Dwelling Structures
- 1475 Non-Dwelling Equipment







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

CFP 2024

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0157  
 Expires 11/30/2024

**Part I: Summary**

PHA Name: <span style="font-size: 1.2em; color: blue;">Delta Housing Authority</span>	Grant Type and Number: Capital Fund Program No: <span style="font-size: 1.2em; color: blue;">C001P04050124</span> Replacement Housing Factor Grant No: <span style="font-size: 1.2em; color: blue;">—</span> Date of CFFP: <span style="font-size: 1.2em; color: blue;">—</span>	FFY of Grant: <span style="font-size: 1.2em; color: blue;">2024</span> FFY of Grant Approval:
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/2024   
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 15) 3	100,000		0	0
3	1408 Management Improvements	7,500		0	0
4	1410 Administration (may not exceed 10% of line 15)				
5	1480 General Capital Activity	170,845		0	0
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA				
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

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.

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. 2577-0157  
 Expires 11/30/2024

<b>Part I: Summary</b>						
PHA Name: <i>Delta Housing Authority</i>		Grant Type and Number: Capital Fund Program No: <i>C001P04050124</i> Replacement Housing Factor Grant No: <i>-</i> Date of CFFP: <i>-</i>			FFY of Grant: <i>2024</i> FFY of Grant Approval:	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )				
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
15	Amount of Annual Grant: (sum of lines 2 - 14)	<i>278,345</i>		<i>0</i>	<i>0</i>	
16	Amount of line 15 Related to LBP Activities					
17	Amount of line 15 Related to Section 504 Activities					
18	Amount of line 15 Related to Security - Soft Costs					
19	Amount of line 15 Related to Security - Hard Costs					
20	Amount of line 15 related to Energy Conservation Measures					
Signature of Executive Director <i>[Signature]</i>		Date <i>6/30/24</i>		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.







2025 CFP

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. 2577-0157  
 Expires 11/30/2024

**Part I: Summary**

PHA Name: <div style="font-size: 1.2em; font-family: cursive;">Delta Housing Authority</div>	Grant Type and Number: <b>C001P04050125</b> Capital Fund Program No: Replacement Housing Factor Grant No: — Date of CFFP: —	FFY of Grant: <b>2025</b> FFY of Grant Approval:
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Original Annual Statement  
  Reserved for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 15) 3	100,000	—	0	0
3	1408 Management Improvements	1,500	—	0	0
4	1410 Administration (may not exceed 10% of line 15)				
5	1480 General Capital Activity	164,483	—	0	0
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA				
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.



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. 2577-0157  
 Expires 11/30/2024

<b>Part I: Summary</b>						
PHA Name: <i>Delta Housing Authority</i>		Grant Type and Number: <i>C001 P04050125</i> Capital Fund Program No: Replacement Housing Factor Grant No: <i>—</i> Date of CFFP: <i>—</i>			FFY of Grant: <i>2025</i> FFY of Grant Approval:	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )				
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
15	Amount of Annual Grant: (sum of lines 2 - 14)	<i>265,983</i>	<i>—</i>	<i>0</i>	<i>0</i>	
16	Amount of line 15 Related to LBP Activities					
17	Amount of line 15 Related to Section 504 Activities					
18	Amount of line 15 Related to Security - Soft Costs					
19	Amount of line 15 Related to Security - Hard Costs					
20	Amount of line 15 related to Energy Conservation Measures					
Signature of Executive Director <i>[Signature]</i>		Date <i>6/30/2024</i>		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.





Planned CFP Projects for CY 2025

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELTA (CO040000001)			\$265,983.00
ID0252	Operations(Operations (1406))	Funds for general operations activities		\$100,000.00
ID0253	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed		\$1,500.00
ID0254	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$45,000.00
ID0255	Architecture & Engineering fees, Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting		\$8,000.00
ID0256	Unit modernization/repair/unit turns(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces		\$50,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)			
ID0257	Improvements to business office, community room and common spaces(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$10,000.00
ID0258	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$32,000.00
ID0259	Thompson Manor Community Building Roof (Non-Dwelling Exterior (1480)-Roofs)	Repair and/or replace flat roof at Thompson Manor community room		\$10,000.00
ID0260	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.		\$3,483.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0261	Security Cameras(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Install security cameras at business office, Thompson Manor site, PHA maintenance shop		\$6,000.00
	Subtotal of Estimated Cost			\$265,983.00

6 of 7







# MEMO

## AGENDA ITEM #5(B)

**MEETING DATE:** September 25, 2024

**STAFF CONTACT:** Ute Jantz, Executive Director

**TITLE:** Board Resolution #686-24 Adoption of Revised Administrative Plan for the Housing Choice Voucher Program

**ACTION:** Discussion - Motion and Roll Call

**ATTACHMENTS:** Board Resolution #686-24; Revision Chart and Cover Letter for PHA Policies on HOTMA Implementation.  
*A printed copy of the plan outlining policy revisions is accessible at the office.*

### **SUMMARY:**

In 2016, the Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937.

Title I contains 14 sections impacting public housing and the Section 8 Housing Choice Voucher (HCV) program. The Final Rule implementing broad changes to income and assets in Sections 102 and 104 of HOTMA (and for PHAs that administer the public housing program, over-income provisions in Section 103) was officially published in the Federal Register on February 14, 2023. HUD issued Notice PIH 2023-27 to provide implementation guidance on September 29, 2023, and issued a revised version of the notice on February 2, 2024. HUD issued initial implementation guidance for the Housing Information Portal (HIP), which is the successor system to the Inventory Management System/PIH Information Center (IMS/PIC), on April 24, 2024.

Full compliance with the HOTMA final rule is required no later than January 1, 2025. Compliance means applying HOTMA regulations and guidance in affected programs and submitting the corresponding reporting in HUD's HIP system. Prior to the PHA's compliance date, PHAs are required to update and then adopt a revised public housing Admissions and Continued Occupancy Policy (ACOP) and/or HCV Administrative Plan to reflect HOTMA language. As of the PHA's compliance date, PHAs must transition from the IMS/PIC system to HIP systems.

Attached is a high-level summary of the Administrative Plan changes.

A hard copy of the detailed policy revisions will be available at the board meeting. The changes will be effective October 1, 2024.

### **RECOMMENDATION:**

To remain in compliance with Federal regulations, I recommend adopting the revised Administrative Plan for the Housing Choice Voucher Program as presented.

# **DHA Administrative Plan Overview of Changes (R1 - HOTMA & R2 - NSPIRE)**

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**Below is a high-level summary of the Administrative Plan changes related to HOTMA (9/23 Nan McKay revisions) and NSPIRE (1/24 Nan McKay revisions), organized by chapter.**

## **Chapter 1**

- Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section.
- Revised the section on Contents of the Plan to include information on project-based vouchers and policies governing special housing types.
- Revised the list of owner responsibilities to account for NSPIRE.

## **Chapter 2**

- Expanded the existing policies on discrimination complaints with a new section on Discrimination Complaints, which includes guidance from Notice FHEO 2023-01.
- Updated cross-references to correspond with updates in Chapter 8.

## **Chapter 3**

- Revised various areas of the chapter to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This includes a new section on Restriction on Assistance Based on Assets.
- Included the term *human trafficking* with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the *Federal Register* on January 4, 2023.
- Clarified language on disparate impact and discriminatory effects per the final rule dated March 31, 2023.

## **Chapter 4**

- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.

## **Chapter 5**

- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Revised family obligations to account for NSPIRE.

## **Chapter 6**

- This chapter was completely rewritten to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Included changes regarding exceptions to utility allowances as a reasonable accommodation.

## Chapter 7

- As with Chapter 6, the bulk of this chapter had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27.

## Chapter 8

- This chapter only contains a minor policy adjustment to the Inspection Results section to disallow self-certification of repairs.
- This chapter contains extensive rewrites to update for NSPIRE requirements.

## Chapter 9

- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Additions and updates to citations for NSPIRE.

## Chapter 10

- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Removed references to Housing Quality Standards.
- Removed duplicate/conflicting policy information regarding voucher extensions and expiration.
- Clarified policy regarding sending documentation to the receiving PHA.

## Chapter 11

- As with Chapters 6 and 7, the bulk of this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Removed references to HQS and updated for NSPIRE.
- Updated policy language to mirror language elsewhere in the administrative plan.

## Chapter 12

- Revised the policy that the PHA will terminate assistance if the family has been evicted from federally assisted housing in the last five years to reduce the number of years to three.
- Included the term *human trafficking* with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation guidance for VAWA 2022 published in the *Federal Register* on January 4, 2023.
- Updated Exhibit 12-1, Statement of Family Obligations, with NSPIRE language.

## Chapter 13

- Revised policy in HAP Contract Term and Terminations section for clarification.
- Included the term *human trafficking* with Violence Against Women Act (VAWA) language, in addition to other minor VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the *Federal Register* on January 4, 2023.

- Removed references to HQS and updated for NSPIRE.

## Chapter 14

- Added a new subsection and accompanying policy on De Minimis Errors, plus a minor clarification to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Removed references to HQS and updated for NSPIRE.

## Chapter 15

- Reworked Chapter 15 to include the policies by default rather than directing to the guide. Policies are now included where relevant, in the event that the PHA grants use of a special housing type as a reasonable accommodation.
- Multiple updates to account for NSPIRE's effect on various special housing types.

## Chapter 16

- Included the term *human trafficking* with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the *Federal Register* on January 4, 2023.
- Included changes regarding exceptions to utility allowances as a reasonable accommodation.
- Modified the policy on evidence for the informal hearing to eliminate the charge of copying documents related to the hearing.
- Added a record retention policy that the PHA will keep for at least three years records of all complaints, investigations, notices, and corrective actions related to fair housing violations.
- Removed references to HQS and updated for NSPIRE.

