

# PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006

Annual Plan for Fiscal Year 2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Wyoming Housing Commission

**PHA Number:** MI115

**PHA Fiscal Year Beginning:** 04/2002

**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)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2002 - 2006**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Continue public housing homeownership program

**HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. 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**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The Wyoming Housing Commission is dedicated to provide decent, safe and sanitary housing at an affordable cost, at the same time, working to assist families to ensure a living environment free from discrimination. The PHA administers both a Public Housing and Section 8 Program. In the Public Housing, we administer a homeownership program. In the Section 8 Program, we have vouchers to assist families who have disabilities, slots for families in the Self Sufficiency Program, which enables families to have down payments on homes, and the Welfare to Work program. We also work with other PHA's in the area to move families from poverty areas to non poverty areas.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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**Attachments**

None

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 and 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
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- 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**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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	Annual Plan: Housing Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	support statement of housing needs in the jurisdiction	
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
X	Public Housing Deconcentration and Income Mixing Documentation: 1. 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 2. 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 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
	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 903.79 (a)]

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

Based on 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	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	4524						
Income >30% but <=50% of AMI	2395						
Income >50% but <80% of AMI	5227						
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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)

## B. 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 checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> 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	942		32
Extremely low income <=30% AMI	748	79%	
Very low income (>30% but <=50% AMI)	186	20%	
Low income (>50% but <80% AMI)	8	.084%	
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> 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	1,753		100
Extremely low income <=30% AMI	1,325	76%	
Very low income (>30% but <=50% AMI)	428	24%	
Low income (>50% but <80% AMI)	0	0%	
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

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

The PHA's strategy for addressing the needs of families in our jurisdiction and on the waiting list in the upcoming year is to maximize the number of affordable units available to the PHA within its current resources.

#### (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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- 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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- 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

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

**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
- Other: (list below)

**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
- Other: (list below)

**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

- 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)

**2. 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	48,383	
b) Public Housing Capital Fund	338,099	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,286,552	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	56,352	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	474,430	
<b>4. Other income (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	4,203,816	

### **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: (state number)
- When families are within a certain time of being offered a unit: 60 days
- 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) Credit History

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
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. 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**)

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 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)

**(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?

The tenant must provide proof of where they have searched and any circumstances which may have prevented the tenant from finding a unit. If yes, state circumstances below:

**(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)

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)

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)

b. 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:

c. 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)
- 95<sup>th</sup> 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) Family must report changes in family composition only between re-examinations.

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)

## 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 903.7 9 (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:

The Executive Director reports to the Board of Commissioners.

All employees report to the Executive Director.

**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	197	19
Section 8 Vouchers	472	47
Section 8 Certificates	38	38
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Mainstream	100	10
Welfare to Work	175	18
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Capital Fund	197	0

**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)
  - A. Public Housing Admissions and Continued Occupancy Policy.
  - B. Public Housing Maintenance Policy
- (2) Section 8 Management: (list below)
  - A. Section 8 Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.79 (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 903.79 (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.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission:	
5. Number of units affected: 1	
6. 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 903.79 (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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	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 <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
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?
6. 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.

<b>Conversion of Public Housing Activity Description</b>	
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)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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.) The PHA administers a Homeownership Demonstration Program. The Program was adopted November 19, 1985 by the Housing Commission and by the Wyoming City Council on December 16, 1985.

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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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) <input type="checkbox"/> Part of the development

**B. Section 8 Tenant Based Assistance**

1.  Yes  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 903.7 9 (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
- 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)

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 other)
Public Housing	0			
Section 8	25	Waiting List	PHA Main Office	Section 8

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	25	18

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. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**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)  
MI115-001 and MI115-002

**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) Allow two Police Officers to reside in one unit of each above listed developments.

2. Which developments are most affected? (list below)  
MI115-001 and MI115-002

**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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**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)

A. Marketing of property

1. Marketing potential and location

- a. Who needs this housing
- b. What is the existing vacancy rates by unit size and rent levels
- c. What other subsidized developments/program are in the area
- d. What are the waiting lists for the competitors
- e. Develop statistics on the number of households seeking rental units with the income levels
- f. Develop statistics on the ethnic composition of the population in the area
- g. What are the present general economic projections for the area
- h. What is the growth potential of the area
- i. What is the aging potential
- j. Is the location visible and accessible to drive-by/walk-by prospects
- k. Does the project add to the general appearance of its neighborhood
- l. Does the neighborhood appear to be an asset to the project
- m. Is the site served by mass transit and with what frequency is the service provided
- n. What is the location in relation to shopping, schools, churches, day-care, and other necessary facilities
- o. Are there environmental barriers present such as railroads, highways, and bridges
- p. Is there adequate space for parking
- q. Is there adequate fire and police protection

