



Longmont Housing Authority

1228 Main Street

Longmont, CO 80501

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www.longmonthousing.org | LHainfo@longmontcolorado.gov

LONGMONT HOUSING AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY MARCH 30, 2021 AT 7:00 PM
VIRTUAL MEETING

Meetings Are Being Held Remotely Due To The Governor's Safer At Home Order As A Result of the Coronavirus Epidemic.

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- 1) CALL TO ORDER & ROLL CALL
- 2) AGENDA REVISIONS & SUBMISSION OF DOCUMENTS
- 3) APPROVAL OF MINUTES – February 26, 2021
- 4) PUBLIC INVITED TO BE HEARD – *(Timed three minute limit per speaker)*
- 5) NEW & OLD BUSINESS
 - a) Resolution 21-001 – Approval of LHA's 5 Year Plan for the Housing Choice Voucher Program
 - b) Resolution 21-002 – Approval of Bad Debt Policy
 - c) Resolution 21-003 – Approval to Write off Debt in amount of \$1,080 at The Lodge at Hover Crossing
- 6) OPERATIONS REPORT
 - a) Vacancy/Aged Receivables Report
 - b) Waitlist Update
 - c) Security Update
- 7) BOARD COMMENTS & REPORTS
- 8) EXECUTIVE DIRECTOR REPORT
- 9) ATTORNEY REPORT
- 10) NEXT REGULAR MEETING – TBD
- 11) ADJOURN





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MINUTES
LONGMONT HOUSING AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 26, 2021
VIRTUAL MEETING

1. Call to Order & Roll Call

The regular meeting of the LHA Board of Commissioners was called to order at 2:00 p.m. by Chairperson Brian Bagley.

Members Present: Brian Bagley, Chair
Polly Christensen
Susie Hidalgo-Fahring
Marcia Martin
Joan Peck
Aren Rodriguez
Tim Waters

Members Absent: None

2. Agenda Revisions & Submission of Documents: None

3. Approval of Minutes – January 5, 2021

A motion was made to approve the minutes of January 5th, 2021.

Motion: Polly Christensen **Second:** Marcia Martin **Approved**
Carried 7-0

4. Public Invited to be Heard: None

5. New & Old Business:

a) Overview: Role of Council as the LHA Board of Commissioners

Harold Dominguez, Interim Executive Director, introduced members of the Longmont Housing Authority (LHA) team: Lisa Gallinar, Regional Property Manager; Kyndra Daniels, Accounting Supervisor; and Olivia DeVere, Administrative Coordinator. Tom DeBie, Vice Chair of the Longmont Housing Authority Advisory Board, also introduced himself.

Karen Roney explained that each commissioner will receive a book explaining the role of a commissioner of the Housing Authority and provided a broad overview of the responsibilities of the board of commissioners. She explained that LHA owns and operates various properties, major federal and state laws and regulations dictate the work, that staff would outline the finances and financial monitoring that is in place, and shared that a few special meetings will be held for the commissioners to get grounded around policies, property management, and agency finances. Karen said that staff would work toward incorporating business of the LHA Commissioners into regular City Council meetings (one meeting per/month).



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Kathy Fedler commented that at the upcoming meeting on March 30, the Commissioners will consider the LHA's five-year plan.

Chairperson Bagley acknowledged all the extra work done by City and LHA staff related to solidifying the Housing Authority.

b) Update on transition planning: structure, budget, staffing

Needed: Motion to direct staff to convert LHA staff members to employees of the City of Longmont.

Harold Dominguez, Interim Executive Director, presented a high-level overview of the LHA budget. He noted that the LHA budget process is different from the City's budgeting process, given the different rules, regulations and funding sources. Staff has focused a lot of time and effort on developing the 2021 budgets, making sure revenues and expenses are allocated appropriately to the correct accounts. Harold then reviewed budgets specific to each property: Aspen Meadows Campus, Prairie Village Campus, Downtown Campus, Hover Crossing, and Sunset campus; he also reviewed the HCV – Housing Choice Voucher Program.

He further explained that the Longmont Housing Development Corporation (LHDC) is a separate business unit with a separate board of directors that focuses on the project development, contracting with LHA for property management. He noted that the revenue stream for LHDC is dependent on development and construction of projects, there is a healthy fund balance, and that the option of combining LHDC and LHA is being considered but that process is complicated.

Kyndra Daniels, Accounting Supervisor, explained the Single Room Occupancy program and discussed the commercial property located at 615 Main Street that is currently leased to the Center for People with Disabilities.

Harold commented that an evaluation of both the 615 Main Street and the Briarwood Office properties is needed. He then reviewed the management and administration changes in the LHA General Fund associated with the restructuring of positions and the new agreement with the City.

Chairperson Bagley requested a balance sheet for the entity.

Harold replied that a balance sheet is not quite ready as staff is still working through audits of the entity's finances. Kyndra further explained that as they find issues (e.g. funds being deposited to the wrong account, over spending budgets, transactions not properly coded), they are being fixed for each property. Staff is working with a financial consultant to help address issues and to provide additional training for staff.