## Chapter 17

- Made minor updates to account for the *Federal Register* notice issued March 3, 2023, on subsidy layering requirements.
- Added a minor clarification on asset limitation requirements to the section on Eligibility for PBV Assistance to account for HOTMA changes.
- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Multiple updates throughout to account for NSPIRE's effect on PBV program requirements.

## Chapter 18

- Added information and clarification to the Applicable Regulations, PBV Percentage Limitation and Unit Cap, Inspecting Units, and Continuation of Housing Assistance Payments sections to account for the most recent Rental Assistance Demonstration (RAD) notice, PIH 2023-19.
- Added a minor clarification on asset limitation requirements to the section on Eligibility for PBV Assistance to account for HOTMA changes.
- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Removed references to HQS and updated for NSPIRE.



## **Chapter 19**

- Revised Part I on the Foster Youth to Independence (FYI) Initiative to account for guidance set forth in Notice PIH 2023-04.
- Included the term *human trafficking* with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Removed references to HQS and updated for NSPIRE.

## **Glossary**

- Updated acronyms and definitions for all cumulative changes specified above.
  - Revised various definitions for HOTMA.
- Removed references related to HQS and updated for NSPIRE.



## Cover Letter for Public Housing Authority (PHA) Policies on HOTMA Implementation

The following explains the implementation timeline for PHA policies related to the Housing Opportunity through Modernization Act of 2016 (HOTMA).

- PHAs are required to update PHA plans and policies based on the PHA's fiscal year start date. PHAs must have their plan updated the **earliest** of:
  - 75 days prior to the start of their fiscal year;
  - 75 days prior to their compliance date (if the PHA selects a compliance date prior to the start of their fiscal year); or
  - October 18, 2024 (for PHAs with fiscal year start dates of 1/1/25 and 4/1/25).
- HUD is in the process of replacing the Inventory Management System/PIH Information Center (IMS/PIC) with the Housing Information Portal (HIP). PHAs cannot fully comply with the requirements of HOTMA until the IMS/PIC system has transitioned to HIP, which will occur later this year.
- Although HOTMA will not be implemented by the PHA until an unknown date in 2024 once IMS/PIC has transitioned to HIP and the PHA's software is updated, the PHA is required by HUD to update both the ACOP and administrative plan by a specific date (as noted above). This means that the PHA's policies will likely be completed and approved well ahead of when the PHA actually fully implements HOTMA.
- However, in FAQs dated 2/22/24, HUD determined that certain HOTMA changes are not dependent on transitioning to the HIP system, and PHAs may implement them immediately. This is optional.
- During the transition period between when the PHA adopts its new HOTMA-compliant policies and the date the PHA fully implements HOTMA, the PHA will have two policies in place – one that is updated for HOTMA and their pre-HOTMA policy (which may include those changes identified by HUD in the 2/22/24 FAQs). The PHA will adopt but will not follow their HOTMA policy during this transition period. The PHA will instead continue to follow their current policies until the PHA-selected implementation date for HOTMA. Pre-HOTMA policies will remain fully effective during the transition period.



## **BOARD RESOLUTION #686-24**

### **A RESOLUTION OF THE DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS ADOPTING THE REVISED ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, Federal regulations and the Annual Contributions Contract (ACC) between the United States Department of Housing and Urban Development (HUD) and the Delta Housing Authority (DHA) require DHA to review and update the Section 8 Housing Choice Voucher (HCV) Administrative Plan as needed; and

**WHEREAS**, the current edition of the Administrative Plan has been revised to comply with the Housing Opportunity Through Modernization Act (HOTMA) of 2016, National Standards for the Physical Inspection of Real Estate (NSPIRE), and recent HUD guidance; and

**WHEREAS**, the proposed Administrative Plan was available for public review. A notice was printed in the Delta County Independent and posted in the DHA business office to seek public comment on the policy. DHA presented the proposed changes to its resident council and has provided opportunities for input from residents. A public hearing was held on September 11, 2024, to gather public input. The authority has not received any objections to the proposed policy changes; and

**WHEREAS**, a high-level summary of the proposed changes is below:

#### **Chapter 1**

- Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section.
- Revised the section on Contents of the Plan to include information on project-based vouchers and policies governing special housing types.
- Revised the list of owner responsibilities to account for NSPIRE.

#### **Chapter 2**

- Expanded the existing policies on discrimination complaints with a new section on Discrimination Complaints, which includes guidance from Notice FHEO 2023-01.
- Updated cross-references to correspond with updates in Chapter 8.

#### **Chapter 3**

- Revised various areas of the chapter to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This includes a new section on Restriction on Assistance Based on Assets.
- Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023.
- Clarified language on disparate impact and discriminatory effects per the final rule dated March 31, 2023.

#### **Chapter 4**

- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.

## **Chapter 5**

- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Revised family obligations to account for NSPIRE.

## **Chapter 6**

- This chapter was completely rewritten to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Included changes regarding exceptions to utility allowances as a reasonable accommodation.

## **Chapter 7**

- As with Chapter 6, the bulk of this chapter had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27.

## **Chapter 8**

- This chapter only contains a minor policy adjustment to the Inspection Results section to disallow self-certification of repairs.
- This chapter contains extensive rewrites to update for NSPIRE requirements.

## **Chapter 9**

- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Additions and updates to citations for NSPIRE.

## **Chapter 10**

- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Removed references to Housing Quality Standards.
- Removed duplicate/conflicting policy information regarding voucher extensions and expiration.
- Clarified policy regarding sending documentation to the receiving PHA.

## **Chapter 11**

- As with Chapters 6 and 7, the bulk of this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Removed references to HQS and updated for NSPIRE.
- Updated policy language to mirror language elsewhere in the administrative plan.

## **Chapter 12**

- Revised the policy that the PHA will terminate assistance if the family has been evicted from federally assisted housing in the last five years to reduce the number of years to three.
- Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation guidance for VAWA 2022 published in the Federal Register on January 4, 2023.
- Updated Exhibit 12-1, Statement of Family Obligations, with NSPIRE language.

## **Chapter 13**

- Revised policy in HAP Contract Term and Terminations section for clarification.

- Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other minor VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023.
- Removed references to HQS and updated for NSPIRE.

#### **Chapter 14**

- Added a new subsection and accompanying policy on De Minimis Errors, plus a minor clarification to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Removed references to HQS and updated for NSPIRE.

#### **Chapter 15**

- Reworked Chapter 15 to include the policies by default rather than directing to the guide. Policies are now included where relevant, in the event that the PHA grants use of a special housing type as a reasonable accommodation.
- Multiple updates to account for NSPIRE's effect on various special housing types.

#### **Chapter 16**

- Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023.
- Included changes regarding exceptions to utility allowances as a reasonable accommodation.
- Modified the policy on evidence for the informal hearing to eliminate the charge of copying documents related to the hearing.
- Added a record retention policy that the PHA will keep for at least three years records of all complaints, investigations, notices, and corrective actions related to fair housing violations.
- Removed references to HQS and updated for NSPIRE.

#### **Chapter 17**

- Made minor updates to account for the Federal Register notice issued March 3, 2023, on subsidy layering requirements.
- Added a minor clarification on asset limitation requirements to the section on Eligibility for PBV Assistance to account for HOTMA changes.
- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Multiple updates throughout to account for NSPIRE's effect on PBV program requirements.

#### **Chapter 18**

- Added information and clarification to the Applicable Regulations, PBV Percentage Limitation and Unit Cap, Inspecting Units, and Continuation of Housing Assistance Payments sections to account for the most recent Rental Assistance Demonstration (RAD) notice, PIH 2023-19.
- Added a minor clarification on asset limitation requirements to the section on Eligibility for PBV Assistance to account for HOTMA changes.
- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Removed references to HQS and updated for NSPIRE.

#### **Chapter 19**

- Revised Part I on the Foster Youth to Independence (FYI) Initiative to account for guidance set forth in Notice PIH 2023-04.

- Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Removed references to HQS and updated for NSPIRE.

**Glossary**

- Updated acronyms and definitions for all cumulative changes specified above.
- Revised various definitions for HOTMA.
- Removed references related to HQS and updated for NSPIRE.

**WHEREAS**, the Delta Housing Authority wishes to adopt the revised HCV Administrative Plan, and

**WHEREAS**, the recommended changes do not reflect significant amendments or substantial deviations or modifications to the DHA Agency Plan; and

**NOW, THEREFORE, BE IT RESOLVED** that the Delta Housing Authority Board of Commissioners approves and adopts the revised HCV Administrative Plan attached hereto as Exhibit A; and

**BE IT FURTHER RESOLVED** that the revised HCV Administrative Plan shall be effective October 1, 2024.

ADOPTED this 25<sup>th</sup> day of September, 2024

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Chair or Vice-Chair  
Delta Housing Authority Board of Commissioners



# MEMO

## AGENDA ITEM #5(C)

**MEETING DATE:** September 25, 2024

**STAFF CONTACT:** Ute Jantz, Executive Director

**TITLE:** Board Resolution #687-24 Adoption of Revised Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program

**ACTION:** Discussion - Motion and Roll Call

**ATTACHMENTS:** Board Resolution #687-24; Revision Chart and Cover Letter for PHA Policies on HOTMA Implementation.  
*A printed copy of the plan outlining policy revisions is accessible at the office.*

### **SUMMARY:**

In 2016, the Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937.

Title I contains 14 sections impacting public housing and the Section 8 Housing Choice Voucher (HCV) program. The Final Rule implementing broad changes to income and assets in Sections 102 and 104 of HOTMA (and for PHAs that administer the public housing program, over-income provisions in Section 103) was officially published in the Federal Register on February 14, 2023. HUD issued Notice PIH 2023-27 to provide implementation guidance on September 29, 2023, and issued a revised version of the notice on February 2, 2024. HUD issued initial implementation guidance for the Housing Information Portal (HIP), which is the successor system to the Inventory Management System/PIH Information Center (IMS/PIC), on April 24, 2024.

