

**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

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: Littleton Housing Authority dba South Metro Housing Options PHA Code: CO036

PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2019

PHA Plan 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.

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.	5-Year Plan. Required for all 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>South Metro Housing Options strengthens our community by creating opportunities for diverse housing alternatives.</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>Please see attachment.</p>
B.3	<p>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.</p> <p>Please see attachment.</p>
B.4	<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>Please see attachment.</p>
B.5	<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>Please see attachment.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" 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> <p>Please see attachment.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SI Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan , must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

B. 2: Goals and Objectives

Strengthen Leadership and Image Within the Community

STRATEGIC OBJECTIVE #1:

Agency Goals	Action Plan
Establish and/or strengthen partnerships	<ol style="list-style-type: none"> 1. Network and partner with area non-profit groups, especially those with similar missions 2. Partner with City of Littleton, Arapahoe County, and neighboring municipalities on common goals 3. Partner with area Housing Authorities on common goals/opportunities 4. Recruit landlords for Housing Choice Voucher (HCV) program
Promote and publicize SMHO programs, projects, and accomplishments	<ol style="list-style-type: none"> 1. Develop marketing materials, including video 2. Utilize Social Media tools (i.e. Facebook, Twitter, SMHO website) 3. Make presentations to community groups and engage in networking opportunities to educate the public and other organizations about SMHO and affordable housing 4. Continue and expand quarterly networking event organized by SMHO Resident Services staff and participate in City of Littleton's quarterly marketing group 5. Executive Director will present at Littleton Leadership Academy
Encourage volunteerism from staff to further strengthen and improve community relations and build community spirit in employees	<ol style="list-style-type: none"> 1. Create policy that allows staff 8 hours of PTO for volunteer projects in the community 2. Organize annual volunteer day for all staff or individual departments to participate in together 3. Participate in annual community events (i.e. Western Welcome Week and Littleton Criterion) 4. Encourage staff members to participate in the Littleton Leadership Academy

STRATEGIC OBJECTIVE #2:

Anticipate and Meet the Needs of the Community

Agency Goals	Action Plan
<p>Increase the number of affordable housing units in Littleton (diverse housing types that serve variety of people)</p> <ul style="list-style-type: none"> • 400 new and/or acquired units 	<ol style="list-style-type: none"> 1. Partner with faith-based organizations, who may have land available for the development of new affordable housing units 2. Redesign the rehab program for homeowners in Littleton and unincorporated Arapahoe County 3. Use proceeds from sale of Public Housing scattered sites for development/redevelopment of additional units <ol style="list-style-type: none"> a. Develop at least one Permanent Supportive Housing Low-Income Housing Tax Credit (LIHTC) project b. Develop at least one Senior LIHTC project c. Purchase at least two existing, non-subsidized multifamily buildings to ensure the preservation of affordable housing (50%-80% AMI) 4. Use Littleton Housing Study and Envision Littleton’s Comprehensive Plan as resources to ensure consistency in addressing housing needs in Littleton <ol style="list-style-type: none"> a. Ensure affordability of scattered site, single-family homes and duplexes
<p>Assess existing housing stock/programs</p>	<ol style="list-style-type: none"> 1. Reposition Public Housing scattered sites through Section 22 2. Develop and execute a plan, with neighborhood support, for the vacant lot on Powers Avenue 3. Assess potential opportunities at Libby Bortz Assisted Living Center <ol style="list-style-type: none"> a. Create Memory Care unit b. Add Extended Care units 4. Survey and update highest needs properties
<p>Explore previously untapped forms of funding</p>	<ol style="list-style-type: none"> 1. Apply for Veterans Affairs Supportive Housing (VASH) vouchers 2. Apply for Private Activity Bonds 3. Create non-profit in order to seek out grant and other funding opportunities 4. Apply for Foster Youth to Independence vouchers (up to 25)

STRATEGIC OBJECTIVE #3:

Increase Operational Efficiencies and Effectiveness

Agency Goals	Action Plan
<p>Staff skill development, training, expertise, and teamwork</p>	<ol style="list-style-type: none"> 1. Identify skill development needs 2. Develop cross-training program for employees in all departments 3. Implement employee incentive plan 4. Establish mentoring program including progression planning 5. Update all organizational roles and responsibilities (job descriptions/desk guides)
<p>Improve organizational processes, technology and infrastructure</p>	<ol style="list-style-type: none"> 1. Hire consultant to assess Resident Services programming and implement changes, including: <ol style="list-style-type: none"> a. Identify Resident Services programming areas of interest/need by residents b. Desired impacts/outcomes of programming c. Data collection and monitoring d. Staffing 2. Determine which processes/procedures need to be analyzed using Lean Firm techniques to ensure optimal efficiency 3. Purchase additional Yardi modules <ol style="list-style-type: none"> a. Landlord portal b. Upgrade Rent Café 4. Transition from paper to electronic filing system

B.3: Progress Report

Strategic Objective #1: Strengthen leadership within the community

SMHO staff members have continued to work closely with City of Littleton staff during the past 5 years on a variety of collaborations, including:

- Littleton Transportation Network (LTN) Advisory Group, comprised of city, county, SMHO staff and Littleton citizens to seek funding opportunities to support the Omnibus and Shopping Cart transportation services for the community. The Libby Bortz Assisted Living Center (LBALC) has sponsored spaghetti dinner fund-raising events, which have raised between \$5,000 and \$8,000 each year.
- Neighborhood Services Team, wherein staff from Code Enforcement, Zoning, Community Development and SMHO share information and discuss and/or implement best practices for the overall betterment of the community, including curb appeal, neighborhood programs and neighborhood camaraderie.
- The Housing Needs Task Force was comprised of city staff and council members, SMHO board and staff members and community citizens to solicit a city-wide housing needs study. The Task Force issued a Request for Proposals in 2016 for the study and selected the firm of BBC Consulting to conduct the study. The results and recommendations of the study were presented to city council in June 2017.
- Monthly meetings between SMHO and the Littleton Police Department to share information and develop strategies to identify and address possible criminal activity in SMHO housing.
- Staff worked in the concession stand at the Twilight Criterium, a City-sponsored event in downtown Littleton, kicking off Western Welcome Week in August.
- SMHO provided rental management to the City for the Geneva Village housing complex.

SMHO also participated with other organizations in the community, as follows:

- The Executive Director is a member of the Community Services Block Grant (CSBG) advisory committee for Arapahoe County. The committee reviews and approves the annual budget and submittal for grants relating to the Homemaker program, Chore Services, Arapahoe County Transportation, Housing and Veteran's Services.

- The Executive Directors (previous and current) participated in the planning of the Littleton Leadership Academy, which initiated its inaugural class series in January 2017, with 30 class members. SMHO staff members also participate in the Leadership Academy.
- SMHO Resident Services staff organized a networking group of community service providers called **Connections**.
- SMHO staff attended quarterly meetings with Tri-county Health Department to promote healthy homes.
- SMHO staff participated in **ArapaHomeless**, an advisory group to address homelessness issues in Arapahoe County.
- Staff attended meetings of the new Littleton Coalition for Aging Well (LCAW) and is a member of the advisory committee.
- SMHO worked closely with the city, county and other service organizations to relocate and support displaced residents who were impacted by two different fires at Southview/Windermere Apartments in Littleton.

Strategic Objective #2: Anticipating and meeting the needs of our community

The Resident Services Department worked to serve the needs of SMHO tenants, including seniors, disabled residents and families with children. Staff sponsored or collaborated on a variety of educational, social and recreational activities, including:

- VALENTINES FOR VETS: SMHO partnered with **KEZW Radio** & local **Hallmark** store to craft valentines for CO veterans distributed at the Veterans Administration hospital's Valentines' Day each year. (All Sr./Disabled properties)
- ST. PAT'S DAY events: Every March with luncheons & activities at all Sr./Disabled properties
- OLDER AMERICAN'S MONTH: Activities and events held throughout the month of MAY every year in honor of National Older American's Month. Events linked to the current year's theme.
- "PACK the BACKPACKS" annual school supply drive assisting SMHO Family Housing, John Newey & Powers Circle Apts. residents. SMHO partnered with the Heritage High School Boys' Basketball team who collected the school supplies. Event held each AUG. for backpack pick-up.
- "WORKING HARD in the YARD" annual lawn contest for Family Public Housing & John Newey residents. Residents of Family Public & John Newey programs participate in a summer-long contest with judging and prizes awarded in late August.