The Commissioners discussed the budgetary issues with staff, and Jim Golden, Chief Financial Officer, assured them they would get balance sheets soon.

The Commissioners inquired about their recollection that the LHA had managed 800 vouchers in the past. Kathy Fedler, Housing and Community Investment Manager, responded that the LHA has authorization for 509 vouchers, but does not have sufficient HUD budget to issue the full 509 (due to high rents in this region). LHA



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currently issues around 420 vouchers. Staff is working with HUD and the LHA’s financial consultant to reconcile their numbers utilizing HUD two-year tool. She speculated that 800 may be a number from several years ago identifying all housing authority vouchers in Longmont (including those managed by other housing authorities). She also explained the voucher process and timeline at Commissioner Martin’s request.

Karen Roney described the work that LHA staff has done to clean up the wait list for the Housing Choice Voucher program. Olivia DeVere coordinated this effort: contacted over 900 households on the current wait list; processed responses received from 120 of those households still interested in receiving a voucher; and entered all updated information into the Yardi system. There is now current data in Yardi and staff can more efficiently process applications when vouchers become available.

Harold then explained other significant 2021 budget changes: insufficient revenues to fund an executive director or a chief financial officer. Instead, staff created an Accounting Supervisor position; the Accounting Supervisor, Accountant, and Accounting Technician position for the LHA were moved within the City’s Finance Department (via the Intergovernmental Agreement between the City and the LHA). The executive director was not funded in 2021, in order to fund a Regional Property Manager, and to benchmark all remaining LHA positions and bring those positions to market rate, as needed. These changes have helped to ensure LHA has the staff to carry out the work and business that needs to be done.

Harold explained that he, Kathy Fedler, Karen Roney and several other City staff members have been fulfilling different functions within the LHA for the past year; their roles will continue to evolve throughout 2021, with the intent of spending more time in their normal City roles. He described the challenges and work needed to convert LHA staff into City of Longmont employees; a particular challenge involves retirement benefits.

Motion

A motion was made by Tim Waters to direct staff to convert LHA staff members to employees of the City of Longmont.

Motion: Tim Waters

Second: Marcia Martin

Approved

Carried 7-0

- c) Consider proposal to lease LHA administrative offices to Veterans Community Project (VCP)

Harold advised that due to the need to better integrate LHA staff into the City organization, leasing the offices to VCP makes sense. VCP has the capacity and experience to manage the housing units located at the Briarwood property and provide support services as needed. There are 10 housing units (Briarwood Apartments) attached to the LHA administrative office. His recommendation is to lease the LHA administrative offices to the Veteran’s Community Project.

Motion

A motion was made by Polly Christensen to direct staff to negotiate a lease of the LHA Administrative office to the Veteran’s Community Project.

Motion: Polly Christensen

Second: Joan Peck

Approved



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Carried 7-0

- d) Review and approve proposed compensation approach for City staff working on LHA business

Harold explained that Chief Human Resource Officer Joanne Zeas created a proposed compensation approach for City staff working on LHA business as follows:

1. For staff who are required to take a primary role (consistently more than one day per week for a period of at least 6 months): Provide a temporary stipend equal to 20% of salary to represent one day/week work.
2. For staff who are required to take a moderate role (consistently more than one half day per week additional work above a full time job that exceeds 40 hours): Provide a temporary stipend equal to 10% of salary to represent one half-day/week work.
3. For staff who assist in the workload but do not consistently exceed one additional half day per week: Discretionary stipend utilizing exceptional pay system.

Motion

A motion was made by Tim Waters to direct staff to approve the compensation model described in the packet and to include the interim executive director with other staff identified to be compensated under this model.

Harold noted that the numbers on fiscal impact would be different based on motion.

Motion: Tim Waters **Second:** Polly Christensen **Approved**

Carried 7-0

- e) Voluntary Compliance Agreement update

Kathy Fedler explained that back in 2019, LHA was monitored by HUD specifically around Fair Housing and Accessibility; several areas needed improvement and, as a result, a Voluntary Compliance Agreement was put in place. She updated the Commissioners that two items are now in compliance: Those denied reasonable accommodation to convert tubs to showers were repaid and the Fair Housing training for staff item is being addressed and now in compliance. The big area of non-compliance was properties that do not meet UFAS (Uniform Federal Accessibility Standards), which is a requirement for properties with HUD funding. She noted that some things are easy fixes and others are more challenging to correct. A consultant will be hired to go through all facilities, units and common areas to do an analysis, prepare a plan for what can be corrected and then meet with HUD to determine what to do. Additionally, Aspen Meadows is making seven units UFAS compliant.

Commissioners discussed with Kathy what could happen if some units cannot come up to the HUD standards and Kathy responded that HUD would likely require an increase in UFAS compliant units in a future project in order to bring the whole portfolio into compliance.