Full compliance with the HOTMA final rule is required no later than January 1, 2025. Compliance means applying HOTMA regulations and guidance in affected programs and submitting the corresponding reporting in HUD's HIP system. Prior to the PHA's compliance date, PHAs are required to update and then adopt a revised public housing Admissions and Continued Occupancy Policy (ACOP) and/or HCV administrative plan to reflect HOTMA language. As of the PHA's compliance date, PHAs must transition from the IMS/PIC system to HIP systems.

Attached is a high-level summary of the ACOP changes.

A hard copy of the detailed policy revisions will be available at the board meeting. The changes will be effective October 1, 2024.

### **RECOMMENDATION:**

To remain in compliance with Federal regulations, I recommend adopting the revised ACOP for the Public Housing Program as presented.

# Overview of Proposed ACOP Changes (effective 10/1/2024)

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Below is a high-level summary of the changes contained in the 10/1/2024 ACOP revision, organized by chapter.

## Introduction

- Added information on the Housing Opportunity through Modernization Act (HOTMA) and updated the list of resources.

## Chapter 1

- Added information to account for the implementation of the National Standards for the Physical Inspection of Real Estate (NPSIRE) to the section on the PHA's Commitment to Ethics and Service and adjusted other instances of UPCS-related language to account for NSPIRE throughout the remainder of the chapter.

- Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section.

## Chapter 3

- Revised various areas of the chapter to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This includes a new section on Restriction on Assistance Based on Assets.

- Clarified language on disparate impact and discriminatory effects per the final rule dated March 31, 2023.

## Chapter 6

- This chapter was completely rewritten to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

## Chapter 7

- As with Chapter 6, had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27. This is a completely new chapter and as such, contains no redlines.

## Chapter 8

- This chapter has been updated for NSPIRE. This includes removal of the section on minimum heating standards, and a dramatically revised Part II, which covers inspections.



## Chapter 9

- As with Chapters 6 and 7, this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This is a completely new chapter and as such, contains no redlines.

## Chapter 10

- This chapter contains only one update to a cross-reference in Section 10-IV.D.

## Chapter 12

- Revised the policy in Section 12-II B. to clarify that the family will be given 15 days to vacate the unit after receipt of written notice of a required transfer.
- Corrected a spelling error in Section 12-III.C.

## Chapter 13

- Refined Section 13-II.J. on Over-Income Families to account for the guidance set forth in Notice PIH 2023-03.
- Added Exhibits 13-1 through 13-6, which are sample notices for over-income families at initial notification, 12, and 24 months, for both non-public housing over-income (NPHOI) and terminate-only options.

## Chapter 15

- Added a new subsection and accompanying policy on De Minimis Errors, plus a minor clarification to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

## Chapter 16

- Revised the policy in Section 16-III.A. to correct the term *overpayments* to say *underpayments*.
- Revised the policy in Section 16-III.B. under Late or Missed Payments to increase the number of business days the PHA will give the family to make a late payment from 10 to 14.
- Adjusted instances of UPCS-related language to account for NSPIRE throughout the chapter.

## Glossary

- Added new acronyms and terms to account for HOTMA and NSPIRE.



## Cover Letter for Public Housing Authority (PHA) Policies on HOTMA Implementation

The following explains the implementation timeline for PHA policies related to the Housing Opportunity through Modernization Act of 2016 (HOTMA).

- PHAs are required to update PHA plans and policies based on the PHA's fiscal year start date. PHAs must have their plan updated the **earliest** of:
  - 75 days prior to the start of their fiscal year;
  - 75 days prior to their compliance date (if the PHA selects a compliance date prior to the start of their fiscal year); or
  - October 18, 2024 (for PHAs with fiscal year start dates of 1/1/25 and 4/1/25).
- HUD is in the process of replacing the Inventory Management System/PIH Information Center (IMS/PIC) with the Housing Information Portal (HIP). PHAs cannot fully comply with the requirements of HOTMA until the IMS/PIC system has transitioned to HIP, which will occur later this year.
- Although HOTMA will not be implemented by the PHA until an unknown date in 2024 once IMS/PIC has transitioned to HIP and the PHA's software is updated, the PHA is required by HUD to update both the ACOP and administrative plan by a specific date (as noted above). This means that the PHA's policies will likely be completed and approved well ahead of when the PHA actually fully implements HOTMA.
- However, in FAQs dated 2/22/24, HUD determined that certain HOTMA changes are not dependent on transitioning to the HIP system, and PHAs may implement them immediately. This is optional.
- During the transition period between when the PHA adopts its new HOTMA-compliant policies and the date the PHA fully implements HOTMA, the PHA will have two policies in place – one that is updated for HOTMA and their pre-HOTMA policy (which may include those changes identified by HUD in the 2/22/24 FAQs). The PHA will adopt but will not follow their HOTMA policy during this transition period. The PHA will instead continue to follow their current policies until the PHA-selected implementation date for HOTMA. Pre-HOTMA policies will remain fully effective during the transition period.



## BOARD RESOLUTION #687-24

### A RESOLUTION OF THE DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS ADOPTING THE REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM

**WHEREAS**, Federal regulations and the Annual Contributions Contract between the United States Department of Housing and Urban Development (HUD) and the Delta Housing Authority (DHA) require the authority to review and update the Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program as needed; and

**WHEREAS**, the current edition of the ACOP has been revised to comply with the Housing and Opportunity Through Modernization Act (HOTMA) of 2016, National Standards for the Physical Inspection of Real Estate (NSPIRE), and recent HUD guidance; and

**WHEREAS**, the proposed ACOP was available for public review. A notice was printed in the Delta County Independent and posted in the DHA business office to seek public comment on the policy. DHA presented the proposed changes to its resident council and has provided opportunities for input from residents. A public hearing was held on September 11, 2024, to gather public input. The authority has not received any objections to the proposed policy changes; and

**WHEREAS**, a high-level summary of the proposed changes is below:

#### Introduction

- Added information on the Housing Opportunity through Modernization Act (HOTMA) and updated the list of resources.

#### Chapter 1

- Added information to account for the implementation of the National Standards for the Physical Inspection of Real Estate (NPSIRE) to the section on the PHA's Commitment to Ethics and Service and adjusted other instances of UPCS-related language to account for NSPIRE throughout the remainder of the chapter.
- Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section.

#### Chapter 3

- Revised various areas of the chapter to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This includes a new section on Restriction on Assistance Based on Assets.
- Clarified language on disparate impact and discriminatory effects per the final rule dated March 31, 2023.

#### Chapter 6

- This chapter was completely rewritten to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

## **Chapter 7**

- As with Chapter 6, had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27. This is a completely new chapter and as such, contains no redlines.

## **Chapter 8**

- This chapter has been updated for NSPIRE. This includes removal of the section on minimum heating standards, and a dramatically revised Part II, which covers inspections.

## **Chapter 9**

- As with Chapters 6 and 7, this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This is a completely new chapter and as such, contains no redlines.

## **Chapter 10**

- This chapter contains only one update to a cross-reference in Section 10-IV.D.

## **Chapter 12**

- Revised the policy in Section 12-II B. to clarify that the family will be given 15 days to vacate the unit after receipt of written notice of a required transfer.
- Corrected a spelling error in Section 12-III.C.

## **Chapter 13**

- Refined Section 13-II.J. on Over-Income Families to account for the guidance set forth in Notice PIH 2023-03.
- Added Exhibits 13-1 through 13-6, which are sample notices for over-income families at initial notification, 12, and 24 months, for both non-public housing over-income (NPHOI) and terminate-only options.

## **Chapter 15**

- Added a new subsection and accompanying policy on De Minimis Errors, plus a minor clarification to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

## **Chapter 16**

- Revised the policy in Section 16-III.A. to correct the term overpayments to say underpayments.
- Revised the policy in Section 16-III.B. under Late or Missed Payments to increase the number of business days the PHA will give the family to make a late payment from 10 to 14.
- Adjusted instances of UPCS-related language to account for NSPIRE throughout the chapter.

## **Glossary**

- Added new acronyms and terms to account for HOTMA and NSPIRE.

**WHEREAS**, the Delta Housing Authority wishes to adopt the revised ACOP, and

**WHEREAS**, the recommended changes do not reflect significant amendments or substantial deviations or modifications to the DHA Agency Plan; and

**NOW, THEREFORE, BE IT RESOLVED** that the Delta Housing Authority Board of Commissioners approves and adopts the revised ACOP attached hereto as Exhibit A; and

**BE IT FURTHER RESOLVED** that the revised ACOP shall be effective October 1, 2024.

ADOPTED this 25<sup>th</sup> day of September, 2024

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Chair or Vice-Chair  
Delta Housing Authority Board of Commissioners



# MEMO

## AGENDA ITEM #5(D)

**MEETING DATE:** September 25, 2024

**STAFF CONTACT:** Ute Jantz, Executive Director

**TITLE:** Board Resolution #688-24 Approving Revisions to the Public Housing (PHA) Lease

**ACTION:** Discussion - Motion and Roll Call

**ATTACHMENTS:** Board Resolution #688-24 and Section 14 of PHA Lease showing added language

### SUMMARY:

Colorado has recently implemented a new Warranty of Habitability law. This law outlines the standards for habitable living conditions and establishes the procedures for landlords and tenants to follow in the event of a habitability claim. The law spans 42 pages and brings about significant changes in the responsibilities of both landlords and tenants when addressing habitability issues.

The new law requires that all rental agreements created after January 1, 2025, must contain a statement outlining the procedure and location for tenants to report and provide written notice of any unsafe or uninhabitable conditions. This statement must be in bold and 12-point font size. Additionally, the location for tenants to report and deliver notice must also be provided in Spanish.