- **FALL EVENTS:** Held annually at all Sr./Disabled properties; a luncheon with Fall/Halloween theme and related activities.
- **THANKSGIVING DINNER PROGRAMS:** SMHO partnered with *First Presbyterian Church* for free Thanksgiving dinners for all SMHO residents each Thanksgiving Day with options to dine in at the church or have meals delivered.
- **ADOPT- A- FAMILY/ADOPT-A- SENIOR:** Assisted those in need at holiday time, SMHO partnered with *King Soopers* (Ken-Caryl location) & "*Over the Coffee Cup*" civic group for families and Seniors requesting assistance at Holiday time.
- **WINTER HOLIDAY EVENTS:** Held at all Senior buildings each December and at Bradley House for Family Housing & John Newey Residents. Food, games, drawing, music.
- **ON-SITE WELLNESS OPTIONS:** SMHO partnered with several community resources who provide regular services on-site & meet with residents in their homes:
- **DISPATCH HEALTH** provided on-site health care for tests, assessments, x-ray, stitches, antibiotics and more (most insurances accepted). SMHO also partnered with *TriCounty Health Department* for Matter of Balance, nutrition and other classes when available, as well as regular info sessions by *Innovage.*)
- **FOOD:** SMHO partnered with The Littleton Cares *Meals on Wheels* who deliver meals to those in need.
- **SMHO MONTHLY NEWSELETTERS:** Crafted by resident Services staff, *THE COMMUNIQUE'* (for senior/disabled residents) and *THE HOME PAGE* (family housing, John Newey and Powers Circle) are distributed the 1st of each month.
- **TRANSPORTATION:** SMHO partners with the City of *Littleton Transportation Network;* Shopping Cart & Omnibus who service all senior/disabled properties on a daily basis.
- **LEGAL CLINICS:** SMHO partnered with **Metro Volunteer Lawyers** who provided presentations and free one-on-one appointments re: assistance on Living Wills, Power of Attorney, final wishes and more.
- **SMHO SCHOLARSHIP:** Each Spring, SMHO offered applications to adult learners & graduating high school seniors for access to the *Beau DeVane Veyette Scholarship.*

The Resident Services Department also worked with *Scraps to Treasure*, a local group of quilters who donates to organizations in the Littleton community. The quilting group has continued to make donations to SMHO on a regular basis. Quilts are placed with residents in need.

Staff coordinated a *Day of Service* with volunteers from Denver Seminary who socialized with SMHO residents and performed various tasks in the senior/disabled buildings.

Staff worked with landlords within the community as partners in the Section 8 Housing Choice Voucher Program. These relationships proved especially important as the housing market

Staff investigated opportunities for redesigning the Rehabilitation Program, which was deactivated in 2014, including a multi-jurisdictional program with the cities of Englewood and Centennial. An application to the Colorado Department of Local Affairs for initial program funding was also

considered. It was determined that these options were not feasible, either due to lack of interest from other jurisdictions or other requirements that were not achievable. The majority of existing rehab loans were returned to Arapahoe County for servicing from a third-party provider. Realizing the need of affordable housing in Littleton, SMHO staff attempted but was unsuccessful, in purchasing apartment buildings in Littleton. The concept was to purchase naturally occurring affordable units, in order to preserve the affordability of the units. Unfortunately, we were outbid in each instance, but the affordable housing preservation concept is one we will continue to address in the future.

SMHO applied to HUD in late 2016 to convert the Public Housing units to the Rental Assistance Demonstration (RAD) program. SMHO received their CHAP (Commitment to Enter into a Housing Assistance Payment) on October 6, 2017 for the RAD conversion. It was determined that Bradley House would be the best fit for RAD, but the scattered sites would not. SMHO moved forward with the process to convert 72 units at Bradley House from Public Housing to Project Based Rental Assistance (PBRA). The RAD conversion is expected to close by the end of the 2019 fiscal year.

SMHO determined the best strategy for the remaining Public Housing units would be demolition/disposition. Both Section 18 and Section 22 were considered and ultimately it was decided to pursue an application for Section 22.

Strategic Objective #3: Increase the sustainability to maintain and enhance the quality of life in the community

In early 2016, HUD issued a proposed rule to ban smoking in all federally subsidized housing, which required SMHO to expand their current smoking ban to family housing units. Resident Services staff has begun distributed smoke-free living literature at SMHO family housing scattered sites and offered resources to residents who desired to quit smoking.