2. Attracting Residents

In attracting prospective residents to our buildings, there are several areas we consider. They are as follows:

- a. Image

1. The way people think about our project will be influenced by the way we conduct our business
  2. The general appearance of our building inside and out
  3. The manner in which our residents or prospective residents are treated
  4. The degree of screening and the quality of our management
- b. Amenities
1. Ranges
  2. Refrigerators
  3. Laundry machines on site
  4. Plumbing for laundry machines in unit
  5. Community room
  6. Security System
  7. Landscaping
  8. Balconies
  9. Patios
  10. Draperies, blinds, rods
3. Selling to prospective residents
- The selling to prospective residents, the PHA must decide the following:
- a. The strong points about the site
  - b. How is the site different from the competition
  - c. Who we are going to market to
  - d. The needs of the applicants most likely to rent at the site
  - e. The type of advertising needed and its cost

B. Maintenance of property

1. Preventive maintenance program
2. Long term capital needs
3. Emergency response system and plan

C. Management of property

1. Screening – good residents, good neighbors
2. Rules for occupancy – lease and house rules
3. Risk Management and liability

The PHA's marketing plan will be consistent with the Affirmative Fair Housing Marketing Plan.

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 903.79 (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:
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.
  - 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 Wyoming
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)
  
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: The Plan is consistent with the CDBG Consolidated Housing Plan.

**D. Other Information Required by HUD**

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

## Attachments

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

**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**

Capital Fund Grant Number MI33P11550100 FFY of Grant Approval: 04/2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	105,316
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	44,000
10	1460 Dwelling Structures	183,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	

**Table Library**

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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		332,316
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 HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI115-001	REPAIR/REPLACE DRIVEWAYS	1450	44,000
MI115-001	INSTALL VINYL SIDING	1460	130,000
MI115-001	TEST AND REPLACE FURNACES	1460	14,000
MI115-001	REPLACE ROOFS	1460	21,000
MI115-002	TEST AND REPLACE FURNACES	1460	14,000
MI115-002	REPLACE SHEDS	1460	4,000

**Table Library**

MI115-001,002,003	OPERATIONS	1406	105,316
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**Table Library**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MI115-001, 002, 003	09/30/2002	09/30/2002

**Table Library**

**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**

Capital Fund Grant Number MI33P11550101 FFY of Grant Approval: 04/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	38,000
3	1408 Management Improvements	15,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	5,000
10	1460 Dwelling Structures	280,099
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	

**Table Library**

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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		338,099
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 HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI115-001, 002, 003	REPAIR/REPLACE CONCRETE	1450	5,000
MI115-001, 002, 003	REPLACE KITCHEN CABINETS	1460	240,800
MI115-001, 002, 003	REPLACE CLOSET DOORS	1460	34,299
MI115-001, 002, 003	REPLACE ROOFS	1460	5,000
MI115-001	OPERATIONS	1406	38,000
MI115-001	MANAGEMENT	1408	15,000

**Table Library**

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**Table Library**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MI115-001, 002, 003	09/30/2003	09/30/2003

**Table Library**

**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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Total estimated cost over next 5 years</b>				



# **ONE YEAR PLAN**

**FOR**

**WYOMING HOUSING COMMISSION**

**APRIL 1, 2002**

**TO**

**MARCH 31, 2003**

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## HOUSING NEEDS

### 1. STATEMENT OF HOUSING NEEDS

#### A. HOUSING NEEDS OF FAMILIES IN THE JURISDICTION 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 are as follows on the charts below.

These charts summarize information available from the 1990 US Census on housing needs of households. Figure 1 indicates the income levels of extremely low, very low and moderate income families.