Our attorney, Annie Murphy (from Dufford and Waldeck), provided us with the necessary language. We presented the changes to the Resident Advisory Board, and a public hearing was held on September 11, 2024, before bringing it to the board. No comments were received.

The required notice language is as follows:

Lease Part II:

- Section 14. – Defects Hazardous to Life, Health or Safety - add Sections k. and l.

- k. Every tenant is entitled to safe and healthy housing under Colorado's warranty of habitability. Landlords are prohibited by law from retaliating against a tenant in a manner for reporting unsafe conditions in the tenant's residential premises, requesting repairs, or seeking to enjoy the tenant's right to safe and healthy housing.**
- l. For written notice of an uninhabitable condition, Tenant can mail or personally deliver written notice to Delta Housing Authority, 501 14th Street, Delta, CO 81416, or deliver written notice via email to [pha@deltahousingauthority.org](mailto:pha@deltahousingauthority.org).**

**Para notificación por escrito de una condición inhabitable, Inquilino se puede enviar por correo o entregar personalmente notificación por escrito a Delta Housing Authority, 501 14th Street, Delta, CO 81416, o entregar notificación por correo electrónico a [pha@deltahousingauthority.org](mailto:pha@deltahousingauthority.org).**

**RECOMMENDATION:** Approval of revised Public Housing Lease effective January 1, 2025.

- 5) the household fails to notify the DHA of any additions to the household by birth, adoption or Court-awarded custody.
- g. If a new Head of Household is substituted or added to the Lease under this section, Tenant will be charged for any arrearages owed by the former Tenant or Head of Household or charged to the Dwelling Unit.
- h. If this Lease is an extension of occupancy by the Tenant's household under a prior lease or leases with DHA, any amounts due under the prior lease or leases may be charged and collected as if the same had occurred under this Lease.

### 13. Entry of Premises During Tenancy

- a. Upon applicable and/or reasonable notice, any employee or contractor of DHA shall be permitted to enter the Dwelling Unit during reasonable hours (8:30 a.m. to 5:00 p.m.) for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit or showing the unit for re-leasing.
- b. When the Tenant calls to request maintenance on the Dwelling Unit, DHA shall acknowledge receipt of the request as soon as reasonably practicable, and during regular business hours. A request for maintenance constitutes permission for DHA to enter the Dwelling Unit and perform the maintenance
- c. For reasons other than requested maintenance, DHA shall give all Tenants a minimum 48 hours' written notice that DHA intends to enter the Dwelling Unit and state the reason for entry. Tenants with disabilities will be provided notice in the accessible formats they request.
- d. DHA may enter the Tenant's Dwelling Unit at any time without advance notification when there is reasonable cause to believe that an emergency exists that poses an immediate threat to the safety and/or welfare of Tenants and/or employees, or the Dwelling Unit.
- e. If the Tenant and all adult members of the household are absent from the Dwelling Unit at the time of entry, DHA shall leave a written statement in the Dwelling Unit specifying the date, time and purpose of entry prior to leaving the Dwelling Unit. DHA shall not enter the Dwelling Unit if only minor children are present in the Dwelling Unit.

### 14. Defects Hazardous to Life, Health or Safety

If the Dwelling Unit is damaged so that conditions are created that are hazardous to the life, health or safety of the occupants, the following terms will be applicable:

- a. **DHA Responsibilities and Services:** DHA shall be responsible for repair of the Dwelling Unit within a reasonable period of time after receiving written notice from Tenant in accordance with C.R.S. § 38-12-503.
- b. If necessary repairs cannot be made within a reasonable time, DHA shall offer the Tenant decent, safe and sanitary alternative accommodations.
- c. If repairs cannot be made by DHA within a reasonable amount of time, and decent, safe and sanitary alternative accommodations containing no hazardous defects are unavailable, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling. The abatement will remain in effect until the damage is corrected.
- d. No abatement of rent shall occur if the Tenant rejects the alternative accommodations and remains in the Dwelling Unit or if the damage was caused by the Tenant, Family Member(s), Household Member(s), Tenant's pet(s), guests, or any other person(s) under the Tenant's control.
- e. **If Tenant rejects the above-described alternative accommodations and remains in the Dwelling Unit, or in any way prevents or interferes with DHA's duties to repair damage or conditions described in this Section 14, such action will be deemed a serious lease violation and is grounds for termination of this Lease.**
- f. If the damage was caused by the Tenant, Family Member(s), Household Member(s), Tenant's pet(s), guests, or any other person(s) under the Tenant's control, the reasonable cost of the repairs shall be charged to the Tenant, and sections (b) – (d), above, shall not apply.
- g. **Tenant Responsibilities:** Tenant shall immediately notify the DHA of the damage when the damage is hazardous to life, health or safety of the occupants. Tenant is bound to adhere to all notice requirements provided in C.R.S. § 38-12-507.
- h. The Tenant agrees to continue to pay full rent, less the abated portion, during the time the defect remains uncorrected.



- i. DHA shall not be liable for any injuries or property damage sustained on any Property leased or assigned to the Tenant except for injuries or property damage resulting from intentional or negligent action or omissions on the part of DHA, the DHA's representatives or agents.
- j. All accidents involving injury or loss of property to the Tenant, Family Member(s), Household Member(s), Tenant's pet(s) or guests must be reported, verbally or in writing, to DHA, within five (5) business days.
- k. **Every tenant is entitled to safe and healthy housing under Colorado's warranty of habitability. Landlords are prohibited by law from retaliating against a tenant in a manner for reporting unsafe conditions in the tenant's residential premises, requesting repairs, or seeking to enjoy the tenant's right to safe and healthy housing.**
- l. **For written notice of an uninhabitable condition, Tenant can mail or personally deliver written notice to Delta Housing Authority, 501 14<sup>th</sup> Street, Delta, CO 81416, or deliver written notice via email to pha@deltahousingauthority.org.**

**Para notificación por escrito de una condición inhabitable, Inquilino se puede enviar por correo o entregar personalmente notificación por escrito a Delta Housing Authority, 501 14<sup>th</sup> Street, Delta, CO 81416, o entregar notificación por correo electrónico a pha@deltahousingauthority.org.**

#### 15. Inspections

- a. Move in Inspections: DHA and the Tenant or Tenant's representative shall inspect the Dwelling Unit before occupancy. DHA may photograph the Dwelling Unit at the move-in inspection or at any subsequent inspection. DHA shall give the Tenant a written statement of the condition of the Dwelling Unit, both inside and outside and note any appliances provided with the Dwelling Unit. The statement shall be signed by DHA and the Tenant or Tenant's representative and a copy of the statement will be retained in the Tenant's folder. Any deficiencies noted on the inspection report will be corrected by DHA at no charge to the Tenant prior to move-in or within a reasonable time period after move-in, provided the defect does not render the Dwelling Unit uninhabitable.
- b. Annual Inspections: An annual inspection will be conducted for all Tenants. At least one inspection shall be conducted of all occupied units, structures and systems using the Uniform Property Condition Survey (UPCS). DHA shall request work orders for all items found to be in disrepair.
- c. Besides the UPCS inspection, DHA shall conduct at least one (1) housekeeping inspection each year to check the condition of the Dwelling Unit, the appliances within, and any additional areas on the Property assigned to the Tenant for upkeep. DHA will use the annual housekeeping inspection to assess the Tenant's overall care of the Dwelling Unit, equipment and housekeeping habits or practices in accordance with this Lease.
- d. Following inspection, DHA will provide the Tenant with a written statement regarding Dwelling Unit conditions. If housekeeping habits are identified as not in compliance with the terms of this Lease, such statement shall identify the housekeeping deficiencies and identify the measures and time period provided to abate unsatisfactory conditions. **The Dwelling Unit shall then be re-inspected following the given time period, and if the deficiencies are not cured, Tenant shall be in violation of this Lease and subject to termination.**
- e. Move-out Inspection: DHA will inspect the Dwelling Unit at the time Tenant vacates and give Tenant a written statement of the charges, if any, for which Tenant is responsible. Tenant and/or Tenant's representative may join in such inspection, unless the Tenant vacates without notice to DHA.
- f. **Failure to permit inspection of the Dwelling Unit is a serious lease violation and grounds for lease termination.**

#### 16. Notice Procedures

- a. Tenant Responsibility - Any notice to DHA must be in writing, delivered to DHA personally or sent prepaid first-class mail (properly addressed).
- b. DHA Responsibility - All notices to the Tenant must be in writing, except notices to tenants with disabilities, which must be in an accessible format as requested by the Tenant.



**BOARD RESOLUTION #688-24**

**A RESOLUTION OF THE DELTA HOUSING AUTHORITY APPROVING REVISIONS TO THE PUBLIC HOUSING LEASE**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing Authorities (PHA) adopt a lease between the PHA and the resident;

**WHEREAS**, the Public Housing Lease and any revisions to said document must be formally adopted by the Delta Housing Authority (DHA) Board of Commissioners; and

**WHEREAS**, to remain in compliance with Colorado Landlord Tenant Laws and HUD regulations, DHA finds it necessary to revise the existing Public Housing Lease; and

**WHEREAS**, DHA is proposing revisions to the following sections of the Public Housing Lease:

**Lease Part II:**

- Section 14. – Defects Hazardous to Life, Health or Safety - add Sections k. and l.
  - k. Every tenant is entitled to safe and healthy housing under Colorado’s warranty of habitability. Landlords are prohibited by law from retaliating against a tenant in a manner for reporting unsafe conditions in the tenant’s residential premises, requesting repairs, or seeking to enjoy the tenant’s right to safe and healthy housing.
  - l. For written notice of an uninhabitable condition, Tenant can mail or personally deliver written notice to Delta Housing Authority, 501 14<sup>th</sup> Street, Delta, CO 81416, or deliver written notice via email to pha@deltahousingauthority.org.