Kathy said some policies and procedures were also out of compliance and all have been completed and approved by HUD. The last thing being put in place is the lease addendum for ADA units requiring that if a unit is leased to



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a person not needing accommodation, they would move to a comparable unit if the unit is needed by someone needing an accommodation. This still must be reviewed with residents and applicants, placed on the website and submitted to HUD by April 15. In addition, she stated staff is still working on the grievance policy and must prepare a list of accessible housing in Longmont.

f) Update on future development opportunities

Kathy Fedler gave a brief update on opportunities to partner on developments including land on Sunset Way owned by the Housing Authority that has room for other developments and a parcel on Hover and 18th across from Hearthstone and Lodge properties. Kathy noted that the Longmont Housing Development Corporation had wanted to disband because there were no opportunities except for the Element property, but as more processes are in place, the organization will be better suited to be a partner on inclusionary housing developments.

Harold further explained that conversations have begun about the Element Project at 2000 Sunset Way and the Crisman Development on North Main behind Sonic and reminded the commissioners of the nine acres around Costco that are for affordable housing. He explained that by partnering on developments, dollars are brought into the structure of the organization and the work is shared.

6. Interim Executive Director's Report

a) Update on Operations

Interim Executive Director Dominguez reported that staff is working on: a communication protocol to help when residents reach out to commissioners; a security system at Village Place for which a proposal has been received but staff is waiting on authorization from CHFA to use reserve funds to pay for the system; and the same security system for Aspen Meadows Rehab to be included in that project. He also reported that City golf and recreation staff assisted maintenance staff with snow removal efforts and that everyone helped in a facility after a pipe broke at the Suites.

b) Vacancy Report and Aged Receivables Report (updated Vacancy Report added 02.25.21)

Lisa Gallinar, Regional Property Manager, updated the Commissioners that occupancy was at 93.5% for all properties combined; staff has advertised that the waiting list would open on March 5 for various properties; and she reviewed the number of vacancies at various properties.

Kathy Fedler noted that the vacancy list would be provided to the commissioners each month.

Olivia DeVere, Administrative Coordinator, explained how the wait list was advertised and Kathy noted it was also available on the LHA web page under LHA announcements.

Commissioners asked what the target occupancy rate was, and Lisa confirmed that it is 97%.



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7. Commissioner Comments & Reports

Chairperson Bagley asked that staff come up with a process for handling complaints and comments from residents.

Harold Dominguez responded that the complaints need to be filtered to staff because of HUD issues and said to direct them to Lisa, Kathy, Karen, and Harold but noted Lisa would handle the majority of them.

8. Attorney Comments & Reports: None

9. Upcoming Meetings

- a) Identify additional special meetings of the LHA Board of Commissioners

Harold stated that staff is working on scheduling and will get balance sheets to the commissioners.

- b) Incorporate regular LHA business into regular City Council meeting agendas

10. Adjourn

A motion was made by Tim Waters to adjourn the meeting at 4:00 p.m.

Motion: Tim Waters **Second:** Polly Christensen **Approved**

Carried 7-0

Chairperson, Longmont Housing Authority

Date Approved



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Longmont Housing Authority Board Communication

Agenda Item 5a:

Review and approval of Longmont Housing Authority (LHA) 5 Year Public Housing Plan

Presented By:

Kathy Fedler, Housing and Community Investment Manager, Kathy.fedler@longmontcolorado.gov

Issue Analysis and Option:

Each Housing Authority must have in place a 5 year Plan that is in a HUD mandated format. The 5 year Plan should align with the City's Consolidated Plan (also a 5 year plan). Because of Covid waivers which allow for a later than usual submission (3/31/21), the LHA's Plan will cover 2020 – 2024, which aligns with the City's Consolidated Plan timeframe. This allowed the LHA Plan to consider the Consolidated Plan and its needs and elements in stating the LHA's goals and objectives to help address the goals in the Consolidated Plan.

A public process was not required this year to receive input on the proposed 2020 – 2024 Five Year Plan again due to a Covid waiver. Staff did post this plan for comment on the LHA Website and if the Board has any additional information to include in the Five Year Plan, please provide that feedback for inclusion.

The Longmont Housing Authority Advisory Board (LHAAB) reviewed the Five Year Plan at their meeting on March 16. They recommended adding an Objective to Goal 3 under Section B.2. "Objective: Reduce proportion of HUD funding to overall budget by 10% over this 5 year period (working to decrease dependence on HUD funding)." They felt the Goal set by an earlier Board to reduce LHA's dependence on HUD funding by moving it from 45% of the budget to 25% was too ambitious to achieve in 5 years (see Section B.3. 3.b.) and wasn't achieved during the prior Five Year Plan. They felt a more measured approach was needed given the circumstances and that we are also trying to increase the number of Housing Choice Vouchers in our community.

The Plan is attached to this Communication and staff would be happy to answer any questions. The Plan is due to HUD by March 31.

Board Options:

Approve Resolution 21-001 authorizing submission of the LHA 2020 – 2024 Five Year Plan.

Fiscal Impact:

There is no immediate impact on the LHA funds; however as various projects come forward to help meet the goals of the Plan, that information will be part of the analysis that will come to the Board for review and approval.