FIGURE 1 INCOME CATEGORIES		
INCOME RANGE	% OF AREA MEDIAN INCOME	1991 INCOME FAMILY OF 4
EXTREMELY LOW INCOME	0-30	\$0- 17,550
VERY LOW INCOME	31-50	\$17,550-29,250
LOW INCOME	51-80	\$29,250-46,800
AREA MEDIAN INCOME		\$44,000

**SOURCE: U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

*These same income ranges can be expressed for other family sizes, as shown in Figure 2.*

FIGURE 2	INCOME LIMITS
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**Table Library**

	FAMILY SIZE							
	1	2	3	4	5	6	7	8
30% OF MEDIAN	12,300	14,050	15,800	17,550	18,950	20,350	21,750	23,150
VERY LOW INCOME	20,500	23,400	26,350	29,250	31,600	33,950	36,250	38,600
LOW INCOME	32,750	37,450	42,100	46,800	50,550	54,300	58,050	61,750

1

*Family income directly affects the ability to afford housing. Understanding the issue of cost burden is critical to understanding the needs of the lower income population groups. For example, low income renters, particularly the extremely low income, routinely pay more than 30% and sometimes more than 50% of their monthly income for shelter. As you will see in Figure 3, the housing assistance needs of low and moderate income households.*

#### 1. Extremely Low Income

Families in this group have incomes less than 30% of area median income. Since housing needs directly relates to family income, this group generally has the highest housing needs.

#### Table Library

2. Very Low Income

Families in this group have incomes between 30% and 50% of area median income.

3. Low Income

Families in this group have incomes between 51% and 80% of area median income.

B. HOUSING NEEDS OF FAMILIES ON THE PUBLIC HOUSING AND SECTION 8  
TENANT-BASED ASSISTANCE WAITING LISTS

Based upon the information contained on the PHA waiting lists, the following chart shows the need of families on the waiting lists.

FIGURE 4 HOUSING NEEDS OF FAMILIES ON TH WAITING LIST			
WAITING LIST TYPE: (SELECT ONE) <input type="checkbox"/> SECTION 8 TENANT-BASED ASSISTANCE <input checked="" type="checkbox"/> PUBLIC HOUSING <input type="checkbox"/> 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
WAITINGLIST TOTAL	942		32
EXTREMELY LOW INCOME<= 30% AMI	748	79%	
VERY LOW INCOME (> 30% BUT <= 50% AMI)	186	20%	
LOW INCOME	8	.084%	

**FIGURE 4  
HOUSING NEEDS OF FAMILIES ON THE WAITING LIST**

WAITING LIST TYPE (SELECT ONE) <input checked="" type="checkbox"/> SECTION 8 TENANT-BASED ASSISTANCE <input type="checkbox"/> PUBLIC HOUSING <input type="checkbox"/> 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	1,753		100
EXTREMELY LOW INCOME <= 30% AMI	1,325	76%	
VERY LOW INCOME (>30% BUT <= 50% AMI)	428	24%	
LOW INCOME	0	0%	

C. STRATEGY FOR ADDRESSING NEEDS

**Table Library**

The PHA's strategy for addressing the needs of families in our jurisdiction and on the waiting list in the upcoming year is to maximize the number of affordable units available to the PHA within its current resources.

**NEED – SHORTAGE OF AFFORDABLE HOUSING FOR ALL ELIGIBLE POPULATIONS**

**Strategy 1 – Maximize the number of affordable units available to the PHA within it's current resources**

1. Employ effective maintenance and management policies to minimize the number of public housing units off-line
2. Reduce turnover time for vacated public housing units
3. Reduce time to renovate public housing units
4. Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
5. Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent through the jurisdiction
6. Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
7. Maintain or increase Section 8 lease-up rates by effectively working with owners to accept the program
8. Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Table Library**

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

1. Apply for additional Section 8 units should they become available
2. Pursue housing resources other than public housing or Section 8 tenant-based assistance

NEED – SPECIFIC FAMILY TYPES: FAMILIES AT OR BELOW 30% OF MEDIAN

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

4

1. Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
2. Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance
3. Adopt rent policies to support and encourage work

**NEED – SPECIFIC FAMILY TYPES: THE ELDERLY**

**Table Library**

Strategy 1 – Target available assistance to the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

NEED – SPECIFIC FAMILY TYPES: FAMILIES WITH DISABILITIES

Strategy 1 – Target available assistance to Families with Disabilities

*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

NEED – SPECIFIC FAMILY TYPES: RACES OR ETHNICITIES WITH  
**DISPROPORTIONATE HOUSING NEEDS**

Strategy 1 – Increase awareness of PHA resources among families of races  
and ethnicity's with disproportionate needs

Affirmatively market to races/ethnicity's shown to have disproportionate housing needs

Strategy 2 – Conduct activities to affirmatively further fair housing

Counsel Section 8 tenants as to locations 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