Para notificación por escrito de una condición inhabitable, Inquilino se puede enviar por correo o entregar personalmente notificación por escrito a Delta Housing Authority, 501 14<sup>th</sup> Street, Delta, CO 81416, o entregar notificación por correo electrónico a pha@deltahousingauthority.org.

**WHEREAS**, the proposed Public Housing Lease was available for public review. To actively seek public comment, a notice was printed in the Delta County Independent and posted at the DHA business office. On September 21, 2024, a public hearing occurred, and DHA has not received any objections to the proposed lease agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Delta Housing Authority Board of Commissioners, that the Public Housing Lease revisions are adopted.

**BE IT FURTHER RESOLVED** that this Resolution shall be effective January 1, 2025.

ADOPTED this 25<sup>th</sup> day of September, 2024

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Chair or Vice-Chair,  
Delta Housing Authority Board of Commissioners



## MEMO

### AGENDA ITEM #5(E)

**MEETING DATE:** September 25, 2024

**STAFF CONTACT:** Ute Jantz, Executive Director

**TITLE:** Resolution #689-24 - Approval of Revised Schedule of Repair and Replacement Charges

**ACTION:** Discussion - Motion and Roll Call

**ATTACHMENTS:** Resolution #689-24; Current and Proposed Schedule of Repair and Replacement Charges

**SUMMARY:**

Our current Schedule of Repair and Replacement Charges, which applies to all DHA-administered housing programs, needs to be updated to reflect the actual repair and replacement charges. The changes and additions are indicated by an asterisk (\*) on the attached proposed schedule.

The revised schedule will go into effect January 1, 2025.

**RECOMMENDATION:** Approval of Resolution #689-24

current

## Repair – Replacement Charges

The following list reflects typical cleaning, replacement, and repair charges for all Delta Housing Authority administered housing programs. Charges will include materials and labor, the rate for labor will be \$20.00 per hour. The following changes will be in effect beginning January 1, 2024. Repair and replacement charges will apply in all cases where cause is determined to be due to tenant abuse or neglect.

### Cleaning Charges:

Paint (\$29.99 Gal) less than one-year	Tenant pays total cost.
12 to 18 months	Tenant pays ½ cost of paint.
18 to 24 months	Tenant pays ¼ cost of paint.
Kilz (\$24.99 Gal)	Tenant pays total cost.
Trash Removal (Charge per Load/Extra for Tires, Etc.)	\$20.00 minimum cost.
Appliance Removal	\$35.00 per appliance.
Mattress/Box Springs	\$15.00
Tires	\$8.00 each.
All charges for cleaning are based on the hours spent cleaning at hourly rate of contractor.	

### Typical Replacement Charges:

Cove Base (if missing)	\$1.00 per ft.
Base Board (if missing)	\$1.40 per ft.
Cupboard Repair	Cost of Material.
Curtain Rods	Varies Depending on Size.
Door Stops	\$2.39
Exterior Door Entry (Pre-hung)	\$497.84
Flooring	\$3.06 per sq. ft.
Freezer Door Liner	\$62.45
Interior Door (Hollow Core)	\$75.00
Doorknobs (interior)	\$15.00
Key Replacement	\$2.19
Light Globes	\$12.11
Paint per Gallon	\$29.99
Refrigerator Crisper	\$65.00
Refrigerator Racks	\$80.00
Refrigerator Door Rack Bar	\$25.00
Replace Core Lock	\$20.00
Rekey Existing Core	\$10.00
Rekey Entire Entry Lock	\$40.00
Sink Faucet	\$35.00
Sink Strainer	\$7.00
Combo Smoke Detector/Carbon Monoxide Alarm	\$66.47
Stove Broiler Pan	\$25.00
Stove Oven Rack	\$29.59
Toilet Seat	\$25.90
Toilet Paper Holder	\$10.50
Toilet Tank Top	\$45.33
Toilet	\$97.02
Towel Bar	\$11.81
Traverse Rods Varies	Varies Depending on Size.
Wall Repair	Cost of Material & Labor.
Window Locks	\$10.00
Window Replacement	\$460.00
Window Screen	\$1.00 per ft.
Window Sealant	\$6.09
Window Shades	Varies Depending on Size.

Tenants will be charged for materials plus labor to correct any damages determined to be due to tenant abuse or neglect.

proposed

## Repair – Replacement Charges

The following list reflects typical cleaning, replacement, and repair charges for all Delta Housing Authority-administered housing programs. Charges will include materials and labor; the rate for labor will be \*\$25.00 per hour. The following changes will be in effect beginning January 1, 2025. Repair and replacement charges will be charged when damage is found to be the result of tenant abuse or neglect.

### Cleaning Charges:

*Paint (\$35.99 Gal) less than one-year	Tenant pays total cost.
12 to 18 months	Tenant pays ½ cost of paint
18 to 24 months	Tenant pays ¼ cost of paint
*Kilz (\$47.99 Gal)	Tenant pays total cost
Trash Removal (Charge per Load/Extra for Tires, Etc.)	\$20.00 minimum cost
*Appliance Removal	\$40.00 per appliance
Mattress/Box Springs	\$15.00 each.
*Tires	\$10.00 each.
All charges for cleaning are based on the hours spent cleaning	at the hourly rate of contractor

### Typical Replacement Charges:

*Cove Base (if missing)	\$2.00 per ft.
*Base Board (if missing)	\$2.60 per ft.
Cupboard Repair	Cost of Material
Curtain Rods	Varies Depending on Size
*Door Stops	\$2.79
*Exterior Door Entry (Pre-hung)	\$500.00
*Flooring	\$3.13 per sq. ft.
Freezer Door Liner	\$62.45
*Interior Door (Hollow Core)	\$100.00
*Doorknobs (interior)	\$35.16
*Key Replacement	\$2.25
*Light Globes	\$15.11
*Paint per Gallon	\$35.99
Refrigerator Crisper	\$65.00
Refrigerator Racks	\$80.00
Refrigerator Door Rack Bar	\$25.00
*Replace Core Lock	\$25.00
*Rekey Existing Core	\$25.00
*Rekey Entire Entry Lock	\$25.00
Sink Faucet	\$35.00
*Sink Strainer	\$8.00
Combo Smoke Detector/Carbon Monoxide Alarm	\$66.47
Stove Broiler Pan	\$25.00
Stove Oven Rack	\$29.59
Toilet Seat	\$25.90
Toilet Paper Holder	\$10.50
Toilet Tank Top	\$45.33
Toilet	\$97.02
Towel Bar	\$11.81
Traverse Rods Varies	Varies Depending on Size
Wall Repair	Cost of Material & Labor
*Window Locks	\$12.00
*Window Replacement	\$500.00
Window Screen	\$1.00 per ft.
Window Sealant	\$6.09
Window Shades	Varies Depending on Size

Tenants will be charged for materials plus labor to correct any damages determined to be due to tenant abuse or neglect.

Effective 1/1/2025



## **BOARD RESOLUTION #689-24**

### **A RESOLUTION OF THE DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS ADOPTING THE REVISED SCHEDULE OF REPAIR AND REPLACEMENT CHARGES APPLICABLE TO ALL DHA ADMINISTERED HOUSING PROGRAMS**

**WHEREAS**, the Delta Housing Authority (DHA) Board of Commissioners adopted a mission to assist in providing housing that is safe, decent and affordable; and

**WHEREAS**, Federal and Colorado State Regulations require DHA to review and update its policies related to the housing programs it administers as needed; and

**WHEREAS**, the Schedule of Repair and Replacement Charges set by the Authority applies to all DHA-administered housing programs. This document outlines the standard cleaning, replacement, and repair fees that will be charged when damage is found to be the result of tenant abuse or neglect; and

**WHEREAS**, to reflect the recent changes in fees, the Executive Director has proposed a revision of the current Schedule of Repair and Replacement Charges; and

**WHEREAS**, the proposed Schedule of Repair and Replacement Charges was made available for public review. A notice was printed in the Delta County Independent and posted in the DHA business office to seek public comments. DHA provided opportunities for input from residents and presented the proposed changes to the resident council. A public hearing was held on September 11, 2024, to gather public input. DHA has not received any objections; and

**WHEREAS**, the recommended revisions to the Schedule of Repair and Replacement Charges do not reflect a significant amendment or substantial deviation or modification to the DHA Agency Plan; and

**WHEREAS**, the recommended revisions are indicated by an asterisk on the Schedule of Repair and Replacement Charges, attached as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** that the Delta Housing Authority Board of Commissioners hereby adopts the revised Schedule of Repair and Replacement Charges; and

**BE IT FURTHER RESOLVED** that the revised Schedule shall become effective on January 1, 2025.

ADOPTED this 25<sup>th</sup> day of September, 2024

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Chair or Vice-Chair  
Delta Housing Authority Board of Commissioners





# MEMO

## AGENDA ITEM #5(F)

**MEETING DATE:** September 25, 2024

**STAFF CONTACT:** Ute Jantz, Executive Director

**TITLE:** Board Resolution # 690-24 Approving Revisions to the Public Housing Flat Rents

**ACTION:** Discussion - Motion and Roll Call

**ATTACHMENTS:** Board Resolution # 690-24

**SUMMARY:**

The 1998 Quality Housing Work Responsibility Act (QHWRA) mandates housing authorities to provide public housing residents with the choice of paying a flat rent instead of an income-based rent. The family's rent payment will be based on the reasonable market value of the unit rather than on the family's income, as flat rents are determined by fair market rents (FMRs). The family's rent payment will be based on the reasonable market value of the unit rather than on the family's income. Renting units at affordable rates promotes and incentivizes individuals to seek employment and achieve financial independence. HUD published the 2025 FMRs on August 14, 2024, which will become effective on October 1, 2024. Housing authorities must establish Flat Rents at a minimum of 80% of FMRs and enact the new rents within 90 days of the effective date of the new FMRs. In our Admissions and Continued Occupancy Policy, the Authority set the flat rents at 80% of the FMRs.