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RESOLUTION 2021-01

RESOLUTION OF LONGMONT HOUSING AUTHORITY APPROVING 2020 – 2024 FIVE YEAR PLAN AND CIVIL RIGHTS CERTIFICATION FOR THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Longmont Housing Authority Board is required every 5 years to revise its Public Housing Plan in accordance with U.S. Department of Housing and Urban Development (HUD) requirements; and

WHEREAS, the Longmont Housing Authority qualifies as a small housing authority and so can submit a “Streamlined Plan” and does not need to submit an Annual Plan because it has a combined unit total of 550 or less of public housing units and Section 8 vouchers, is not designated as a troubled housing authority and does not have a failing score under the Section 8 Management Assessment Program (SEMAP); and

WHEREAS, the LHA follows and commits to carrying out its programs in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing; and

WHEREAS, the LHA 5 Year Plan aligns with the City of Longmont’s Consolidated Plan, shares needs assessment data, and aligns goal statements for a more comprehensive and cohesive funding and operational approach to providing affordable housing opportunities in Longmont.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Housing Authority of the City of Longmont approve the Longmont Housing Authority 2020-2024 Five Year Plan and authorizes submission of the Plan and the Civil Rights Certification to HUD by the March 31, 2021 deadline.

IN WITNESS WHEREOF, this Resolution is made as of this _____ day of March, 2020.

LONGMONT HOUSING AUTHORITY BY:

Brian Bagley, Board Chair

ATTEST:

Harold Dominguez, Interim Executive Director



5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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	<p>PHA Name: LONGMONT HOUSING AUTHORITY PHA Code: CO070</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01- 2020</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>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.</p> <p>The public can view a copy of the draft Plan beginning March 11, 2021 at the Longmont Housing Authority Administration office at 1228 Main Street, Longmont, CO between the hours of 8:00 am and 5:00 pm Monday through Friday. They may also view a draft by visiting the Authority's website at www.longmonthousing.org/announcements-events.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) NA</p> <table border="1" data-bbox="203 1203 1463 1837"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					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:																							
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>To provide housing and related services to low and moderate income families, elderly and disabled households and to relieve the community of substandard housing.</p>
B.2	<p>Goals and Objectives. 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>Longmont Housing Authority (LHA) has four main Goals in its commitment to the citizens and families of the City of Longmont in order to fulfill its mission. Also included are some objectives to help in meeting these goals.</p> <ol style="list-style-type: none"> 1. To create affordable housing opportunities for the community. <ul style="list-style-type: none"> Objective: Expand rental housing opportunities for low-income and vulnerable populations Objective: Apply for new rental assistance funding as opportunities become available Objective: With HUD approval, utilize the 10% exception to the project Based Voucher program to allow additional project based vouchers be available for permanent supportive housing and/or housing dedicated to persons experiencing homelessness. Objective: Work with local property owners to increase the number of rental units available to Housing Choice Voucher program participants by gaining 10 new private market property owners willing to participate in the HCV Program. 2. To protect and enhance the properties and programs the LHA operates. <ul style="list-style-type: none"> Objective: Continue to use a lottery-based waitlist to ensure that all applicants have an equal opportunity to receive assistance. Objective: Connect clients of rental assistance programs with housing navigation services by continuing partnerships with local supportive services agencies such as Mental Health Partners, the Inn Between, Veteran’s Community Project, Senior Services, etc. 3. To develop an organizational infrastructure so that the LHA can efficiently manage its operations. <ul style="list-style-type: none"> Objective: Maintain the Housing Authority’s status as a High Performing Agency Objective: Provide bi-annual Fair Housing and Equal Opportunity training to all Housing Authority staff. Objective: Monitor all housing partners where LHA Project Based Vouchers are placed to ensure they are adhering to Equal Opportunity and Fair Housing practices. Objective: Improve the management of the waiting list by training Housing Authority staff on the utilization of existing Yardi computer software. Objective: Implement a system to recoup uncollected monies owed from former voucher tenants. Objective: Comply with all VAWA requirements and any applicable amendments. Objective: Reduce proportion of HUD funding to overall budget by 10% over this 5 year period (working to decrease dependence on HUD funding). 4. To develop, enhance and strengthen external relationships with key partners, other agencies, and the larger community. <ul style="list-style-type: none"> Objective: Partner with local non-profit agencies to provide housing for low-income and/or hard to serve populations

B.3

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

Over the past five years, the Longmont Housing Authority has implemented numerous projects and adopted several policies to reach the goals outlined in the 2014-2019 5-year plan.

