

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

PHA Plans

Annual Plan for Fiscal Year 2001

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH

HUD 50075

**OMB Approval No: 2577-0226
Expires: 03/31/2002**

INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

HUD 50075

OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Cheyenne Housing Authority

PHA Number: DEN 526

PHA Fiscal Year Beginning: (mm/yyyy) 04/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

HUD 50075
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Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Cheyenne Housing Authority

Agency Plan for FY beginning 04/01/2001

Executive Summary

The Cheyenne Housing Authority (CHA) has prepared the accompanying Annual Plan for fiscal year beginning 4/1/2001 as part of the required Agency Plan submission for the same period. This Executive Summary is intended to provide a brief summary of some of the issues addressed within the Annual Plan. This Annual Plan is intended to explain the program and policy changes affecting the CHA's administration of the Public Housing and Section 8 tenant based rental assistance program. Additionally, this Annual Plan includes an update of the accomplishments of the CHA in achieving the goals and objectives that were previously identified in the 5-Year Plan which was submitted last

The Annual Plan addresses specific issues relative to the administration of the Public Housing and Section 8 Tenant Based Rental Assistance programs. The CHA administers both programs and has been recognized as a High Performer by HUD under both the Public Housing Management Assessment Program (PHMAP) and the Public Housing Assessment System (PHAS). Due to this High Performer recognition, the CHA is not required to complete all sections of the Annual Plan. Therefore, some sections are not completed. To summarize, the CHA addresses the following list of additional issues within the Annual Plan that are reflected in existing policies of the CHA:

- C Pets in Public Housing (Family Units) - the CHA has traditionally complied with the requirements of allowing residents in the elderly/handicapped units to have Companion and Service Animals. The CHA has recently adopted a new policy in order to comply with new requirements of permitting Pets in Family Public Housing
- C Community Service Requirements - the CHA has recently adopted a new policy, which takes effect on 4/1/2001, that requires all adults residing in public housing who are not elderly, disabled, a student or employed to perform at least 8 hours of community service each month in order to continue residing in public

The CHA administers 266 public housing units and 1431 Section 8 vouchers. The allocation of Section 8 vouchers to the CHA has increased substantially during the last fiscal year to include the absorption of the WCDA statewide Section 8 program into the CHA inventory. The CHA, within the agreement formalizing this absorption, has limited the acceptance of new applications to the following communities:

- * Sheridan
- * Lander/Riverton
- * Laramie
- * Rawlins
- * Cody/Powell
- * Buffalo
- * Laramie County

The CHA will continue to administer the assistance for the participants throughout the state, but has limited new applications to the above communities.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ___ PHA Management Organizational Chart
- X FY 2001 Capital Fund Program 5 Year Action Plan
- ___ Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ___ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------|---|--|
| X | Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------|---|---|
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| N/A | Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| N/A | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|---------------|--------|---------|---------------|------|----------|
| Family Type | Overall | Affordability | Supply | Quality | Accessibility | Size | Location |
| Income <= 30% of AMI | 6079 | 3 | 3 | 3 | 1 | 3 | 2 |
| Income >30% but <=50% of AMI | 5245 | 4 | 2 | 3 | 1 | 3 | 3 |
| Income >50% but <80% of AMI | 6420 | 4 | 1 | 3 | 1 | 3 | 2 |
| Elderly | 2577 | 3 | 3 | 3 | 4 | 3 | 3 |
| Families with Disabilities | N/A | 3 | 4 | 3 | 5 | 3 | 3 |
| White/Non-Hisp | 14911 | 4 | 2 | 3 | 1 | 3 | 3 |
| Black/Non-Hisp | 403 | 4 | 2 | 3 | 1 | 3 | 3 |
| Hispanic | 1385 | 4 | 2 | 3 | 1 | 3 | 3 |
| | | | | | | | |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy (CHAS) dataset