Current Flat Rents

	1-BR	2-BR	3-BR	4-BR
2024 Delta County FMRs	\$889	\$1,146	\$1,556	\$1,827
<b>2024 Flat Rents (@80% of FMR)</b>	<b>\$712</b>	<b>\$917</b>	<b>\$1,245</b>	<b>\$1,462</b>

Proposed 2025 Flat Rents

	1-BR	2-BR	3-BR	4-BR
2025 Delta County FMRs	\$816	\$1,039	\$1,521	\$1,745
<b>2025 Flat Rents (@80% of FMR)</b>	<b>\$652</b>	<b>\$831</b>	<b>\$1,136</b>	<b>\$1,396</b>
<i>Decrease from 2024 Flat Rents</i>	<i>-\$60</i>	<i>-\$86</i>	<i>-\$109</i>	<i>-\$66</i>

Flat Rents are designed to ensure that families with higher incomes pay a fair market-based rent. Current residents of Public Housing will have the option to choose between the 2025 Flat Rents and the income-based rent during their annual recertification. I propose to set the 2025 Public Housing Flat Rents to be effective January 1, 2025. At present, we have nine families on Flat Rent.

**RECOMMENDATION:** Adoption of the proposed 2025 Flat Rents set at 80% of FMRs, as presented.



**BOARD RESOLUTION #690-24**

**A RESOLUTION OF THE DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS  
APPROVING REVISIONS TO THE PUBLIC HOUSING FLAT RENTS**

**WHEREAS**, the 1998 Quality Housing Work Responsibility Act (QHWRA) requires public housing agencies to offer Public Housing tenants the option to pay a flat rent as opposed to an income-based rent; and

**WHEREAS**, Section 210 of the 2014 Appropriations Act amends the US Housing Act of 1937 to require flat rents for Public Housing units to be set at no less than 80 percent of the published Fair Market Rents (FMRs); and

**WHEREAS**, on August 14, 2024, HUD published the 2025 FMRs; and

**WHEREAS**, to comply with Federal regulations, the Flat Rents for the Public Housing units will be set as reflected in the table below:

	<b>1-Bedroom</b>	<b>2-Bedroom</b>	<b>3-Bedroom</b>	<b>4-Bedroom</b>
2025 Delta County FMRs	\$816	\$1,039	\$1,421	\$1,745
<b>2025 Flat Rents effective 1/1/25</b>	<b>\$652</b>	<b>\$831</b>	<b>\$1,136</b>	<b>\$1,396</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Delta Housing Authority Board of Commissioners, that the 2025 Flat Rents for the Public Housing Program, as outlined in the chart above, are adopted and will be effective January 1, 2025.

ADOPTED this 25<sup>th</sup> day of September, 2024

\_\_\_\_\_  
Chair or Vice-Chair  
Delta Housing Authority Board of Commissioners





# MEMO

## AGENDA ITEM #5 (G)

**MEETING DATE:** September 25, 2024

**STAFF CONTACT:** Ute Jantz, Executive Director

**TITLE:** Board Resolution #691-24 Establishing Payment Standards for the HCV Program

**ACTION:** Discussion - Motion and Roll Call

**ATTACHMENTS:** Resolution #691-24

**SUMMARY:**

The Fair Market Rent (FMR) is the amount needed to pay gross rent (rent and utilities). The payment standard is the maximum subsidy a housing authority can pay on behalf of a family. 24 CFR 982.503(b) requires that the payment standards must be within an established range of 90 to 110 percent of the FMR.

The Department of Housing and Urban Development (HUD) uses various data sources and methods to establish FMRs. These include information from the U.S. Census Bureau, the American Housing Survey, telephone surveys, and public feedback. HUD is further using private sector data (e.g. Zillow) to estimate changes in FMRs to align with market conditions. The goal of FMRs is to guarantee a sufficient supply of suitable rental housing for program participants.

Our payment standards are currently set at 120 percent of FMRs because HUD approved DHA's waiver request in August 2024. The waiver, allowing payment standards of up to 120 percent of the FMRs, is valid until December 31, 2024. HUD has announced that it will not be extended into 2025.

In August, HUD released the 2025 FMRs, which will take effect on October 1, 2024. Housing authorities are required to implement the new FMRs within 90 days of the effective date. The unfortunate news is that the FMRs have decreased significantly, while rent hikes in the private rental market have pushed rents well beyond HUD's FMRs. I propose that we set our payment standards effective January 1, 2025, for all unit types at 110% of the FMRs, which is the highest percentage allowable.

**FAIR MARKET RENT COMPARISON**

Year	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
FY 2024 FMR	\$883	\$889	\$1,146	\$1,556	\$1,827	\$2,101
<b>FY 2025 FMR</b>	<b>\$810</b>	<b>\$816</b>	<b>\$1,039</b>	<b>\$1,421</b>	<b>\$1,745</b>	<b>\$2,006</b>
<b>Decrease</b>	<b>-\$73</b>	<b>-\$73</b>	<b>-\$107</b>	<b>-\$135</b>	<b>-\$82</b>	<b>-\$95</b>

**Current Payment Standards – 120% of FMR**

<b>Bedroom Size</b>	<b>2024 FMRs</b>	<b>Payment Standard</b>	<b>% of FMR</b>
0	\$883	\$1,059	120%
1	\$889	\$1,066	120%
2	\$1,146	\$1,375	120%
3	\$1,556	\$1,867	120%
4	\$1,827	\$2,192	120%
5	\$2,101	\$2,524	120%

**Proposed Payment Standards – 110% of FMR - effective January 1, 2025**

<b>Bedroom Size</b>	<b>2024 FMRs</b>	<b>Payment Standard</b>	<b>% of FMR</b>	<b>Decrease</b>
0	\$810	\$891	110%	-\$168
1	\$816	\$897	110%	-\$169
2	\$1,039	\$1,142	110%	-\$233
3	\$1,421	\$1,563	110%	-\$304
4	\$1,745	\$1,919	110%	-\$273
5	\$2,006	\$2,206	110%	-\$318

**RECOMMENDATION:** Approval of the proposed 2025 payment standards as presented.



**BOARD RESOLUTION # 691-24  
ESTABLISHING THE PAYMENT STANDARDS  
FOR THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, on August 14, 2024, the United States Department of Housing and Urban Development (HUD) published the fiscal year 2025 Fair Market Rents (FMRs) for Delta County in the Federal Register; and

**WHEREAS**, a Public Housing Authority (PHA) uses the published FMRs as a guide to establish payment standards per bedroom size for the Housing Choice Voucher Program; and

**WHEREAS**, 24 CFR 982.503 (b) requires a PHA to establish payment standards between 90 and 110 percent of the published FMRs; and

**WHEREAS**, the payment standards are used to calculate the housing assistance payment (HAP) the housing authority pays to the owner on behalf of the family leasing the unit; and

**WHEREAS**, the Delta Housing Authority has determined the payment standards for all bedroom sizes shall be set as follows:

Bdrm. Size	2025 FMRs	PAYMENT STANDARDS	% OF FMR
0	\$810	\$891	110%
1	\$816	\$897	110%
2	\$1,039	\$1,142	110%
3	\$1,421	\$1,563	110%
4	\$1,745	\$1,919	110%
5	\$2,006	\$2,206	110%

**NOW, THEREFORE, BE IT RESOLVED** by the Delta Housing Authority Board of Commissioners that the Housing Choice Voucher payment standards outlined in the chart above are adopted and will be effective September 1, 2025.

ADOPTED this 25<sup>th</sup> day of September, 2024

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Chair or Vice-Chair  
Delta Housing Authority Board of Commissioners



# MEMO

## AGENDA ITEM # 5(H)

MEETING DATE: September 25, 2025

STAFF CONTACT: Ute Jantz, Executive Director

TITLE: Discussion and Adoption of Resolution # 692-24 – Adopting the 2025-2028 Strategic Plan for the Delta Housing Authority

ACTION: Motion and Roll Call to Approve Resolution

ATTACHMENTS: Proposed 2025-2028 Strategic Plan, Achievements 2021-2024 Strategic Plan

**SUMMARY:**

The proposed 2025-2028 Strategic Plan and the achievements of the 2021-2024 Strategic Plan are attached. We have accomplished many of our goals.

## Delta Housing Authority Organizational Goals and Strategies 2025-2028

FOCUS AREA	TIMING	GOAL	STRATEGY
<b><i>Serve the Growing Need for Affordable Housing in Our Community</i></b>			
New Housing	Ongoing	Support the successful development, resident services programing and lease-up of Residences at Delta Phase II - 50 new multi-family units	Partnerships with TWG, City, and local non-profit service providers, property management and lease-up in house, community advocacy, property tax exemption, and loaning soft funds to the project partnership.
New Housing	As Opportunities Arise	Grow the available housing opportunities for low income people in Delta County	Consider acquisitions of existing properties, partnerships for new development, bringing property tax exemption and/or project based vouchers to locations and projects that meet our organizational priorities.
Service Coordination	Ongoing	Support resident success, better health outcomes, and ability to stay housed	Participate in local coordinated services provision through the community resource network. Work with the hospital to partner on new Medicaid requirements – need to discharge patients to good housing, continue close partnership, set up programs for success.
New Housing	Ongoing	Future land purchases	Purchase land and hold for future development to expand our portfolio.
<b><i>Provide Excellent Customer Service</i></b>			
Management & Procedures	Ongoing	Marketing	Gather opportunities for staff to engage and or share information with other community partners/groups/boards/employers, in order to expand how we tell the story of DHA and create opportunity for further resources. Create marketing campaign.
Management & Procedures	Ongoing	Website	Continue to provide robust website services for tenants and applicants.
Management & Procedures	Annually	Maintain Spanish forms and brochures	Retain affordable translation services for tenant documents and advertising materials.
<b><i>Take Good Care Of What We Have</i></b>			
Management & Procedures	Ongoing	Landlord outreach	Enhance the relationship with our landlords, creating a resource connection and possibly more HCV inventory for our tenants.