**Table Library**

**FINANCIAL RESOURCES**

**2. STATEMENT OF FINANCIAL RESOURCES**

A. FEDERAL AND NON-FEDERAL FUNDING SOURCES – PUBLIC HOUSING

1. Dwelling Income
2. Subsidy
3. Federal Grants
4. Capital Funds

B. FEDERAL AND NON FEDERAL FUNDING SOURCES – SECTION 8

1. Annual Contributions for Tenant-Based Assistance

**Table Library**

## 2. Family Self-Sufficiency Grants

**Table Library**

ELIGIBILITY, SELECTION & ADMISSION POLICIES

**3. PHA POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSION**

A. PUBLIC HOUSING

1. Eligibility

a. The PHA verifies eligibility for admission to public housing when:

1. Families are within 60 days from being offered a unit

*The PHA screens the following factors to establish eligibility for admission to public housing:*

1. Criminal and Drug-related criminal activity

a. The PHA requests criminal records from State law enforcement agencies

2. Rental History

3. Credit History

2. Waiting list Organization

a. The PHA uses the following methods to organize its public housing

waiting list

1. Community Wide List

b. The PHA accepts applications from persons applying for public housing at the following address:

1. PHA main administrative office at 2450 36<sup>th</sup> St., SW,  
Wyoming MI 49509

3. Assignment

a. The PHA allows applicants the following vacant unit choices before they are removed from the waiting list:

1. one

b. Is this policy consistent across all waiting list types

1. yes

7

4. Admissions Preferences

a. Income Targeting

1. The PHA plans to meet or exceed the federal targeting requirements by targeting at or more than 40% of all

**Table Library**

new admissions to public housing to families at or below  
30% of median area income

b. Transfer Policies

1. The PHA will transfer current residents over new admissions in the following cases:
  - a. Emergencies
  - b. Medical justification
  - c. Administrative reasons determined by the PHA

5. Occupancy

- a. Applicants and residents can use the following reference materials to obtain information regarding rules of occupancy of Public Housing
  1. The PHA lease
  2. The PHA's Admissions and Continued Occupancy Policy
  3. PHA briefing seminars or written materials
- b. When does resident notify the PHA of changes in family composition
  1. Any time family composition changes

6. Deconcentration and Income Mixing

**Table Library**

- a. The PHA is not subject to the deconcentration requirement because the developments operated by the PHA consist of only one general occupancy (family) development.

SECTION 8

1. Eligibility

- a. The PHA screens for the following:

Criminal and drug-related activity only to the extent required by law or regulation

The PHA requests criminal records from State law enforcement agencies for screening purposes. The PHA does not share information with landlords.

2. Waiting List Organization

The Section 8 tenant-based assistance waiting list is merged with the following program:

**Table Library**

1. None

3. Search Time

*The PHA gives the following extensions on standard 60-day period to search for a unit:*

60 days providing the tenant can provide the PHA with proof of where they have searched at and any circumstances which may have prevented the tenant from finding a unit.

4. Admissions Preferences

a. Income Targeting

The PHA plans to meet or exceed the federal targeting requirements by targeting at or more than 75% of all new admission to the Section 8 program to families at or below 30% of median area income

5. Special Purpose Section 8 Assistance Programs

The documents and other reference materials in which the policies governing eligibility, selection and admissions to any special purpose Section 8 program administered by the PHA are contained in the following:

1. The Section 8 Administrative Plan
2. Briefing sessions and written materials

The PHA announces the availability of any special-purpose Section 8 programs to the

**Table Library**

public by the following:

1. Public Notices

9

#### **4. PHA RENT DETERMINATION POLICIES**

##### **A. PUBLIC HOUSING**

###### **1. Income Based Rent Policies**

###### **a. Use of discretionary policies**

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 or minimum rent

###### **b. Minimum Rent**

1. The PHA's minimum rent is \$0

###### **c. Rents set at less than 30% than adjusted income**

1. The PHA does not plan to charge rents at a fixed amount or a percentage less than 30% of adjusted income

###### **d. Discretionary deductions and/or exclusions policies**

**Table Library**

1. The PHA does not plan on using any discretionary deductions or exclusion policies
- e. Ceiling Rents
1. The PHA does not have ceiling rents
- f. Rent Re-Determinations
1. The PHA requires tenants to report all changes to family composition and it is the family's option to report changes in income between regular rent re-determinations
  2. The PHA will not implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year
- g. Flat Rents
- a. The PHA used the following sources of information to establish flat Rents:
    1. Survey of rents listed in local newspaper
    2. The Section 8 rent reasonableness study of comparable housing

B. SECTION 8 TENANT-BASED ASSISTANCE

**Table Library**

1. Payment Standards

- a. The PHA's payment standard is set at 110% of FMR
- b. The PHA adjusts the payment standards annually to 110% when the FMR is published
- c. The PHA will consider the following in its assessment of the adequacy of its payment standard:
  - 1. Success rates of assisted families
  - 2. Rent burdens of assisted families

2. Minimum Rent

- a. The PHA's minimum rent is \$0

**Table Library**

**5. OPERATIONS AND MANAGEMENT**

A. Management Structure

1. Public Housing

The Management Structure is as follows:

The Executive Directors reports to the Board of Commissioners.