1. To create affordable housing opportunities for the community.
 - a. Terry Street apartments was sold through a market sale. \$1.4M in proceeds from the sale were reinvested in both Spring Creek and Fall River Apartment construction.
 - b. Completed in 2016, the construction of Spring Creek in the Prairie Village Neighborhood, added 60 units of senior housing (55 and older), affordable at 30% and 40% AMI, to the affordable housing inventory in the City of Longmont
 - c. Fall River Apartments (phase two of Prairie Village development) was completed in late 2019, adding 60 units of senior housing (62+) to the affordable housing inventory. This project was funded with LIHTC, HOME funds and has 15 project-based vouchers.
 - d. The Suites Supportive Housing completed a major rehabilitation in 2016, which included the upgrade of major systems and the addition of 11 new studio units.
 - e. A majority interest in the excess land on the Suites site was sold to the City of Longmont for future affordable housing development partnerships.
 - f. 2.4 acres of land was purchased in 2015 for potential future developments.
2. To protect and enhance the properties and programs that LHA operates.
 - a. Aspen Meadows Apartments (50 units) started the planning for re-syndication and a major rehabilitation/renovation project. The re-syndication closed in September 2020 keeping the property affordable for another 15 years, and the renovations are expected to be completed by July 2021.
 - b. The Longmont Housing Authority successfully transitioned to a biennial Housing Quality Standards (HQS) inspection schedule in 2014 for the Housing Choice Voucher Program.
 - c. The Housing Choice Voucher (HCV) utility allowance was updated in 2015 and each year thereafter.
 - d. The number of Project Based Vouchers at The Suites increased to 41 during the last 5-year plan period. The Longmont Housing Authority administers the 41 Vouchers and Mental Health Partners has 40 Project Based Vouchers that are also dedicated to the remaining Suites units.
3. To develop an organizational infrastructure so that the LHA can efficiently manage its operations.
 - a. The contracted property management was successfully brought into the Longmont Housing Authority allowing the LHA to maintain professional and efficient management practices that support the mission of the agency.
 - b. Set a goal to lower LHA's dependence on HUD – Moving from 45% of the budget coming from HUD resources to 25%.
4. To develop, enhance and strengthen external relationships with key partners, other agencies, and the larger community.
 - a. Exploring partnerships to produce additional affordable rental units including a partnership with Element Properties on the potential Sunset Heights development on The Suites campus and a possible Crisman II project.
 - b. The Poverty Reduction Pilot Program with the City was ended during this period, but additional Supportive Services with partner agencies (Mental Health Partners, 20th Judicial Court, Senior Services) was explored and agreements entered into.

The Longmont Housing Authority continues to provide the following:

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

	<ul style="list-style-type: none"> • To encourage self-sufficiency of participating families and assist in the expansion of family opportunities, which address educational, socio-economic, recreational and other human service needs. • To provide a positive public awareness and expand the level of family, owner, and community support in accomplishing LHA's mission. • To attain and maintain a high level of standards and professionalism in the day-to-day management of all program components. • To manage an efficient, high –performing agency through continuous improvement of LHA's support systems and commitment to employees and their development. • To provide decent, safe and sanitary housing for very low-income families while maintaining their rent payments at an affordable level. • To ensure that all units meet Uniform Physical Conditions Standards/Housing Quality Standards and families pay fair and reasonable rents. • To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice. • To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families • To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.
<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. 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.</p> <p>The Longmont Housing Authority (LHA) is acting in full accordance with the Violence Against Women Act (VAWA). The LHA is committed to ensure the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking those who are assisted by LHA. LHA will provide and maintain housing opportunities for these types of victims and collaborate with law enforcement authorities and victim service providers to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence or stalking. The LHA will not deny assistance to victims due to verifiable domestic violence, dating violence and/or stalking and it will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of violence.</p> <p>The LHA will provide resource information to HCV applicants and other program participants about the resources and programs available for victims of domestic violence.</p>
<p>B.5</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Significant amendments or substantial deviations/modifications are defined as discretionary changes in the plans or policies of the LHA that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board. An exception to this definition will be made only for changes that are adopted to reflect HUD regulatory requirements and such changes shall not be considered significant amendments or substantial deviations.</p> <p>If a significant amendment or substantial deviation/modification to the LHA Administration Plan occurs, the LHA will submit a revised Administration Plan that has met full hearing process requirements.</p>

<p>B.6</p>	<p>Resident Advisory Board (RAB) Comments. NA – LHA does not have a Resident Advisory Board</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" 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>
<p>B.7</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <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>

ATTACHMENT TO HUD 5007-SL

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of Impediments to Fair Housing Choice.

There is a great, unmet need for housing in Longmont, detailed in the City of Longmont's Consolidated Plan covering the jurisdiction of the Longmont Housing Authority. These needs are identified by income, family type and specific housing problems. The Longmont Housing Authority and the staff of the City of Longmont worked as partners to identify and address the housing needs of the low-income residents of Longmont.

In 2018, Longmont had a shortage of 2,526 units affordable to households earning less than \$35,000 per year. Specifically,

- 25% of renters (3,378 households) living in Longmont earn less than \$25,000 per year. These renters need units that cost less than \$625 per month to avoid being cost burdened.
- 8% of rental units (1,187 units) rent for less than \$625 per month.
- Another 1,883 renters earn between \$25,000 and \$35,000 and also face a shortage, of 335 affordable rental units.
- Altogether, the city has a shortage of 2,526 rental units priced to serve households earning less than \$35,000 per year.

Home values increased by 64 percent between 2013 and 2018—an average of 13 percent per year. This was the largest increase of any Boulder/Broomfield HOME Consortium jurisdiction. Although prices have increased rapidly during the past 5 years, Longmont remains one of the most affordable jurisdictions in the Boulder/Broomfield HOME Consortium, especially for moderate-income workers—if they can find a home to buy. Affordable for sale inventory is very low and the city has fewer than 100 units that are affordable for households with incomes of less than \$100,000.