## *Delta Housing Authority Organizational Goals and Strategies 2025-2028*

Asset Management	Annually	Maintain a schedule of anticipated capital improvement needs over the next five to ten years. Prioritize projects and match with funding sources to ensure health, safety, and minimal deferred maintenance	Update capital improvement schedules for each property. Track funding available and plan for major investments on a timely basis.
Management & Procedures	Annually	Ensure that DHA is receiving quality services and materials at competitive rates and is in compliance with procurement guidelines for housing authorities	Maintain a schedule to perform competitive procurement for services and materials contracts on a rotating basis.
Management & Procedures	Ongoing	Procedure book	Utilize procedure book for continuity, consistency, and transparency.
Asset Management	Annually	Stay informed regarding local rental market conditions	Understand vacancy rates, rental rates, and lease-up times in our portfolio, our Section 8 inventory, and Delta County at large to inform about payment standards, LIHTC lease rates, and other market dynamics that may impact our portfolio, programs, and clients.
<b><i>Grow Organizational Capacity and Streamline Our Operations</i></b>			
Management & Procedures	2025	Initiate mobile work orders	Utilize mobile work order system, to optimize moving into the paperless environment.
Staffing	2025/2026	Staffing	Fill vacant positions, budget for new positions to accommodate the growing need of the authority.
Staff Development	Quarterly	Staff works as a fully integrated team with a common vision and shared values. Staff are able to fill in for one another and answer questions across departments	Continue cross training staff, codifying processes, and providing opportunities for ride-alongs, team building, and information sharing. Cross train all staff members to ensure adequate coverage in the event of absences of other staff members.
Staff Development	Ongoing	Improve staff and volunteer retention	Support staff and volunteers with workplace culture that values their contributions and supports their professional growth. Provide competitive compensation and benefits, including flexible hours, when appropriate. Conduct Compensation review in 2027.
Asset Management	Ongoing	Build business office with office space to accommodate all staff members	Be on the lookout for suitable property which is close to the Villas at the Bluff and the Residences at Delta campuses. Secure financing.

## ACHIEVEMENTS -DHA Organizational Goals Strategies 2021-2024

FOCUS AREA	TIMING	GOAL	STRATEGY	ACHIEVEMENTS
<b><i>Serve the Growing Need for Affordable Housing in Our Community</i></b>				
New Housing	through 2025	Support the successful development, resident services programing and lease-up of Residences at Delta - 50 new units for age 55+ under 60% AMI	Partnerships with TWG, City, and local non-profit service providers, property management and lease-up in house, community advocacy, property tax exemption, and loaning soft funds to the project partnership.	<b>Achieved</b> - entered into Special Limited Partnership (SLP) Agreement with TWG Development for construction of Residences at Delta (R@D) Phase 1. Took over property management on 9/1/2023. Achieved property tax exemption. Loaned 1.3 Million in soft funds to the project partnership.
New Housing	as opportunities arise	Grow the available housing opportunities for low and middle income people in Delta	Consider acquisitions of existing properties, partnerships for new development, bringing property tax exemption and/or project based vouchers to locations and projects that meet our organizational priorities.	<b>Achieved</b> - Project-based eight Vouchers at R@D. Negotiating new SLP Agreement with TWG for the development of R@D Phase II.
Service Coordination	ongoing	Support resident success, better health outcomes, and ability to stay housed.	Participate in local coordinated services provision through the community resource network. Work with the hospital to partner on new Medicaid requirements – need to discharge patients to good housing, continue close partnership, set up programs for success.	<b>Ongoing</b> - contacted hospital staff to inform about our Housing Programs.
Asset Management	2021-2022	Sell Delta Housing Authority owned units (four single family homes)	Sell units that need substantial repair in order to obtain other opportunities.	<b>Achieved</b> - sold three DHA-owned units to Elevation Community Land Trust in December 2021. Remodeled remaining two DHA-owned units with CDBG funds, completed in April 2023.
New Housing	2022-2023	Future land purchase	Use proceeds from home sales to purchase land and hold for future development to expand our portfolio.	<b>Ongoing</b> - still looking for property.
<b><i>Provide Excellent Customer Service</i></b>				
Management & Procedures	2021-2022	Re-Branding	Create a more engaging mission, vision, and moto which will represent a wider variety of future tenants and community partners.	<b>Achieved</b> - Created new Vision and Mission Statement in July 2024.
Management & Procedures	2021	Re-Branding	Gather opportunities for staff to engage with other community partners/groups/boards in order to expand how we tell the story of DHA and create opportunity for further resources.	<b>Achieved and ongoing.</b> Executive Director joined One Delta County board in January 2024.
Management & Procedures	2022	Update website	Include compatibility with newer devices as well as optimize the use flow and searching. Ability for tenants to pay via the website. Incorporate re-branding.	<b>Achieved</b> - tenants are able to pay rent via website.
Management & Procedures	Annually	Maintain Spanish forms and brochures.	Retain affordable translation services to translate full leases, handbooks, and tenant documents. Keep materials up to date.	<b>Achieved</b> - numerous vital tenant documents were translated into Spanish.



## ACHIEVEMENTS -DHA Organizational Goals Strategies 2021-2024

FOCUS AREA	TIMING	GOAL	STRATEGY	ACHIEVEMENTS
<b><i>Take Good Care Of What We Have</i></b>				
Management &	2021	Landlord Outreach	Enhance the relationship with our landlords, creating a resource connection and possibly more	<b>Achieved and ongoing.</b>
Asset Management	Annually	Maintain a schedule of anticipated capital improvement needs over the next five to ten years. Prioritize projects and match with funding sources to ensure health, safety, and minimal deferred maintenance.	Update capital improvement schedules for each property. Track funding available and plan for major investments on a timely basis.	<b>Achieved and ongoing.</b>
Management & Procedures	Annually	Ensure that the DHA is receiving quality services and materials at competitive rates and is in compliance with procurement guidelines for housing authorities.	Maintain a schedule to perform competitive procurement for services and materials contracts on a rotating basis.	<b>Achieved and ongoing.</b> Created procurement schedule for services and material contracts.
Management & Procedures	2021-2023	Procedure Book	Create procedure book for continuity, consistency, and transparency. Across programs, consolidating into one location.	<b>Achieved and ongoing.</b> Created procedure book and add procedures as needed.
Asset Management	Annually	Stay informed regarding local rental market conditions.	Track vacancy rates, rental rates, and lease-up times in our portfolio, our Section 8 inventory, and Delta County at large to inform about payment standards, LIHTC lease rates, and other market dynamics that may impact our portfolio, programs, and clients.	<b>Achieved and ongoing</b>
<b><i>Grow Organizational Capacity and Streamline Our Operations</i></b>				
Management & Procedures	2021	Initiate Mobile Work Orders	Fix glitches with mobile work order system, to optimize moving into the paperless environment.	<b>Ongoing</b> - waiting for MRI to update the software
Management & Procedures	2021	Office Assistant	Hire new PT staff member (position is already budgeted) who can step into other roles and support the organization comprehensively. Build the job description and culture so that this job is valued, and can be a career launch point for new talent.	<b>Achieved</b>
Staff Development	Quarterly	Staff work as a fully integrated team with a common vision and shared values. Staff are able to fill in for one another and answer questions across departments.	Continue cross training staff, codifying processes, and providing opportunities for ride-alongs, team building, and information sharing. Cross train all staff members to ensure adequate coverage in the event of absences of other staff members.	<b>Achieved and Ongoing</b>
Management & Procedures	2022	Improve Staff and volunteer retention.	Support staff and volunteers with workplace culture that values their contributions and supports their professional growth. Provide competitive compensation and benefits, including flexible hours, when appropriate. Conduct Compensation review in 2022	<b>Achieved and Ongoing.</b> Completed personality testing for all staff members and conducted numerous staff trainings. Compensation review was completed in 2021 and updated in 2022.





## **BOARD RESOLUTION #692-24**

### **A RESOLUTION APPROVING THE 2025-2028 STRATEGIC PLAN FOR THE DELTA HOUSING AUTHORITY**

**WHEREAS**, the Board of Commissioners of the Delta Housing Authority (DHA) recognize the significance of maintaining an up-to-date Strategic Plan; and

**WHEREAS**, DHA periodically reviews and updates its Strategic Plan to maintain consistency across planning cycles.

**WHEREAS**, the DHA Board of Commissioners, staff, and the Tenant Advisory Board were involved in drafting the plan.

**WHEREAS**, a new Strategic Plan covering 2025-2028 has been developed to reaffirm DHA's mission and vision statements, and the plan is set for implementation starting January 1, 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the Delta Housing Authority Board of Commissioners approves and adopts the 2025-2028 Strategic Plan as attached hereto, effective January 1, 2025.

ADOPTED this 25<sup>th</sup> day of September, 2024

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Chair or Vice Chair  
Delta Housing Authority Board of Commissioners

### General:

- The succession planning sessions for the Executive Director have begun.

### Public Housing Program (PHA) and Housing Choice Voucher (HCV) Program:

- The Draft 5-Year Agency Plan (2025-2029), 2025 Annual Plan, and the 2025-2028 Strategic Plan are ready for board approval.
- The City of Delta certified that our 5-Year Agency Plan is consistent with the State of Colorado Consolidated Plan.
- The annual utility allowance studies for the PHA and HCV programs have been completed, and we need to update our utility allowances. This matter will be included in next month's agenda.