**Table Library**

All clerical employees and the Maintenance Supervisor report to the Executive Director. All maintenance employees report to the maintenance supervisor.

2. Section 8

The Management Structure is as follow:

The staff reports to the Administrative Aide. The Administrative Aide reports to the Executive Director.

B. HUD Programs Under PHA Management

**Table Library**

PROGRAM NAME	UNITS OR FAMILIES SERVED AT YEAR BEGINNING	EXPECTED TURNOVER
<b>Public Housing</b>	<b>197</b>	<b>19</b>
<b>Section 8 Vouchers</b>	<b>472</b>	<b>47</b>
<b>Section 8 Certificates</b>	<b>38</b>	<b>38</b>
<b>Section 8 Mainstream Vouchers</b>	<b>100</b>	<b>10</b>
Section 8 Welfare to Work Vouchers	<b>175</b>	<b>18</b>
<b>Public Housing Capital Fund</b>	<b>197</b>	<b>0</b>

**C. Management and Maintenance Policies**

1. Public Housing Maintenance and Management Policies
  - a. Public Housing Admissions and Continued Occupancy Policy
  - b. Public Housing Maintenance Policy
2. Section 8 Management Policies
  - a. Section 8 Administrative Plan

## **6. PHA GRIEVANCE PROCEDURES**

### **A. Public Housing**

The PHA has established written grievance procedures for residents of public housing.

The PHA's main administrative office is where residents or applicant to public housing to initiate the PHA grievance process.

### **B. Section 8 Tenant-Based Assistance**

The PHA has established written grievance procedures for participants in the Section 8 Certificate/Voucher programs.

The PHA's main administrative office is where participants in the Section 8 program contact to initiate the PHA grievance process.

**7. CAPITAL IMPROVEMENT NEEDS**

CAPITAL FUND ACTIVITIES

1. Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided in this Plan as Figure 5.

2. Optional 5-Year Action Plan

**Table Library**

**The PHA is providing an optional 5-Year Action Plan**

**B. HOPE VI AND PUBLIC HOUSING DEVELOPMENT AND REPLACEMENT  
ACTIVITIES (NON-CAPITAL FUND)**

The PHA has not received a HOPE VI revitalization grant.

The PHA does not plan to apply for HOPE VI Revitalization grants in the next fiscal year.

The PHA will not be engaging in any mixed-finance development activities in the fiscal year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

**Table Library**

FIGURE 5

<b>COMPONENT 7</b> <b>ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT</b> CAPITAL FUND PROGRAM AND CAPITAL FUND PROGRAM REPLACEMENT HOUSING FACTOR			
Wyoming Housing Commission  CAPITAL FUND GRANT NUMBER MI33P11550100 FFY OF GRANT APPROVAL: 2000  ORIGINAL ANNUAL STATEMENT RESERVE FOR DISASTERS/EMERGENCIES REVISED ANNUAL STATEMENT (REVISION NO.) 1			
LINE NO.	SUMMARY BY DEVELOPMENT ACCOUNT TOTAL	TOTAL ESTIMATED COST	
		ORIGINAL	REVISED

1	TOTAL NON-CFP FUNDS		
2	1406 OPERATIONS	332,316	105,316
3	1408 MANAGEMENT IMPROVEMENTS SOFT COSTS		
	MANAGEMENT IMPROVEMENTS HARD COSTS		
4	1410 ADMINISTRATION		
5	1411 AUDIT		
6	1415 LIQUIDATED DAMAGES		
7	1430 FEES AND COSTS		
8	1440 SITE ACQUISITION		
9	1450 SITE IMPROVEMENT	0	44,000
10	1460 DWELLING STRUCTURES	0	183,000
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		