American Housing Survey data

Indicate year: _____

- Other housing market study
 Indicate year:
 Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List | | | |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing XX_ Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 843 | | |
| Extremely low income <=30% AMI | 390 | 46.26% | |
| Very low income (>30% but <=50% AMI) | 385 | 45.67% | |
| Low income (>50% but <80% AMI) | 65 | 8.07% | |
| Families with children | 627 | 74.37% | |
| Elderly families | 57 | 11.87% | |
| Families with Disabilities | 116 | 13.76% | |

| | | | |
|---|-----|--------|--|
| Hispanic | 74 | 8.78% | |
| Non-Hispanic | 769 | 91.22% | |
| White | 765 | 90.75% | |
| Black | 45 | 5.34% | |
| American Indian | 30 | 3.56% | |
| Asian/Pac. Islander | 3 | .35% | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 143 | 37.93% | |
| 2 BR | 174 | 46.15% | |
| 3 BR | 45 | 11.94% | |
| 4 BR | 13 | 3.45% | |
| 5 BR | 2 | .53% | |
| 5+ BR | 0 | 0% | |
| Is the waiting list closed (select one)? XX No Yes | | | |
| If yes: | | | |
| B. How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? No Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes | | | |

C. Strategy for Addressing Needs

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- X___ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X___ Reduce turnover time for vacated public housing units
- X___ Reduce time to renovate public housing units
- ___ Seek replacement of public housing units lost to the inventory through mixed finance

- development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- X__ Employ admissions preferences aimed at families who are working
- X__ Adopt rent policies to support and encourage work
- ___ Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ___ Seek designation of public housing for the elderly
- ___ Apply for special-purpose vouchers targeted to the elderly, should they become available
- X__ Other: (list below)
Encourage the development of affordable elderly designated properties

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ___ Seek designation of public housing for families with disabilities
- ___ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ___ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ___ Affirmatively market to local non-profit agencies that assist families with disabilities
- X__ Other: (list below)
Encourage the development of affordable disabled designated/accessible properties

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- X__ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ___ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.79 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| |
|--|
| <p align="center">Financial Resources: Planned Sources and Uses</p> |
|--|

| Sources | Planned \$ | Planned Uses |
|---|------------|------------------------------|
| 1. Federal Grants (FY 2002 grants) | | |
| a) Public Housing Operating Fund | 246,209 | |
| b) Public Housing Capital Fund | 391,064 | |
| c) HOPE VI Revitalization | 0 | |
| d) HOPE VI Demolition | 0 | |
| e) Annual Contributions for Section 8 Tenant- Based Assistance | 7,428,220 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| g) Resident Opportunity and Self- Sufficiency Grants | 134,085 | |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| Comp Grant 2001 | 391,064 | P.H. Capital Improvements |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 513,720 | P.H. Operations |
| | | |
| | | |
| 4. Other income (list below) | | |
| Interest Income | 33,000 | P.H. Operations |
| Other Income | 66,350 | P.H. Operations |

| Sources | Planned \$ | Planned Uses |
|-------------------------------------|------------|--------------|
| 4. Non-federal sources (list below) | 0 | |
| | | |
| | | |
| | | |
| Total resources | 9,203,532 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: ***Close to the top of the waiting list***

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two

Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

Emergencies

Overhoused

Underhoused

Medical justification *Elderly/Disabled Only*

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

a. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If ?no? is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
 Not applicable: *the pool of applicant families ensures that the PHA will meet income targeting requirements*

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
 The PHA ' s Admissions and (Continued) Occupancy policy
 PHA briefing seminars or written materials
 Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
 Any time family composition changes
 At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA ' s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists

_____ If selected, list targeted developments below:

_____ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

_____ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

_____ Other (list policies and developments targeted below)

d. _____ Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

_____ Additional affirmative marketing

_____ Actions to improve the marketability of certain developments

_____ Adoption or adjustment of ceiling rents for certain developments

_____ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

_____ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

_____ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

_____ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
 Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 Criminal or drug-related activity
 Other (describe below)
Other factual information about prospective participants ability to comply with typical lease provisions that is supported by documentation on file with the CHA.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
 PHA main administrative office
 Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Disabled households requiring and accessible unit will be given additional 60 days upon request.

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans? families
 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes

Other preference(s) (list below)

Moves required by the CHA

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans? families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

Moves required by the CHA

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD

_____ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

_____ The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

The Section 8 Administrative Plan

_____ Briefing sessions and written materials

_____ Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

Through published notices

_____ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7.9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent
(If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The ?rental value? of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Flat rents are set at the cost to operate the program

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA’s payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard?
(select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
- Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
- \$1-\$25
- \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- _____ An organization chart showing the PHA's management structure and organization is attached.
- _____ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | | |
| Section 8 Vouchers | | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| | | |

| | | |
|---|--|--|
| Other Federal Programs(list individually) | | |
| | | |
| | | |

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ___ Yes ___ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ___ PHA main administrative office
- ___ PHA development management offices
- ___ Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

___ Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

___ Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

___ Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ___ Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

___ Yes ___ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If ?yes?, skip to component 9. If ?No?, complete the Activity Description table below.)

| Demolition/Disposition Activity Description |
|--|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Activity type: ___ Demolition ___ Disposition |
| 3. Application status (select one) ___ Approved ___ Submitted, pending approval ___ Planned application |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |

| |
|---|
| 5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: |

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If ?No?, skip to component 10. If ?yes?, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If ?yes?, skip to component 10. If ?No?, complete the Activity Description table below.

| Designation of Public Housing Activity Description |
|--|
| 1a. Development name: 1b. Development (project) number: |
| 2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities |
| 3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |

| |
|--|
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan? |
| 1. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If ‘No’, skip to component 11; if ‘yes’, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If ‘yes’, skip to component 11. If ‘No’, complete the Activity Description table below.

| Conversion of Public Housing Activity Description |
|--|
| 1a. Development name: 1b. Development (project) number: |
| 2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) |

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If ?No?, skip to component 11B; if ?yes?, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to

small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

___ Yes ___ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|---|
| 1a. Development name: 1b. Development (project) number: |
| 2. Federal Program authority: ___ HOPE I ___ 5(h) ___ Turnkey III ___ Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) ___ Approved; included in the PHA's Homeownership Plan/Program ___ Submitted, pending approval ___ Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) |
| 5. Number of units affected: 6. Coverage of action: (select one) ___ Part of the development ___ Total development |

B. Section 8 Tenant Based Assistance

1. ___ Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

- _____ Jointly administer programs
- _____ Partner to administer a HUD Welfare-to-Work voucher program
- _____ Joint administration of other demonstration program
- _____ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies *CHA administers an FSS Program*
- _____ Public housing admissions policies
- _____ Section 8 admissions policies
- _____ Preference in admission to section 8 for certain public housing families
- _____ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- _____ Preference/eligibility for public housing homeownership option participation
- _____ Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)
The CHA administers an FSS Program

b. Economic and Social self-sufficiency programs

_____ Yes _____ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If ?yes?, complete the following table; if ?no? skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs | | | | |
|--|-------------------|--|--|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| | | | | |

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(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2001 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | 0 | 04/01/2001 |
| Section 8 | 33 | 04/01/2001 |

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
 If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Community Service Requirements pursuant to Section 12(c) of the U.S. Housing Act of 1937

The CHA has adopted changes to the Public Housing Admissions and Continued Occupancy Policies to implement the Community Service Requirements pursuant to HUD guidance. These policy changes will take effect on 4/1/2001 and will require all adult members of a public housing household who is not exempted will be required to perform 8 hours of community service each month in order to continue to be assisted. The CHA will verify, at the time of annual recertification, that all non-exempt members of the household have complied with this requirement. The CHA will consult with those non-exempt members who have not fulfilled this requirement to develop a plan and agreement with this person to fulfill their previously unmet requirement and to fulfill their projected Community Service requirement. The CHA will also clarify that non-compliance will result in the inability of that household member to be assisted within the public housing program.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
 - Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed ? in and around ? public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

_____ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

_____ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

_____ Crime Prevention Through Environmental Design

_____ Activities targeted to at-risk youth, adults, or seniors

_____ Volunteer Resident Patrol/Block Watchers Program

_____ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

_____ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

_____ Police provide crime data to housing authority staff for analysis and action

_____ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

_____ Police regularly testify in and otherwise support eviction cases

_____ Police regularly meet with the PHA management and residents

_____ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. Pet Policy

[24 CFR Part 903.7 9 (n)]

The CHA has amended the Public Housing Admissions and Continued Occupancy Policy to incorporate the Pets in Family Public Housing requirements, in accordance with HUD Guidance. The Pet Policy is only applicable to Family Households and permits those households to have a pet within adopted restrictions.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:
The CHA held a Public Hearing to receive comments regarding the Agency Plan on 1/8/2001 at 5:30 PM at the CHA Administrative Offices. Five residents attended the Public Hearing. The CHA had previously invited representatives from the various resident councils to participate in the Resident Advisory Board. From those meetings a core group of residents was compiled with representation from Section 8, family public housing and elderly/disabled public housing developments. The Resident Advisory Board had been involved in providing initial input into the development of the Agency Plan and recently met to discuss policy

changes resulting from recent HUD guidance and due to QHWRA.