Although the Tri-county Health Department (TCHD) is no longer actively assisting SMHO with smoke-free funding and related activities, the organization sponsors an offshoot group called **Healthy Homes**. The group met quarterly to focus on a variety of health-related issues, such as mold, radon, healthy meals and cooking, mental health awareness, etc. TCHD offered a variety of information and resources for SMHO staff.

Numerous modernization efforts to SMHO properties have occurred in the past five years, including:

- Complete upgrade of two elevators at Bradley House;
- Lobby remodel at Amity Plaza;

- Tree trimming and fence repair was conducted at a public housing property adjacent to a property owned by Littleton Public Schools, who shared in the cost of the work;
- New card reader door entry systems at Alyson Court, Bradley House and Amity Plaza;
- Roof, gutter and awning repairs were completed at Powers Circle Apartments;
- Concrete work and paving were completed at each property;
- Domestic water lines and main shut-off valves were replaced at Amity Plaza;
- Smoking shelters and benches were installed at several properties;
- Generators were serviced at Amity Plaza and Bradley House;

In 2016, a new web-based payroll and time and attendance system was implemented, eliminating paper time sheets. This reduced staff time spent reviewing and processing leave requests and reduced the overall volume of paper documentation involved in ongoing processes. Employees are able to retrieve personal information such as earnings records, W-2's, etc. electronically.

SMHO has purchased the Rent Café module from Yardi, which allows applicants to apply on-line, and also manage their information (i.e. contact information) through the on-line portal.

Strategic Objective #4: Enhance the image of SMHO within the community and get SMHO's story disseminated in a positive way

- SMHO has enhanced its website. It has been upgraded once and a completely new site will be completed very soon. Staff feels the new website is very important not only to educate the public about SMHO, but to give them access to different resources regarding the importance of affordable housing information (i.e. fact sheets).
- SMHO staff made a presentation to a local community group to provide an overview of housing programs and how they are funded.
- Staff made several presentations to the Littleton Leadership Academy. Presentations included information on SMHO programs, the housing needs in Littleton, and SMHO's plans to address the affordable housing issues.
- SMHO staff has worked closely with the city's Code Enforcement staff to ensure the curb appeal of our properties is adequate.
- Created a Communications Policy.

Strategic Objective #5: Increase operational efficiencies and effectiveness

- Efforts have been made to automate more operational functions, including payroll, human resources, housing programs and administration. Employee time sheets, onboarding for new hires, leave requests and electronic paychecks were implemented in 2016. Board meeting packets are now available through a board portal on the agency website.
- Several Yardi updates have been made, as well as the addition of the Rent Café, which was mentioned in an earlier section.
- A new call light system was installed at the Libby Bortz Assisted Living Center.
- Staff utilized webinar training resulting in lower costs. Numerous classes were available online each month through HUD, the Nelrod Consortium and various other housing entities. As a member of the Colorado Housing and Finance Authority (CHFA) REACH program, numerous classes are available to staff throughout the year at no additional cost to the agency.
- Staff worked with Mark Frater, owner of Lean Firm, to work on increasing operational efficiencies. Several processes were identified, and the team went through the Kaizen process to determine new methods to increase efficiencies.
- There was a restructuring of SMHO staff, which included the elimination of some positions, addition of positions, and modified duties for certain positions. Examples include:
 - Added a Director of Real Estate
 - Added a Human Resources Manager
 - Added a Groundskeeper
 - Added an Executive Assistant
 - Modified Procurement Specialist to become a full-time position
 - Changed Property Clerks to Assistant Property Managers
 - Changed Housing Specialists to Property Managers
- Reporting structure was also changed slightly, depending on the department.

B. 4: Violence Against Women Act (VAWA) Goals

- › Continued compliance with all applicable legal requirements imposed by VAWA.
- › Education regarding tenant rights under VAWA including but not limited to:
 - Post information regarding VAWA in its offices and on the website and will also make the information readily available to anyone who requests it.
 - Provide all tenants with information about VAWA at the time of admission and at annual reexamination.
- › Provide and maintain housing opportunities for victims of domestic violence.
- › Ensure victims of actual and threatened domestic violence, dating violence and stalking who are assisted by Littleton Housing Authority have resources available to them within the community such as victim service providers, law enforcement authorities and others.
- › Take appropriate action in response to an incident or incidents of domestic violence, dating violence or stalking affecting individuals assisted by Littleton Housing Authority.