The greatest needs by resident type include:

- Housing subsidies to assist 3,700 persons with disabilities, many of whom are seniors, who are cost burdened (Census data).
- Housing subsidies to assist the 600 large families in Longmont with housing burden (Census data).
- Housing subsidies to assist the 1,400 female-headed households with housing burden (Census data).
- Housing assistance for the 1,500 Hispanic households who struggle to pay their rent on a monthly basis and are vulnerable to losing their rental units (resident survey).

The most recent Analysis of Impediments to Fair Housing study (AI) found that one of the largest impediments to fair housing choice is the lack of housing inventory.

Activities and specific goals included in the Longmont Housing Authority's Five Year Plan, which are consistent with the Consolidated Plan and Analysis of Impediments to Fair Housing include:

- Applying for additional vouchers as available to increase the supply of affordable housing
 - Ensuring equal opportunity through the waitlist process and working to affirmatively further fair housing
 - Collaboration with local agencies to reach the most vulnerable members in the City.
-

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Longmont Housing Authority

PHA Name

CO070

PHA Number/HA Code

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

Harold Dominguez	Executive Director
Signature	Date



Longmont Housing Authority
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Longmont, CO 80501
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TDD/TTY: Dial 711

www.longmonthousing.org | LHAInfo@Longmontcolorado.gov

Longmont Housing Authority Board Communication

Agenda Item 5b:

Review and approval of Longmont Housing Authority (LHA) Bad Debt Policy

Presented By:

Harold Dominguez, Interim Executive Director, Harold.dominguez@longmontcolorado.gov

Issue Analysis and Option:

LHA had in place a Bad Debt Policy which was being followed, but did not allow for any latitude in writing off debt prior to LHA Board approval, if the debt would cause an inability to process a security deposit refund, took into account an incorrect data in the financial management system or other issues that might arise requiring a quicker response. This revised Bad Debt Policy gives the Executive Director the ability to write off up to \$5000 in debt if a quick response is needed prior to the next Board meeting. In addition a longer response time to get to a repayment agreement is recommended.

Changes to the Policy being proposed are redlined for review.

Board Options:

Approve Resolution 21-002 approving the revised Bad Debt Policy.

Fiscal Impact:

There are no impacts to the LHA General Fund; however the Property funds and/or the Housing Choice Voucher funds could be impacted positively, if debt is able to be collected, or negatively, if debt needs to be written off.





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RESOLUTION 2021-02

RESOLUTION OF LONGMONT HOUSING AUTHORITY APPROVING BAD DEBT POLICY

WHEREAS, the Longmont Housing Authority wishes to establish a policy to deal with and provide for collections of debt owed to the LHA; and

WHEREAS, occasionally clients, residents or former tenants cannot financially pay the debt they owe and the Longmont Housing Authority must have a policy directing how it can write-off or discharge monies owed to it in order to manage its operations and accounting processes in a fiscally efficient manner; and,

WHEREAS, the Longmont Housing Authority desires that its established policies be clear, concise, and transparent in their application.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Housing Authority of the City of Longmont approves the Longmont Housing Authority Bad Debt Policy.

IN WITNESS WHEREOF, this Resolution is made as of this _____ day of March, 2020.

LONGMONT HOUSING AUTHORITY BY:

Brian Bagley, Board Chair

ATTEST:

Harold Dominguez, Interim Executive Director





Bad Debt Policy

Purpose: The Longmont Housing Authority (LHA) shall follow the following procedures to ensure that accounting records accurately reflect outstanding balances from previous tenants and program participants.

Policy:

1. When a tenant vacates a unit and/or is terminated from a housing program, all debts and credits shall be entered on the account by the Community Manager and/or Program administrator (i.e., charges for damages, credits for unearned rent, security deposit, etc.) and reasonable attempts will be made to collect any unpaid balance owed to LHA as follows:

- A. LHA will mail the tenant a letter to the last known address in the file. All returned mail (attempts to locate) will be maintained in the tenant and/or participant file.
- B. If within ninety (90) days ~~thirty (30) days~~ after sending notice of balance owed, there is no agreement for payment reached, or payments are not paid as agreed, the Portfolio or Housing Choice Voucher Manager will submit such amounts of unpaid balances to the collection firm under contract to seek recovery and notify the accounting department.
- C. Portfolio or Housing Choice Voucher Manager will maintain a record of all accounts written off as collection losses. It will include:
 - Tenant name and account number;
 - Last known address;
 - Lease or program termination date;
 - Complete list of itemized charges;
 - Total amount owed;
 - Copies of letters and other correspondence (any return mail included) showing attempt(s) to make collection of the debt;
 - Total amount written off to collection losses as provided by accounting
 - Resolution number and date as authorized for write-off by the board of commissioners as provided by accounting





2. Accounting will periodically present the Executive Director with a report of the Tenant Account Receivable. The report shall include all debts deemed uncollectible of vacated tenants/previous participants.
3. The Executive Director can write-off up to \$5,000/tenant prior to going to the Board for approval, if needed.
4. The Executive Director or Accounting will present the report to the Board of Commissioners for approval to write off on a periodic quarterly basis, including any debts the Executive Director approved.
5. The Accounting department will update the write off information in the software for each tenant or participant's ledger.