**Table Library**

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15

18	1499 DEVELOPMENT ACTIVITIES		
19	1502 CONTINGENCY		
20	AMOUNT OF ANNUAL GRANT: SUM OF LINES	<b>332,316</b>	
21	AMOUNT OF LINE 20 RELATED TO LBP ACTIVITIES	0	
22	AMOUNT OF LINE 20 RELATED TO SECTION 504 COMPLIANCE	0	
23	AMOUNT OF LINE 20 RELATED TO SECURITY SOFT COSTS	0	
24	AMOUNT OF LINE 20 RELATED TO SECURITY – HARD COSTS	0	
25	AMOUNT OF LINE 20 RELATED TO ENERGY CONSERVATION MEASURES	0	
26	COLLATERALIZATION EXPENSES OR DEBT SERVICE	0	

**Table Library**

**ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT**

CAPITAL FUND PROGRAM AND CAPITAL FUND PROGRAM REPLACEMENT  
FACTOR (CFI)

**Table Library**

PART II: SUPPORTING PAGES				
<b>Wyoming Housing Commission</b>				
Grant Type and Number: Capital Fund				
Capital Fund Program Grant No: MI33P11550100				
Replacement Housing Factor Grant No:				
DEVELOPMENT NUMBER / NAME HA-WIDE ACTIVITIES	GENERAL DESCRIPTION OF MAJOR WORK CATEGORIES	DEVELOPMENT ACCOUNT NUMBER	QUA.	TOTAL ESTIMATED COST
MI115-001	REPAIR/REPLACE DRIVEWAYS	1450	10	44,000
MI115-001	INSTALL VINYL SIDING	1460	52	130,000
MI115-001	TEST AND REPLACE FURNACES	1460	6	14,000
MI115-001	REPLACE ROOFS	1460	8	21,000
MI115-002	TEST AND REPLACE FURNACES	1460	6	14,000
MI115-002	REPLACE SHEDS	1460	4	4,000
MI115-001,002,003	OPERATIONS	1406		105,316

**Table Library**

**ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT**

CAPITAL FUND PROGRAM AND CAPITAL FUND PROGRAM  
REPLACEMENT HOUSING FACTOR (CFI)

PART III: IMPLEMENTATION SCHEDULE

**Wyoming Housing Commi ssion**

Grant Type and Number: Capital Fund      Capital Fund Program No.: MI33P11550100  
Replacement Housing Factor No.:

**Table Library**

DEVELOPMENT NUMBER/NAME HA-WIDE ACTIVITIES	ALL FUNDS OBLIGATED ( QUARTER ENDING DATE )			ALL FUNDS EXPENDED ( QUARTER ENDING DATE )		
	ORIGINAL	REVISED	ACTUAL	ORIGINAL	REVISED	ACTUAL
MI115-001, 002, 003	9/30/02		9/30/02	9/30/03		9/30/03

**Table Library**



Capital Fund Program Five-Year Action Plan

**Part I: Summary**

PHA Name					Original 5-Year Plan
<b>Wyoming Housing Commission</b>					Revised No.
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2001 PHA FY: 3/31/02	Work Statement for Year 3 FFY Grant: 2002 PHA FY: 3/31/03	Work Statement for Year 4 FFY Grant:2003 PHA FY: 3/31/04	Work Statement For Year 5 FFY Grant: 2004 PHA FY: 3/31/05
MI115-001, 002, 003	Annual Statement	Replace Kitchen Cabinets	Replace Closet Doors	Replace Closet Doors	Replace Roofs
MI115-001, 002, 003		Replace Damaged Concrete	Check and Replace Furnaces	Check and Replace Furnaces	Check and Replace Furnaces
MI115-001, 002, 003		Replace Closet Doors	Replace Roofs	Replace Roofs	Replace Windows
MI115-001, 002, 003		Replace Roofs	Remove Unsafe Trees	Remove Unsafe Trees	Replace Concrete
MI115-001, 002, 003			Install Carpet	Install Carpet	Upgrade Fire Alarm System

**Table Library**

MI115-001, 002, 003			Replace Hot Water Heaters	Replace Hot Water Heaters	Upgrade Landscaping
MI115-001, 002, 003			Replace Locks	Replace Locks	Replace Closet Doors
MI115-001, 002, 003			Replace Boilers	Repair/Replace Paving in Parking Lots	Replace Windows
MI115-001, 002, 003			Replace Concrete	Replace Boiler System	Repair/Replace Paving/Parking Lots
MI115-001, 002, 003			Repair/Replace Paving in Parking Lots	Replace Sheds	Replace Carpet

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MI115-001, 002, 003			Replace Playground Equipment	Replace Stoves and Refrigerators	Upgrade Video Alarm System
MI115-001, 002, 003			Replace Stoves and Refrigerators		

**Table Library**

**Table Library**

**8. DEMOLITION AND DISPOSITION**

A. DEMOLITION AND DISPOSITION

The PHA will not do any demolition in public housing this year.