The following comments were received at the Public Hearing:

- Security concerns were raised, specifically relative to lighting in the parking lots and ways to make people more responsible for the keys to their unit. Additional comments were raised about disruptive tenants in the elderly/disabled housing complexes. Staff encourage written complaints be submitted in all instances where residents violate their neighbors right to peaceful enjoyment of their property or otherwise violate the lease.

- Comments were made about snow removal and modernization improvements that could be made. Staff indicated that their modernization concerns are reflected in the Capital Fund Plan.

- Several comments were made regarding the modernization work that has been done throughout the CHA public housing properties. The residents seem very pleased with the work that has been completed, as well as pleased that the CHA includes resident input into the process of identifying modernization needs.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary. *No changes seemed to be warranted, based upon tenant input, since the CHA has already addresses the concerns about security, and modernization needs in the 5-Year and Annual Capital Fund Plans. The other comments were made to clarify policy.*

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *City of Cheyenne, as prepared and certified to by the Department of Housing and Community Development*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - *Modernization work is consistent with Consolidated Plan*
 - *Encouragement of developing additional affordable when the need can be specifically, and quantifiably, identified if consistent with Consolidated plan*
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and

commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Substantial Deviations

The CHA will apply the following definition of substantial deviation from the Agency Plan that will require formal action by the Board of Commissioners:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

CHA Progress Report

The CHA provides the following progress report relative to the 5 Year Plan.

PHA Goal: Expand the supply of assisted housing

Objective: Apply for additional rental vouchers

Progress: The CHA was funded for twenty additional rental vouchers

Objective: Maintain a public housing vacancy rate of less than 5%

Progress: The CHA has maintained a public housing vacancy rate of less than 5%

Objective: Continue efforts to address housing needs, by leveraging resources as needs are quantifiably determined

Progress: The CHA absorbed the WCDA statewide Section 8 program into its inventory during the last year. This has resulted in an expansion of the CHA Section 8 program to 1431 vouchers.

PHA Goal: Improve quality of assisted housing

Objective: Maintain High Performer status

Progress: The CHA has been once again recognized as a High Performer

Objective: Achieve and maintain High Performer status under SEMAP

Progress: The CHA has not completed the initial fiscal year for the SEMAP scoring. However, we are confident that we will achieve High Performer status.

Objective: Continue to Resident Initiative efforts

Progress: The CHA continues to fund a Resident Services Coordinator position in an effort to enhance Resident Initiative efforts. This has been very successful, not only in encouraging more resident participation and enhancing the sense of community within our projects, but was also instrumental in achieving a high performer score in the RASS.

Objective: Continue to utilize Capital Funds to the maximum benefit

Progress: The CHA has developed and submitted, along with the Annual PHA Plan Update, the Capital Fund Annual Statement and 5-Year Plan which incorporates comments and suggestions submitted by the residents.

PHA Goal: Increase assisted housing choices

Objective: Continue mobility counseling

Progress: The CHA has continued to provide mobility counseling through the use of the Housing Assistance Guide and one-on-one counseling

Objective: Assist rural communities throughout the state with the administration of assisted housing programs, thereby increasing assisted housing choices

Progress: The CHA has absorbed the WCDA statewide Section 8 program which has expanded the CHA's involvement in providing direct Section 8 rental housing assistance throughout the state.

PHA Goal: Provide an improved living environment

Objective: Utilize Capital Funds and PHDEP funds to address security improvement concerns of the

residents, as warranted.

Progress: The CHA was determined to be an ineligible applicant for PHDEP funds, due to the fact that the CHA had not previously received PHDEP funding. The attached Capital Fund information includes proposed work items to address these concerns. Additionally, the CHA has expended Operating Funds to address security and safety concerns that have been raised by the residents and annually testing the fire alarm/fire sprinkler system among other items.

PHA Goal: Promote self-sufficiency and asset development of assisted households

Progress: The CHA has achieved tremendous success through the administration of the FSS program. The CHA has successfully graduated three FSS participants and has loaned escrow funds to a participant for the purchase of a vehicle in order to assist that participants self-sufficiency efforts. The CHA has initiated a communication with the local Welfare Agency in order to adopt a Memorandum of Agreement to enable the cooperation among our agencies and the sharing of participant information as appropriate.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Progress: The CHA continues to ensure access and provide a suitable living environment regardless of race, color, religion, national origin, sex, familial status and disability.