B. 5: Significant Amendment or Modification

Streamlined Voluntary Conversion

In SMHO's most recent annual plan, both Section 18 and Section 22 were mentioned as possibilities for the repositioning of scattered site Public Housing units. Ultimately, SMHO plans to dispose of all 71 scattered site Public Housing units through Section 22, the Streamlined Voluntary Conversion, because retention of these units is not in the best interest of the public housing resident and disposition allows for the acquisition and redevelopment of other properties that are more efficient and effectively operated as low-income housing. The application will be submitted by the end of the 2019 fiscal year.

Conversion Overview

The Housing Authority of the City of Littleton, Colorado (dba South Metro Housing Options "SMHO") is a small public housing authority that owns and/or administers 431 affordable units, consisting of 71 public housing units and 288 housing choice vouchers. Seventy-two public housing units at Bradley House converted through RAD this year.

SMHO intends to convert all 71 of their remaining public housing units from ACC to HCV assistance through Section 22 streamlined voluntary conversion.

SMHO is requesting HUD approval to dispose of 71 scattered site public housing units in its portfolio through the Streamlined Voluntary Conversion process implemented pursuant to Notice PIH 2019-05 (HA). The disposition of the scattered sites will allow SMHO to further the agency's core values, represented in the PHA plan, of increasing affordable housing within the City of Littleton and reducing operational inefficiencies inherent in managing a scattered site portfolio.

SMHO Public Housing Authority Plan

The SMHO five-year strategic plan was developed in 2019 and consists of eight strategic objectives for the agency. The objectives are as follows:

1. Establish and/or strengthen partnerships
2. Promote and publicize SMHO programs, projects, and accomplishments
3. Encourage volunteerism from staff to further strengthen and improve community relations and engender community spirit in employees
4. Increase the number of affordable housing units in Littleton
5. Assess existing housing stock/programs
6. Explore previously untapped forms of funding
7. Build staff knowledge/expertise and teamwork
8. Improve organizational processes, technology and infrastructure

In an effort to respond to Littleton's need for middle- and low-income home ownership opportunities, SMHO plans to sell 59 of the 71 units at an average sale price equivalent to the purchasing power of 80% AMI earners. The remaining 12 units at Powers and Elati will be demolished to allow new construction of a 51-unit multifamily community.

Future Use/Disposition

Powers and Elati: The Housing Authority plans to replace the remaining 12 units in its public housing portfolio, located on one parcel at Powers and Elati, with a new-construction, 51-unit, 62+ and disabled multi-family community. The Housing Authority's preferred financing for the development is by way of 9% Low Income Housing Tax Credits and conventional debt. If 9% Tax Credits are not awarded to the project after two attempts, the Housing Authority will reassess and finance the project by way of 4% Low Income Housing Tax Credits.

59 Scattered Site Units: The Housing Authority's disposition of the 59 scattered site units will prioritize the following strategies:

1. First, SMHO, in partnership with Habitat for Humanity, will renovate and market the converted units for sale to existing qualified residents.
2. Second, SMHO and Habitat for Humanity will market renovated converted units to local community members and public servants; including, but not limited to police, fire, and school district employees.
3. Third, SMHO and Habitat for Humanity will sell units on the open market with below market financing from Habitat for Humanity and/or CHFA.

Upon streamlined voluntary conversion approval from HUD, SMHO intends to vacate the existing units in phases, relocating 12 units at a time over a two-year period. SMHO intends to provide relocation advisory services and employ a strategy that provides options for current residents to either purchase their unit through a fee simple homeownership program or permanently relocate through a choice mobility TPV program. SMHO will continue to lease up the existing sites until the voluntary conversion application is submitted to HUD. Additionally, SMHO will continue occupancy of current units until units are ready for rehabilitation. SMHO will continue to manage the unit until rehabbed.

SMHO's Partnership with Habitat for Humanity provides a structured strategic process for potential homeowners through standard income qualifying steps as well as tailored steps, (for residents who do not currently income qualify) to successfully realize homeownership. SMHO will continue to be the property owner and manager until the units are transferred to the homeowners through purchase. Habitat will also be the mortgage holder for the sale of the units financed from Habitat for Humanity loans that provide below market interest rates, no PMI, and no down payment required. Habitat for Humanity will also manage the deed transactions and continued affordability restrictions associated with the SMHO sites.