**Table Library**

9. DESIGNATION OF PUBLIC HOUSING FOR OCCUPANCY BY  
ELDERLY FAMILIES OR FAMILIES WITH DISABILITIES OR  
**ELDERLY FAMILIES AND FAMILIES WITH DISABILITIES**

A. DESIGNATION OF PUBLIC HOUSING

The PHA has not designated or applied for approval to designate or plan to designate any public housing for occupancy only the elderly families by families with disabilities or by elderly families and families with disabilities or by elderly families and families with disabilities or

**Table Library**

will apply designation for occupancy by only elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act Of 1937 in the upcoming fiscal year.

**Table Library**

**10. CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE**

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD  
FY 1996 HUD Appropriations Act

The PHA has no developments or portions of developments that have been identified  
under Section 202 of the HUD Appropriations Act.

by HUD or the PHA as covered

**Table Library**

**11. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA**

**A. PUBLIC HOUSING**

1. The PHA does not administer any homeownership programs under an approved section 5 (h) or an approved HOPE I, or has applied to administer any homeownership programs under 5 (h), the HOPE I program or section 32 of the U.S. Housing Act of 1937. The PHA administers a Homeownership Demonstration Program. The program was adopted November 19, 1985 by the Housing Commission and by the Wyoming City Council on December 16, 1985.

Under this Homeownership Demonstration Program, the families are given budgeting and maintenance classes before purchasing. We have 63 homes for sale, of which 23 have been sold.

**B. SECTION 8 TENANT BASED ASSISTANCE**

The PHA does not 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 in this Fiscal year.

**12. PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS**

A. PHA Coordination with the Welfare Agency

1. Currently, no formal cooperative agreement has been signed with the local Welfare Agency but the PHA work's closely with our area office to assist each other in helping families becomes self-sufficient.

**Table Library**

2. Other efforts between the PHA and Welfare Agency are the following:
  - a. Client referrals
  - b. Information sharing regarding mutual clients for rent determinations and otherwise
  - c. Jointly administer programs
  - d. Partner to administer a HUD Welfare-to-Work voucher program

B. Services and programs offered to residents and participants

1. General
  - a. Self-Sufficiency Policies

The PHA employs the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

Public Housing Rent determination policies  
Public Housing admissions policies  
Section 8 admissions policies  
Eligibility for public housing homeownership

2. Family Self-Sufficiency Programs
  - a. Participation Description

**Table Library**

Family Self-Sufficiency (FSS) Participation		
Program	Required Number of Participants Start of FY 2000 Estimate	Actual Number of Participants As of 11/10/2001
Public Housing	0	0
Section 8	25	21

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:
  - a. Adopting appropriate changes to the PHA's Public Housing rent determination policies and train staff to carry out these policies

- b. Informing residents of new policy on admission and reexamination
- c. Actively notifying residents of new policy at times in addition to admission and reexamination
- d. Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- e. Establishing a protocol for exchange of information with all appropriate TANF agencies

D. Community Service Requirement

The PHA complies with Community Service requirements pursuant to Section 12 c of the U.S. Housing Act of 1937.

**Table Library**

### 13. PHA SAFETY AND CRIME PREVENTION MEASURES

The PHA is not participating in a Public Housing Drug Elimination Program currently and does not plan on applying for funds in the next fiscal year.

The PHA has selected two units for police officers to live. One unit is located at the Waldon Apartment complex and one at the Westwood Apartment complex. The PHA and police officers will work together to provide a safe environment for families from crimes and drugs activities. Woods

The PHA believes such occupancy is needed to increase security for public housing residents.

The conditions of the police officers residency is as follows:

1. The police officer will monitor monthly for all criminal activities and report to the PHA if a pattern exists.
2. The police officer will be available to provide residents with advice while not on duty. All resident complaints must be taken when officer is on duty.
3. The officer will be as visible as possible when on or off duty.

**14. PETS IN PUBLIC HOUSING**

A. PET POLICY

The PHA has an established pet policy for residents in Public Housing.