Approval: _____
Executive Director

Date





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Longmont Housing Authority Board Communication

Agenda Item 5c:

Review and approval of write-off of debt of former resident at The Lodge at Hover Crossing

Presented By:

Harold Dominguez, Interim Executive Director, Harold.dominguez@longmontcolorado.gov

Issue Analysis and Option:

LHA has in place a Bad Debt Policy which allows for writing off debt that cannot be collected with approval by the LHA Board. In this particular instance, the resident was notified in 2018 of a rent increase from \$342 to \$432; but continued to pay the lesser rent. LHA staff failed to notice and collect the additional amount owed even though the financial tracking system was recording the debt. Once the resident moved out, LHA must provide a return of the security deposit (if any is owed) within 60 days. In reconciling the tenant account, the uncollected rent was found. Because it was LHA that failed to follow up on the uncollected rent, and because the time to respond on the security deposit was fast approaching; the Executive Director instructed staff to write off the debt in the system so the security deposit could be prepared and sent on time avoiding a possible finding by HUD. This write-off is now being brought to the LHA Board.

LHA staff is working to ensure all rent accounts are reviewed once/month and rent increases are correctly entered into the Data/Financial Management System (Yardi) to avoid a repetition of this situation.

Board Options:

Approve Resolution 21-003 approving the write-off of the debt not collected by LHA.

Fiscal Impact:

There are no impacts to the LHA General Fund; however the Lodge Property lost this uncollected rent.





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RESOLUTION 2021-03

A RESOLUTION OF LONGMONT HOUSING AUTHORITY APPROVING TENANT ACCOUNT RECEIVABLE WRITE-OFF FOR MARCH 2021

WHEREAS, the Longmont Housing Authority has provided housing services to a resident who discontinued housing with debt owing to LHA; and

WHEREAS, while this individual included in this tenant account write-off was notified in 2018 of a rent increase from \$342 to \$432, but continued to pay the lesser rent, which LHA staff failed to correct and collect the additional amount owed; and

WHEREAS, since this was an LHA error, it was determined the debt should be written-off so that the tenant's security deposit can be released.

NOW THEREFORE, BE IT RESOLVED that the Board of the Longmont Housing Authority of the City of Longmont authorizes the LHA staff to "write-off" the following Lodge at Hover Crossing Apartment account from the accounting software:

Rhetta Allen Unit 315 moved out: January 1, 2021 Amount Owed: \$1,080

IN WITNESS WHEREOF, this Resolution is made as of this _____ day of March, 2020.

LONGMONT HOUSING AUTHORITY BY:

Brian Bagley, Board Chair

ATTEST:

Harold Dominguez, Interim Executive Director



Affordable Gross Potential Rent
 For Selected Properties
 As Of Date: 03/11/2021
 As Of Month: 03/2021

Property	Unit	Occupied	Vacant	Non-Rev	Market	Loss/Gain	Potential	Economic	Actual	Actual	Excess	Utility	Rent	Subsidy	Write	Rental	Receipts	Receipts	Current	Current Subsidy	Loss From	
	Count	Units	Units	Units	Rent	to Lease	Rent	Vacancy	Rent	Subsidy	Income	Reimb	Adjustments	Adjustments	Off	Income	Current	Prior	Unpaid Charges	Unpaid Charges	Prepays	Non Rev. Units
Spring Creek Apts (sc)	60.00	57.00	3.00	0.00	50,507.00	-2,670.00	53,177.00	4,207.06	33,956.94	15,013.00	0.00	0.00	0.00	0.00	0.00	48,969.94	34,805.94	-68.23	-849.00	15,013.00	0.00	0.00
Aspen Meadows Neighborhood (amn)	28.00	25.00	3.00	0.00	31,950.00	-1,042.00	32,992.00	3,856.00	14,773.00	14,363.00	0.00	0.00	0.00	0.00	0.00	29,136.00	11,329.44	-463.16	3,443.56	14,363.00	0.00	0.00
Brianwood Apartments (bwa)	10.00	8.00	2.00	0.00	9,960.00	-796.00	10,756.00	1,992.00	5,486.00	3,278.00	0.00	0.00	0.00	0.00	0.00	8,764.00	6,972.00	11.00	996.00	796.00	0.00	0.00
The Hearthstone at Hover Crossing (hhc)	50.00	48.00	2.00	0.00	27,327.00	0.00	27,327.00	-4,413.00	16,739.00	6,319.00	0.00	0.00	4.00	8,678.00	0.00	31,740.00	7,314.47	9,813.53	9,428.53	14,997.00	0.00	0.00
The Lodge at Hover Crossing (lhc)	49.00	49.00	0.00	0.00	27,930.00	570.00	27,360.00	0.00	15,750.00	11,610.00	0.00	0.00	-318.00	318.00	0.00	27,360.00	6,549.00	9,044.00	8,883.00	11,928.00	0.00	0.00
The Suites Supportive Housing Community (sa)	82.00	75.00	7.00	0.00	95,704.00	1,400.00	94,304.00	8,630.38	24,578.58	61,095.04	0.00	0.00	0.00	0.00	0.00	85,673.62	81,343.96	1,605.50	2,883.95	1,445.71	0.00	0.00
Village Place (vp)	72.00	68.00	4.00	0.00	66,168.00	0.00	66,168.00	3,622.07	54,931.90	7,614.03	0.00	0.00	0.00	0.00	0.00	62,545.93	59,222.90	100.00	0.00	3,323.03	0.00	0.00
Fall River Apartments LLLP (fr)	60.00	58.00	2.00	0.00	60,489.00	-2,973.00	63,462.00	1,498.20	38,445.25	23,518.55	0.00	0.00	0.00	0.00	0.00	61,963.80	38,984.10	1,535.02	1,242.70	21,737.00	0.00	0.00
Aspen Meadows Senior Apartments (amsa)	50.00	44.00	6.00	0.00	46,310.00	65.00	46,245.00	5,024.00	32,391.00	8,830.00	0.00	0.00	0.00	0.00	0.00	41,221.00	30,983.00	1,197.88	1,408.00	8,830.00	0.00	0.00
Grand Total	461.00	432.00	29.00	0.00	416,345.00	-5,446.00	421,791.00	24,416.71	237,051.67	151,640.62	0.00	0.00	-314.00	8,996.00	0.00	397,374.29	277,504.81	22,775.54	27,436.74	92,432.74	0.00	0.00