Impact analysis:

Littleton is situated about ten miles south of downtown Denver, and is known for its proud and rich heritage. The Littleton community has a variety of metropolitan amenities in addition to being minutes away from Downtown Denver's urban center and resources via two RTD light rail lines. It is frequently recognized as a great place to live.

While Littleton's housing market has a well-balanced and relatively diverse housing stock, it lacks affordable options. Based on a study conducted by BBC Research & Consulting in 2017, Littleton has a shortage of 1,350 affordable rental units for renters earning less than \$25,000 and a significantly limited

supply of homes under \$300,000. The findings in the study attributed the decrease in the housing stock to various factors including increased costs of housing in Littleton and the lack of availability of affordable housing. The study examines the Littleton community in detail, identifying the demographic profile and market analysis of the city, community input and available resources that can impact change. The 2017 housing study concluded by highlighting the top needs for Littleton's housing economy, of which additional affordable housing rentals and homes that cater to the income demographic of Littleton's residents is crucial.

SMHO is listed in the study as an available resource to impact the changes needed to increase affordable housing options, and intends to do so through the proposed streamlined voluntary conversion of their scattered sites. Streamlined Voluntary Conversion provides an avenue for SMHO to increase its housing stock, therefore providing more affordable housing options within the counties they serve. Not only does this process increase the number of affordable housing units, but also provides a variety of the affordable housing stock through increased homeownership opportunities and options. This provides a great opportunity for families with incomes at or below 80% of the area median income to have a chance to become homeowners.

The sites are conveniently located within communities throughout the city that provide great amenities for all residents. The current lack of affordable housing options identified in the study and the income levels of existing city residents suggests there are few, if any, areas of concentrated poverty throughout the city. SMHO's current housing stock is scattered among the Littleton and unincorporated Arapahoe counties. The proposed streamlined conversion will continue to promote de-concentration of poverty by utilizing the existing sites that will undergo demolition and disposition to allow development of diverse affordable housing, (single family, attached or detached homes and multifamily rental units).

The development process proposed through the voluntary streamlined conversion will significantly impact the city of Littleton. It will add to the much-needed supply of affordable housing stock. This also provides a way for low-income residents to continue to live and share the same benefits as a market rate resident by living in the quality, amenity-rich community the city offers. Overall SMHO's intent to meet agency goals by increasing affordable housing in Littleton also helps satisfy market demand for the city while significantly improving the lives of the residents.

Environmental

Pursuant to 24 CFR §58.34(a)(12), SMHO received a categorical exclusion in accordance with §58.35(a). The project falls within the following qualifying categories outlined to be Categorically Excluded activity subject to Section 58.35:

- 58.35(a) (1). Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets);
- 58.35(a) (3). Rehabilitation of buildings and improvements when the following conditions are met:
 - i. In the case of a building for residential use (with one to four units), the density is not increased beyond four units and the land use is not changed.
 - ii. In the case of multifamily residential buildings:
 - A. Unit density is not changed more than 20%
 - B. The project does not involve changes in land use from residential to non-residential; and

- C. The estimated cost of rehabilitation is less than 75% of the total estimated cost of replacement after rehabilitation.
- iii. In the case of non-residential structures, including commercial, industrial, and public buildings:
 - A. The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and
 - B. The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- 58.35(a) (5). Acquisition (including leasing) or disposition of, or equity loans on an existing structure, or acquisition (including leasing) of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use; and
- 58.35(a) (6). Combinations of the above activities.

Relocation

Upon disposition approval from HUD, SMHO intends to incrementally vacate and rehab units in 12-unit tranches over a two-year period. Additionally, SMHO plans to prioritize the sale of existing units that require rehab to existing families in partnership with Habitat for Humanity, and provide families who elect to relocate with Tenant Protection Vouchers made available under Section 22(b)(3). The agency estimates that up to 182 residents will be permanently displaced. These residents will be relocated to comparable housing options within the City of Littleton, or a community of the resident's choice, that provide comparable rents and community amenities, while minimizing the disruption to the quality of life for SMHO's current residents.