Agency Plan for 2001 - 2000 Resident Assessment Action Plan

HUD, through the REAC PHAS assessment system, sends surveys to a sampling of resident of low rent public housing to determine their satisfaction with their dwelling and with the public housing authority. These surveys are sent directly from HUD and returned directly to HUD. The public housing authority is unaware of who received a survey or whether or not they responded. However, public housing authorities are required to educate its residents about the survey and the importance of completing and returning the survey. This Customer Satisfaction Survey addresses the following areas:

- C Overall Satisfaction
- C Maintenance and Repairs
- C Communications
- C Safety
- C Neighborhood Appearance

Housing authorities are provided a compilation of the results by question and category. These results are weighted and scored and included in the assessment score of the overall performance of the housing authority. Housing authorities are required to develop an Action Plan for all areas of the Resident Customer Satisfaction Survey that score below 75% (this standard has now changed to require action plans for any area with a score below 60% or the two lowest areas that score below 75%).

The Cheyenne Housing Authority (CHA) received an overall score on the Customer Satisfaction Survey of 90%. However, the CHA received a 68.5% score in the Safety component of the Survey. Therefore, the CHA is required to develop an Action Plan to describe what efforts will be made to enhance the residents feeling of safety relative to their dwelling unit. Not all of the questions within this component are weighted and scored. One question in particular (the final question listed below) is weighted to be 25% of the overall score, while other questions are weighted as either 0%, 9.375%, or 18.75%. Obviously the impact of the weighting of the questions has a dramatic effect on the overall score for this component. Additionally, the CHA has no information from the survey results that would enable us to know whether the concerns are greater at one development or another, or whether the responses were primarily from the single family houses that are scattered throughout Cheyenne.

The analysis of the results from the Safety component of the Customer Satisfaction Survey indicates that the CHA needs to improve relative to four of the questions within this category. These four questions are:

- S How safe do you feel in the parking area?
- S Do you think that resident screening contributes to crime in your development?
- S Does management enforce the lease when others break the rules?
- S Are you aware of any crime prevention programs available to residents such as Neighborhood Watch, Block Watch, or Street Patrol?

It is understood that these questions are not based upon factual data, but are based upon the feelings of the residents. This subjectivity makes it difficult for the CHA to determine how best to focus its efforts to address these areas of improvement. However, the CHA is sincerely interested in improving the sense of safety that our residents feel and is proposing to address these areas of improvement as follows.

The CHA will endeavor to improve the residents sense of safety within the parking area by emphasizing keeping the parking lot areas clean and free of debris. The CHA will continue its effort to enhance the outdoor lighting at the multi-family developments in an effort to enhance the sense of safety that the residents feel in the parking lots. The survey indicates that there is not a concern among the residents regarding graffiti, noise, broken glass, abandoned cars, rodents/insects, trash/litter or vacant units left unattended. Therefore it appears that the CHA must focus its attention toward continuing its efforts to improve the exterior lighting and educating the residents of the multi-family developments about safety.

The survey score for the question regarding resident screening was 74.4%. This score is misleading because it is based upon the perception of the residents, not the actual practices of the CHA. The CHA will endeavor to educate all residents about the policies of the CHA and the efforts of its staff to fully comply.

The question “Does management enforce the lease when others in your building break the rules?” is a difficult question to respond to. The reality is that the CHA does respond to complaints, but we require that the complaints be supported by written statements, police reports, or other documentation. This level of supporting documentation is necessary to ensure that the CHA is addressing legitimate violations of the lease, not perceived violations that may be more based upon personality conflicts than actual lease violations. The residents of the elderly/disabled multi-family buildings are eager to complain, but reluctant to sign a complaint form. I am sure that this creates frustration for the residents, but it is a necessary step to ensure that our efforts are addressed toward legitimate lease violations. It is further necessary that we have documentation to fully address lease violations when every action taken by the CHA is contested by Legal Services or other community advocate groups.

The question “Are you aware of crime prevention programs available to residents such as Neighborhood Watch, Block watch or Street Patrol?” is a subjective question for the residents to answer. Many if not all of our residents are aware of Neighborhood Watch, but programs like Block Watch and Street Patrol may be foreign to them because they are not visible within the community. Therefore, it is conceivable that a resident would provide a negative answer to this question because of their unfamiliarity with one or more of the examples, even though they may be aware of some of the other examples. It appears that the CHA needs to emphasize an education program regarding these types of programs, and assist the residents in the creation of such programs when interest is expressed.