### Public Housing Program (PHA)

- See Agenda items under New Business

### Housing Choice Voucher (HCV) Program:

- See Agenda items under New Business
- Project Based Vouchers for Residences at Delta Phase II:

#### *Environmental Review*

We are currently on schedule according to the timing provided in the consultant's proposal. Below is her update:

- I coordinated with the City to send out the Section 106 consultation submittals, and the 30-day comment period for both the SHPO and tribes concludes at the end of the day on Sept. 27th.
- Since the eastern portion of the site where one of the buildings will be constructed is in Zone D of the floodplain (and FEMA's updated FIRM and FIS report are still preliminary), I've reached out to Joe Gillman at the City to assist me with providing info that will satisfy HUD's floodplain requirements.

#### *Subsidy Layering Review*

A subsidy layering review (SLR) for project-based vouchers (PBVs) is a review that ensures that the amount of assistance provided by HUD is not excessive when combined with other forms of public assistance. The review is required by Section 102 of the Department of Housing and Urban Development Reform Act of 1989.

The SLR process includes:

- Reviewing the project's development and operating costs
- Determining if the costs are reasonable.
- Establishing standards for development and operating costs

The SLR process prevents excessive public assistance that could occur when a development combines the Housing Assistance Payment (HAP) subsidy from the PBV program with other public assistance. The Colorado Housing and Finance Authority performs SLRs in the State of Colorado.

### Grand Manor Apartments (USDA):

- The City planted three red pointe and three red sunset maple trees. I will have pictures at the board meeting.

**Villas at the Bluff (VAB and VABII)**

- The CHFA property inspections for both properties went well, and we are correcting the identified deficiencies. These were the first property inspections for the authority conducted under the new National Standards for the Physical Inspection of Real Estate (NSPIRE) standard.

**Residences at Delta (RAD)**

- Redstone Equity Partners, the syndicator for the property, conducted a property inspection on September 12<sup>th</sup>. The inspector was very satisfied with the property.
- The permanent loan was finalized on August 28<sup>th</sup>.
- I am currently working on getting permission from TWG to install fiber optic lines on the property. Clearnetworx has offered to run the lines for free into the building. The company has provided us with a draft easement agreement that needs to be reviewed by TWG's counsel.
- RAD II – Rezoning R-3 Residential to R-4 Residential:  
On Tuesday, September 3, 2024, the Delta City Council approved on second reading Ordinance 6, 2024, rezoning the property located at 1498 Villa Street from R-3 Residential to R-4 Residential. The ordinance will officially go into effect 30 days after the 2<sup>nd</sup> reading.

**Ute Jantz**

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**From:** PHADA Policy <policy@phada.org>  
**Sent:** Thursday, September 19, 2024 7:12 AM  
**To:** Ute Jantz  
**Subject:** (Corrected) Department Announces Delay to HOTMA Compliance Date

No images? [Click here](#)



RT **NEWS ALERT** NEW

## Department Announces Delay to HOTMA Compliance Date

ONE MINUTE READ

In a September 18 email to Executive Directors, General Deputy Assistant Secretary Dominique Blom noted that HAs **will not be required** to comply with Sections 102 and 104 of the Housing Opportunity through Modernization Act of 2016 (HOTMA) on January 1, 2025. A copy of the communication is included below.

The email does not provide a new HOTMA compliance date, but does note that "HUD will soon issue guidance on additional [HOTMA] provisions which can be implemented." The email also includes a link to a new [FAQ document](#) that the Department has published on HOTMA implementation.

PHADA has consistently pressed the Department to delay the HOTMA compliance date so that HAs have more time to adequately prepare for the transition to the Housing Information Portal and to train staff on new HOTMA-compliance income and asset policies. The Association appreciates this HUD communication and will continue to keep members updated on all the latest HOTMA and HIP news through the *Advocate*, Breaking News, and social media.

**PIH HOTMA Implementation FAQs for PHAs**  
**Updated September 13, 2024**

**Q1: Must PHAs stop enrolling families into the Earned Income Disregard (EID) on January 1, 2024 (regardless of the HOTMA compliance date)?**

**A1:** Yes. As the preamble to the HOTMA Final Rule states, “HOTMA...removed the statutory authority for EID, so HUD cannot retain the disallowance once the statutory change is in effect, which will be upon the effective date of this final rule.” Therefore, the EID will not apply to any family that was not eligible for and already participating in the disallowance as of December 31, 2023 (pursuant to 24 CFR 5.617 and 24 CFR 960.255 of the HOTMA final rule). Further, PHAs are able to stop enrolling families in EID before transitioning to HIP.

**Q2: Can a PHA transition to HOTMA requirements prior to beginning to use the revised Form HUD-50058?**

**A2:** PIH will be providing additional guidance on implementation of some HOTMA Income and Assets provision prior to the PHA’s transition to HIP. Please see Q3 for the provisions PIH has previously stated PHAs may begin to implement.

**Q3: Which policies from PIH Notice 2023-27 may a PHA implement before they migrate to the Housing Information Portal (HIP) with the ability to submit the revised HUD-50058?**

**A3:** The following policies may be implemented now. HUD has determined that these policies are not dependent on systems and easily isolated from other HOTMA policy changes.

- **Consent Form.** Section J.1 (24 CFR 5.230) of Notice PIH 2023-27 (Authorization for the Release of Information (Forms HUD-9886-A) provides that PHAs may begin having families sign the new HUD-9886-A on January 1, 2024.
- **Safe Harbor Income Verifications.** Section J.4 (24 CFR 5.609(c)(3)) of Notice PIH 2023-27 allows PHAs to use income determinations from other means-tested federal public assistance programs to verify annual income. PHAs that choose to adopt this policy before migrating to HIP must list the annual income from the other program’s determination in Section 7 of the HUD-50058 for the Head of Household using the “Other Non-Wage Sources” income code.

Additionally, there are a few new options related to verifications made available by Notice PIH 2023- 27 that do not depend on regulatory changes created by HOTMA or HIP availability, and PHAs may begin to take advantage of such policies prior to HOTMA compliance.

- **Verification Hierarchy.**
  - In Section J.5, HUD updated the guidance for Level 4 documentation (Written, Third-Party Verification) to include an original or authentic document generated by a third-party source dated within 120 days of the date received by the PHA.

- PHAs may accept a statement dated within the appropriate benefit year for fixed income sources (Section J.5).
- **Verification of Social Security Number (SSN).** In Section J.6, HUD noted that it is adjusting what the Department considers acceptable documentation of SSN under 24 CFR 5.216(g)(1). If the individual is not able to provide documentation of SSN, the PHA may accept a self-certification of SSN along with a third-party document (e.g., bank statement or cell phone bill) displaying the name of the individual.
- **Zero Income Reviews.** In Section J.8, HUD clarified that PHAs are not required to conduct periodic zero income reviews. HUD also clarified that PHAs may accept self-certification as the highest form of verification for zero income.

**Q4: How can PHAs update their Administrative Plan or Admissions and Continued Occupancy (ACOP) documents without knowing the date they will be able to comply with all HOTMA provisions?**

**A4:** PHAs may update their Administrative Plan or ACOP documents before determining the date at which they will transition to all HOTMA Section 102 and 104 policies. (Since compliance with certain income and assets requirements of Sections 102 and 104 requires access to the HOTMA-compliant HUD-50058 in HIP, PHAs cannot determine the date they will come into compliance with all 102/104 provisions before they know when they will be able to transmit HOTMA-compliant transactions to HUD.)

In order to update their policy documents for HOTMA in this circumstance, PHAs may create an appendix to an Administrative Plan or ACOP that contains the HOTMA policies that will be incorporated at a later date. The PHA should note explicitly that they will inform all program participants of the date at which the HOTMA policies will become effective. Program participants must be informed of the date the PHA will transition to HOTMA policies before the PHA starts to conduct reexaminations using those HOTMA policies.

An appendix could contain just those policies that are relevant to Sections 102 or 104 of HOTMA. Alternatively, the PHA could put a complete revision of the Administrative Plan or ACOP into such an appendix, indicating that when they transition to the HOTMA policies, the Administrative Plan or ACOP in the appendix will replace the current Administrative Plan or ACOP.

**Q5: Do HOTMA-related updates to the Admin Plan and ACOP have to be made available for public comment, approved by the board, and submitted to HUD for review?**

**A5:** For HOTMA-related updates that the PHA has discretion to establish (see [List of HOTMA Discretionary Policies](#)), these discretionary policies must be approved by the PHA board of commissioners,<sup>1</sup> and may also require public notice and comment as part of the PHA Plan process (see discussion below).

PHAs typically utilize the PHA Plan process for review and discussion of revisions to the Admin Plan and ACOP. The PHA Plan update process is governed by 24 CFR Part 903. 24 CFR 903.21 provides that PHAs may amend or modify PHA policies, rules, regulations, or other aspects of the PHA Plan after submission. If the PHA determines that the amendment or modification is a significant amendment, as that term is defined by the PHA in their PHA Plan, then the following requirements apply:

- The PHA may not adopt the PHA Plan amendment or modification, or the changes to the Admin Plan and ACOP, until the PHA has duly called a meeting of its board of directors, and the meeting at which the amendment is adopted is open to the public. At this public hearing, the PHA must invite public comment on the Plan. As noted by 24 CFR 903.17, not later than 45 days before the public hearing, the PHA must make the proposed PHA Plan, and all supporting documents, available for inspection and notify the public of the hearing.
- The Resident Advisory Board must have the opportunity to review and comment on the PHA Plan and the proposed Admin Plan and ACOP policy changes in accordance with 24 CFR 903.13.
- The PHA may not implement the PHA Plan amendment until notification of the amendment is provided to HUD and approved by HUD in accordance with HUD's PHA Plan review procedures.