SMHO will provide relocation advisory services subject to the URA standards, while also implementing a strategy that provides options for current residents to either purchase their unit through a fee simple homeownership program or permanently relocate through the choice mobility TPV program. SMHO will engage a relocation consultant to facilitate the relocation process. The estimated relocation budget will be approximately \$320,000. SMHO will use Operating Subsidy funds toward relocation of the first tranche of residents. The funds will be used for moving costs, utility hook ups, applications fees, and relocation counseling. Each unit will be given sufficient notice of the relocation plan and a moving date so as to better help families adjust smoothly.

TPV

SMHO intends to apply for 71 replacement vouchers to fully replace the public housing units, all of which have been occupied, at minimum, within the past two years. SMHO anticipates that the current sites will convert to TPV about 90-days after the approval of the voluntary streamlined conversion application and that current residents will use their TPVs while remaining in their current residence prior to relocation due to renovation of their unit.

In the event that a resident does not qualify or does not wish to purchase their existing unit after conversion, through homeownership, the TPVs may be utilized for residents who choose to stay in the unit while awaiting completion of the rehab conversion during the proposed two-year period of phased relocation and marketing and sale of the units.

Conversion Strategy Notes

1. Duration of resident stay: SMHO will offer existing residents the option to stay in their current unit until it is slated for rehab. At that time, residents will be relocated permanently or given the option to purchase a newly renovated unit.
2. Relocation: SMHO will offer qualified residents first preference to purchase their unit. In the event that the resident does not purchase the unit, the resident will be permanently relocated. The proposed relocation would take place over a two-year process completed through a phasing strategy, relocating 12 units at a time. The timing and phasing of the relocation process is extended over two years as the availability of units for resident relocation within the Littleton market are limited. Additionally, SMHO will take school-year schedules into consideration, with the intent of relocating families with school-children in between school years, so as to avoid disruption to the children's education.
3. Once approved SMHO will continue as the owner and manager until units are sold.
4. Environmental: SMHO received a categorical exclusion for the conversion process. However, due to the demolition activity at the Powers and Elati sites, SMHO sought a Part 50 Environmental Review for those sites.



South Metro Housing Options

B.6

RESIDENT ADVISORY BOARD (RAB) MEETING

Mon. Oct. 7, 2019, 4 p.m. - Bradley House Conference Room

In attendance: Karen Brady, Mary Collins, Amy Huntsman, Sandra Petry, Judy Canedy, Shirley Kringlie & Mercy Stickler.

Meeting led by Corey Reitz, SMHO Executive Director and addressed:

GOALS/OBJECTIVES

- Relayed to group that the Bradley House RAD conversion was complete.
- Relayed to group that the scattered sites (Family Public Housing) demo/dispo application had not yet been submitted to HUD for the Section 22 approval as additional requirements were still in process. Residents will be informed once all is submitted for approval followed by additional meetings once process can move forward. Section 22 approval may take 45-90 days.
- SMHO is looking at possibility of a 2 year process for the disposal/demolition plan with properties addressed by groups of 10-12 at a time rather than the whole block of properties at same time. SMHO will meet with each family/household to address individual needs/plans re: relocating.
- A resident asked if the TPV could be used in a different state. Staff response was that it would be allowed.
- Comment from resident at scattered site that she was appreciative of SMHO staff answering all of her questions while the Section 22 process is happening and that communication has been good.
- Habitat for Humanity or a similar organization will be involved with the transition and informational meetings will be held for residents and community members very soon.
- Assured group the plan is to sell the homes as affordable housing - not to developers etc., and homes would stay affordable if resold in future.



South Metro Housing Options

Resident Advisory Board Meeting

Sign-in Sheet

October 7, 2019

Name	Address	Phone Number	Signature
Linda F. Kelly	5844 S. Dakota #511	RD-211-6443	Linda Kelly
C. W. Conroy	5844 S. Dakota St. Box	303-868-9888	C. W. Conroy
Shirley King	L.C. #614	720-330-2713	Shirley King
Ann - Huntsman	2417 S. 5th St.	(303) 418-1123	Ann - Huntsman
Mary Stecker	5844 S. Dakota St. Box	303-81-6542	Mary Stecker
Karen Baily	5648 S. Fox Circle	720 481-2386	Karen Baily
Mary Collins	787 W. Powers Ave	720 620 1887	Mary Collins



**South Metro Housing Options
Public Hearing for 5-year Plan
10/16/2019**

Attendees

**SMHO: Corey Reitz, Executive Director; Jodi Rodriguez, Director of Housing
Community Members: Linda Knufinke and Jeanie Erickson**