In general:

C The CHA will continue to meet with the residents to encourage the formation of resident councils, and

to support existing resident councils.

- C The CHA will also continue to receive and consider the requests of the residents relative to safety. The CHA will continue to implement appropriate suggestions that will likely enhance the sense of safety of the residents.
- C The CHA will continue to work cooperatively with the Cheyenne Police Department to discuss and implement ways to enhance the security of our buildings and enhance the sense of security that our residents feel. The CHA will encourage involvement of the Cheyenne Police Department in Resident Council meetings to discuss these matters.
- C The CHA will encourage the formations of Neighborhood Watch programs throughout our properties, with a special emphasis on the elderly/disabled multi-family developments.
- C The CHA will continue to report all criminal activity to the Cheyenne Police Department.
- C The CHA will continue to comply with its policies regarding tracking crime and crime-related statistics.
- C The CHA will continue to comply with adopted policies regarding the screening of prospective residents to ensure that housing admission is denied to those individuals who do not meet the criteria established by HUD and the CHA Board of Commissioners.
- C the CHA will continue its ongoing process of attempting to improve exterior and common area lighting, and will continue to periodically check that lighting to ensure that it is working properly.
- C The CHA will continue to check all locks and outside doors to assure that they are not in disrepair, and repair all locks that are damaged.
- C The CHA will continue to provide information to residents, primarily through resident meetings and the periodic newsletter, regarding home safety and other issues relative to safety.
- C The CHA has applied for, and been denied, funding under the Public Housing Drug Elimination Program.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$15,000.00 |
| 3 | 1408 Management Improvements | |
| 4 | 1410 Administration | \$33,887.50 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | \$2,000.00 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | \$27,876.50 |
| 10 | 1460 Dwelling Structures | \$312,300.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12 | 1470 Nondwelling Structures | |
| 13 | 1475 Nondwelling Equipment | |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1498 Mod Used for Development | |
| 19 | 1502 Contingency | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | \$391,064.00 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |
| 23 | Amount of line 20 Related to Security | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | |

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

| Development Number/Name | General Description of Major Work Categories | Development Account | Total Estimated |
|-------------------------|--|---------------------|-----------------|
| ADMIN | MANAGEMENT FEES | 1410 | \$33,887.50 |
| ADMIN | FEES AND COSTS | 1430 | \$2,000.00 |
| ADMIN | OPERATIONS | 1406 | \$15,000.00 |
| 2-3, 2-8 | FLOOR COVERING 1ST FLOOR & LRM IR | 1460 | \$45,000.00 |
| 2-3,8 8 8 | INSTALL KITCHEN KNOBS ON CAB | 1460 | \$6300.00 |
| 2-3 | MISC. REHAB TO INTERIOR WALLS | 1460 | \$30,000.00 |
| 2-13, 4, 7,20,16& 17 | REPLACE TUBS & TUB SURROUND | 1460 | \$20,000.00 |
| 2-7,4,13, 16, 17,&20 | REPLACE FLOOR COVERING | 1460 | \$50,000.00 |
| 2-8 | INSTALL VESTIBULE/COVERED PATIO | 1450 | \$27,876.50 |
| 2-8 | INSTALL BACK UP BOILER | 1460 | \$60,000.00 |
| 2-8 | REPLACE CHAIRS IN DINING ROOM | 1460 | \$3000.00 |
| 2-8 | INSTALL MAGNETIC HOLD OPEN DEV | 1460 | \$3000.00 |
| 2-8 | REPLACE FLOOR COVERING IN APTS. | 1460 | \$55,000.00 |
| 2-9 | REPLACE FLOOR COVERING IN APTS. | 1460 | \$40,000.00 |

Table Library

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

| Development Number/Name | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|----------------------------|--|---|
| PHA WIDE | 6/30/2003 | 3/31/2004 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY006P002003 | BURKE HIGH RISE | 2 | 2% | |
| | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| REPLACE KEY LOCK SYSTEM | | | 30,000.00 | 2004 |
| REPLACE ROOF COVERING | | | 40,000.00 | 2005 |
| PROVIDE MORE HANDICAP ACCESSIBLE PARKING | | | 15,000.00 | 2003 |
| REPLACE BENCHES OUTSIDE OF ELEVATOR | | | 3,500.00 | 2002 |
| HANDICAP DOOR OPERATORS FOR REAR EXIT DOORS | | | 4,000.00 | 2002 |
| CONVERT ONE LOBBY FLOOR INTO A MEETING ROOM | | | 10,000.00 | 2002 |
| REPLACE STOVES AND REFRIGERATORS | | | 30,000.00 | 2002 |
| MISC REHAB CONSTRUCTION | | | 30,000.00 | 2005 |
| REPLACE WINDOW COVERING | | | 35,000.00 | 2003 |
| SEAL PARKING LOT AND STRIPE | | | 52,000.00 | 2003 |
| Total estimated cost over next 5 years | | | 249,500.00 | |





Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY006P002004 | STOREY BLVD. APTS. | 2 | .05% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|--|-------------------|------|
| REPAIR FENCING | 5,000.00 | 2002 |
| REPAIR/REPLACE GUTTERS & DOWN SPOUTS | 5,000.00 | 2002 |
| CONCRETE/LANDSCAPING | 25,000.00 | 2002 |
| INSTALL WINDOW COVERING | 25,000.00 | 2005 |
| REPLACE ROOFS | 60,000.00 | 2005 |
| REPLACE HOT WATER HEATERS, FURNACES, REGRIG AND STOVES | 75,000.00 | 2004 |
| ADD INSULATION TO ATTICS | 25,000.00 | 2003 |
| REPAIR FENCING | 15,000.00 | 2002 |
| REPAIR/REPLACE GUTTER AND DOWNSPOUTS | | |
| REPLACE TUBS AND TUB SURROUNDS | 15,000.00 | 2002 |
| UPGRADE ELEVATOR | 90,000.00 | 2004 |
| MISC REHAB CONSTR. | 30,000.00 | 2005 |
| Total estimated cost over next 5 years | 370,000.00 | |
| | | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY006P002007 | 20 UNIT ACQUISITION | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|--|-------------------|------|
| REPLACE FLOOR COVERINGS | 30,000.00 | 2002 |
| CONCRETE/LANDSCAPING | 30,000.00 | 2002 |
| INSTALL WINDOW COVERING | 30,000.00 | 2004 |
| REPLACE ROOFS | 30,000.00 | 2004 |
| REPLACE HOT WATER HEATERS, FURNACES, FRIG & STOVES | 35,000.00 | 2003 |
| REPLACE WINDOWS, FENCES ADD INSULATION | 40,000.00 | 2002 |
| INSTALL TUB SURROUNDS | 20,000.00 | 2003 |
| MISC REHAB CONSTRUCTION | | 2005 |
| Total estimated cost over next 5 years | 215,000.00 | |

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY03P002008 | STANFIELD MANOR | 0 | 0 | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|--|-------------------|------|
| ACQUIRE EASEMENT OR PURCHASE ADDITIONAL LAND FOR PARKING | 78,000.00 | 2005 |
| REMOVE OLD WALLPAPER AND PAINT COMMON AREAS | | |
| LANDSCAPE AROUND BUILDING | 1,200.00 | 2004 |
| REPLACE STOVE AND REFRIGERATORS | 15,000.00 | 2003 |
| MISC REHAB CONST. | 35,000.00 | 2002 |
| UPGRADE ELEVATOR SYSTEM | 30,000.00 | 2002 |
| | 120,000.00 | 2002 |
| Total estimated cost over next 5 years | 252,200.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY006P002009 | Storey Blvd. Apts. | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|---|-------------------|------|
| INSTALL COVERED PATIO FOR RESIDENT USE | 50,000.00 | 2003 |
| REPLACE KEY LOCK SYSTEM | 35,000.00 | 2004 |
| INSTALL LIGHT FIXTURES OVER KITCHEN SINK | 15,000.00 | 2005 |
| REPLACE KITCHEN CABINETS | 85,000.00 | 2002 |
| PATIO FURNITURE | 15,000.00 | 2002 |
| EXPAND PARKING LOT | 36,000.00 | 2005 |
| MISC REHAB CONSTRUCTION | 30,000.00 | 2005 |
| UPGRADE ELEVATOR | 120,000.00 | 2003 |
| Total estimated cost over next 5 years | 341,000.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY06P002013 | 15 UNIT ACQUISITION | 15 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|---|-------------------|------|
| REPLACE FLOOR COVERING | 25,000.00 | 2002 |
| REPLACE KITCHEN CABINETS/COUTERTOPS | 25,000.00 | 2002 |
| CONCRETE/LANDSCAPING | 30,000.00 | 2002 |
| INSTALL WINDOW COVERING | 30,000.00 | 2004 |
| REPLACE ROOFS | 30,000.00 | 2003 |
| REPLACE HOT WATER HEATERS, FURNACE, REFIG. AND STOVES | 35,000.00 | 2003 |
| ADD INSULATION TO UNITS | 15,000.00 | 2003 |
| MISC REHAB CONSTRUCTION | 30,000.00 | 2005 |
| Total estimated cost over next 5 years | 220,000.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|---|--|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| WY06P002016 | 8 UNIT ACQUISITION | 0 | 0% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| REPLACE FLOOR COVERING | | 30,000.00 | 2002 |
| REPLACE BATHROOM VANITY'S | | 10,000.00 | 2003 |
| REPLACE KITCHEN CABINETS AND COUNTERTOPS | | 45,000.00 | 2003 |
| CONCRETE/LANDSCAPING | | 45,000.00 | 2002 |
| INSTALL WINDOW COVERING | | 15,000.00 | 2004 |
| REPLACE ROOFS | | 35,000.00 | 2005 |
| REPLACE HOT WATER HEATERS, FURNACE, REFIG & STOVES | | 30,000.00 | 2005 |
| ADD INSULATION TO ATTIC SPACES | | 15,000.00 | 2005 |
| Total estimated cost over next 5 years | | 225,000.00 | |

planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY06P002017 | 20 UNIT ACQUISITION | 2 | .1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|---|-------------------|------|
| REPLACE FLOOR COVERING | 25,000.00 | 2002 |
| REPLACE KITCHEN CABINETS, COUNTERTOPS | 60,000.00 | 2002 |
| REPLACE BATHROOM VANITYS | 10,000.00 | 2002 |
| CONCRETE/LANDSCAPING | 30,000.00 | 2002 |
| MISC. REHAB CONST. | 30,000.00 | 2005 |
| INSTALL WINDOW COVERING | 15,000.00 | 2003 |
| INSTALL TUBS AND TUB SURROUNDS | 15,000.00 | 2004 |
| REPLACE ROOFS | 35,000.00 | 2004 |
| REPLACE HOT WATER HEATERS, FURNACE, REFIG. & STOVES | 30,000.00 | 2003 |
| INSTALL SUMP PUMPS | 5,000.00 | 2002 |
| REPLACE FRONT AND BACK PORCHES FOR VARIOUS UNITS & FENCES | 25,000.00 | 2003 |
| Total estimated cost over next 5 years | 280,000.00 | |

planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this

information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| WY006P002020 | 11 UNIT ACQUISITION | 4 | .2% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|--|-------------------|------|
| REPLACE FLOOR COVERING | 30,000.00 | 2002 |
| REPLACE KITCHEN COUNTERTOPS/CABINETS | 35,000.00 | 2002 |
| REPLACE BR VANITYS | 15,000.00 | 2002 |
| CONCRERE/LANDSCAPING | 35,000.00 | 2002 |
| REPLACE TUBS/TUB SURROUNDS | 12,000.00 | 2003 |
| REPLACE ROOFS | 50,000.00 | 2004 |
| REPLACE HOT WATER HEATERS, FURNACE, REFIG & STOVES | 30,000.00 | 2004 |
| INSTALL SUMP PUMPS | 15,000.00 | 2005 |
| ADD INSULATION TO ATTIC | 15,000.00 | 2005 |
| MICS REHB CONST | 30,000.00 | 2005 |
| Total estimated cost over next 5 years | 267,000.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|---|--|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| ADMINIST. | | | |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| PROCURE SEWER MACHINE, WITH EXTRA DRUMS | | 3,000.00 | 2005 |
| COMPUTERIZED MAINTENANCE INVOICE AND BAR CODE SYSTEM | | 5,000.00 | 2002 |
| PROCURE MAINTENANCE TOOLS | | 56,000.00 | 2002 |
| PROCURE 2 CARPET SHAMPOOERS | | 5,000.00 | 2002 |
| PROCURE 2-36 INCH WALK BEHIND MOWERS | | 8,000.00 | 2002 |
| INSTALL METAL SOFFIT/FACIA ON ADMIN. BUILDING | | 9,000.00 | 2004 |
| Total estimated cost over next 5 years | | 86,000.00 | |

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