*Please note Yardi is not reflecting the correct vacancies. Below vacancies are correct
 Spring Creek, Fall River and Village Place opened waitlist 3/5/21 through 3/8/21

- Spring Creek Apts (sc) 3 Vacants All 3 units have applicants pending
- Aspen Meadows Neighborhood (amn) 3 Vacants 1 unit has pending applicant. Waitlist opens up 3/26/2021 for other units
- Brianwood Apartments (bwa) 2 Vacants Vacant units being held for City funded voucher program
- The Hearthstone at Hover Crossing (hhc) 2 Vacants 1 unit is the employee unit, 1 unit has pending applicant
- The Lodge at Hover Crossing (lhc) 1 Vacant Unit has pending applicant
- The Suites Supportive Housing Community (sa) 7 Vacants 2 Vacant are LHA- with pending applicants, 5 Vacants are MHP with 1 pending applicant. 1 LHA unit is being used temporary housing for the unit that was flooded.
- Village Place (vp) 4 Vacants Have 5 applicants pending, as they are anticipating a move out 4/1. New applicants from waitlist opening on 3/5/2021
- Fall River Apartments LLLP (fr) 4 Vacants 3 units have applicants
- Aspen Meadows Senior Apartments (amsa) 5 Vacants 1 unit being used for temporary office. Waitlist opens 3/26/2021

Affordable Aging Detail

Property: Allocation-All Properties (_allprop)

Post To(MM/YY): 02/2021

Property Name	Charge Amount	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Pre-payments	Suspense
615 Main (615)	0.00	0.00	0.00	0.00	0.00	0.00	-192.62	0.00
Aspen Meadows Neighborhood (amn)	28,252.78	10,845.50	2,681.00	976.71	711.23	6,476.56	-215.28	-5,846.13
Aspen Meadows Senior Apartments (amsa)	19,240.88	4,627.85	560.00	1,235.00	2,671.85	161.00	-147.00	-961.00
Briarwood Apartments (bwa)	11,827.00	9,487.55	1,145.00	996.00	1,127.00	6,219.55	-3,290.00	0.00
Fall River Apartments LLLP (fr)	17,504.49	7,163.22	3,149.07	190.48	1,356.97	2,466.70	-520.07	-4,421.00
The Hearthstone at Hover Crossing (hhc)	13,427.00	5,883.13	7,241.80	-1,680.89	-530.00	852.22	-3,085.03	-2,709.00
The Lodge at Hover Crossing (lhc)	28,544.15	17,166.87	** 21,653.44	-3,533.32	891.00	-1,844.25	-5,051.68	16.00
The Suites Supportive Housing Community (176,854.44	68,807.54	2,163.88	10,835.41	3,742.46	52,065.79	-16,556.83	-16,558.81
Spring Creek Apts (sc)	18,394.24	15,233.47	9,394.95	1,230.29	45.06	4,563.17	-2,406.84	-1,674.49
Village Place (vp)	5,345.20	4,218.20	0.00	1,104.00	1,098.00	2,016.20	-332.80	0.00
Grand Total	319,390.18	143,433.33	47,989.14	11,353.68	11,113.57	72,976.94	-31,798.15	-32,154.43

** The Lodge is high in the 0-30 day category due to February's subsidy voucher. HUD rejected it due to a threshold test. Since the gross rent change took effect in January the February voucher is making up for the January subsidy not received and causing our voucher to go over the threshold test. We are working on a variance report for HUD to approve.