Concerns of Community Members:

- **Concerned about the 71 (PH) units to be sold or demolished, thinks families will become homeless**
- **Tenant vouchers, some will not be able to find another place to accept them, especially Landlords with houses.**
- **We are demolishing units that are newer than theirs, why are we throwing good housing away?**
- **We are making our residents go to apartment living when they are in houses.**
- **It appears that we don't care, and that we shouldn't be doing things behind the scenes. We need to be transparent with what we are doing.
(example: 400+ units in 5-year plan with no plan of action, they need to know what is going on before the wrecking ball hits.**

Corey:

- **It's not always easy to find landlords that accept vouchers, but we think we will be able to relocate all of the residents.**
- **If we get approved for the Section 22, the disposition will be done in phases, over a few years, which will make it easier to relocate the residents.**
- **We will be doing a lot of landlord recruitment to help our tenants have more of a choice, if they know of any landlords please refer them to us.**
- **Not every tenant will want to stay in the City of Littleton, our vouchers will accommodate them,**
- **We also want to partner with Habitat for Humanity. Residents may be able to buy not necessarily their unit but maybe another one that is also affordable.**
- **12 units on Elati and Powers that will be demolished, and a new 50-unit property will be developed.**
- **We plan to sell the homes at an affordable rate not only for our residents but for others in the community as well.**
- **We will not be selling to a developer who would demolish houses and build large multifamily projects.**
- **Explained about the current (PH) program and how it works and how their rent/income are calculated and works.**
- **If they do not qualify for the Habitat for Humanity home ownership, we will of course utilize the TPV and assist them with getting rehoused.**
- **400+ units is merely a goal. We are looking to significantly expand the affordable housing in the city of Littleton, as the needs are great**

Community Members:

- You are not planning to demolish any clusters other than Powers & Elati?
- How long of a notice to the residents are we giving them?
- For the application for HUD on section 22, why do we have to go through HUD?
- Suggestion: In our 5-year plan SMHO should add to our narrative that we are not selling to developers.
- Suggestions: In our 5-year plan SMHO should explain why we are doing what we are doing, we need to be transparent to the residents of Littleton.
- What is the reasoning for the Disposition of the 71 (PH) units?
- After the 12 units we demollsh, why can't we house the homeless or vets?
- Change the wording of the Geneva Village section to a past tense.
- Be more clear on the breakdown of the monies of what we are getting from the disposition/sale of the 71 units.
-

Corey:

- Our plan is to sell the units to households and keep them affordable, for sale.
- At our 1st meetings we initially told residents they would receive at least 6-9 months' notice.
- We have yet to submit our Section 22 application to HUD for approval, hopefully in by the end of the year.
- We have had our meetings with residents and they have been informed that this is a 2+ year process.
- We have to go through HUD for approval for any significant actions we want to take, i.e. demolition/disposition.
- We will add our narratives.
- We can put in our 5-year plan that Section 22 is pending HUD approval.
- The funding/money in PH is no longer viable, we are utilizing HUD giving us approval to go into other programs like the RAD program, and others like Littleton Crossing with LIHTC, explained how LIHTC works. PH has vastly been underfunded, explained about the capitol fund and operating subsidy.
- The maintenance issue with scattered sites is only one factor of many as to why the repositioning of the scattered sites makes sense.
- We know this is confusing, often times it is confusing for people who work in housing.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or State
Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

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

I, Mark Relph, the Littleton City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Littleton Housing Authority dba South Metro Housing Options (SMHO)
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

City of Littleton
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

SMHO's proposed 5-year plan is consistent with the City of Littleton's proposed Comprehensive Plan. The
City and SMHO recognize some of the housing challenges related to Littleton, such as affordability,
homelessness, and the ability to age in place. There is demand for additional diverse housing units to meet
the needs of Littleton residents.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying knowledge, is true and accurate. We do not allow HUD to prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1014, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <u>MARK J. RELPH</u>	Title <u>CITY MANAGER</u>
Signature 	Date <u>10/10/2019</u>

Page 1 of 1
form HUD-50077-SL (12/2014)

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.

Littleton Housing Authority d.k.a. South Metro
PHA Name Housing Options

CL 036
PHA Number/HA Code

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

Name of Authorized Official	Kyle Henderson	Title	Board Chairperson
Signature		Date	10/22/19