**Table Library**

**Table Library**

15. CIVIL RIGHTS CERTIFICATION

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**CERTIFICATION BY STATE AND LOCAL OFFICIAL  
OF PHA PLANS CONSISTENCY WITH THE  
CONSOLIDATED PLAN**

I, GERALD MEARS, THE COMMUNITY DEVELOPMENT DIRECTOR CERTIFY  
*THAT THE FIVE YEAR AND ANNUAL PHA PLAN OF THE WYOMING HOUSING  
COMMISSION IS CONSISTENT WITH THE CONSOLIDATED PLAN OF THE CITY OF  
WYOMING, PREPARED PURSUANT TO 24 CFR, PART 91.*

**Table Library**

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SIGNED/DATED BY APPROPRIATE STATE OR LOCAL OFFICIAL      DATE

**Table Library**

**16. FISCAL AUDIT**

A. Audit

The PHA is required to have an audit conducted each year under Section 5 (h) (2) of the U. S. Housing Act of 1937.

*The most recent fiscal audit was submitted to HUD and there were no findings.*

**17. PHA ASSET MANAGEMENT**

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**Table Library**

The PHA is engaging in activities that will contribute to the long term asset management of its public housing stock. Such activities are as follows:

A. Marketing of property

1. Marketing potential & location

- a. Who needs this housing
- b. What is the existing vacancy rates by unit size and rent levels
- c. What other subsidized developments/program are in the area
- d. What are the waiting lists for the competitors
- e. Develop statistics on the number of households seeking rental units with the income levels
- f. Develop statistics on the ethnic composition of the population in the area
- g. What are the present general economic projections for the area
- h. What is the growth potential of the area
- i. What is the aging potential
- j. Is the location visible and accessible to drive-by/walk-by prospects
- k. Does the project add to the general appearance of its neighborhood
- l. Does the neighborhood appear to be an asset to the project
- m. Is the site served by mass transit and with what frequency is the service provided
- n. What is the location in relation to shopping, schools, churches, day-care, and other necessary facilities
- o. Are there environmental barriers present such as railroads, highways, and bridges
- p. Is there adequate space for parking
- q. Is there adequate fire and police protection

**Table Library**

## 2. Attracting residents

In attracting prospective residents to our buildings, there are several areas we consider. They are as follows:

### a. Image

- aa. The way people think about our project will be influenced by the way we conduct our business
- bb. The general appearance of our building inside and out
- cc. The manner in which our residents or prospective residents are treated
- dd. The degree of screening and the quality of our management

### b. Amenities

- aa. Ranges
- bb. Refrigerators
- cc. Disposals
- dd. Play lot

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- ee. Laundry machines on-site
- ff. Plumbing for laundry machines in unit
- gg. Community room
- hh. Security System
- ii. Landscaping
- jj. Balconies
- kk. Patios
- ll. Draperies, blinds, rods

## 3. Selling to prospective residents

The selling to prospective residents, the PHA must decide the following:

- aa. The strong points about the site
- bb. How is the site different from the competition
- cc. Who we are going to market to
- dd. The needs of the applicants most likely to rent at the site
- ee. The type of advertising needed and its cost

B. Maintenance of property

- 1. Preventive maintenance program
- 2. Long term capital needs
- 3. Emergency response system & plan

C. Management of property

- 1. Screening – good residents, good neighbors
- 2. Rules for occupancy – lease and house rules
- 3. Risk Management and liability

The PHA's marketing plan will be consistent with the Affirmative Fair Housing Marketing Plan.

**Table Library**

**18. OTHER INFORMATION**

**A. RESIDENT ADVISORY BOARD RECOMMENDATIONS**

1. The PHA did receive comments on the Plan from the Resident Advisory Board.
  2. All comments are provided below:
    - a. The Public Housing Residents liked the work being done with CIAP and Capital Funds such as the vinyl siding on family units and new cabinets and countertops.
    - b. One Family Public Housing Resident stated she would like to see the pet policy changed to include each family could have both a cat and dog.

The following is a list of residents and participants on the Resident Advisory Board:

1. Kimberly Decker
2. Kevin Meaney

3. Marge Young

4. Barbara Manley

**B. DESCRIPTION OF ELECTION PROCESS FOR RESIDENTS ON THE PHA BOARD**

1. The resident that serves on the board was appointed by the City Manager.
  - a. The Housing Commission informed the residents of the vacant Commissioner position. All interested residents were to contact the Executive Director.
  - b. All residents that received PHA assistance were eligible.
  - c. The City Manager appoints positions to the Board of Commissioners.

**C. STATEMENT OF CONSISTENCY WITH THE CONSOLIDATED PLAN**

1. WYOMING HOUSING COMMISSION
2. The PHA has taken the following steps to ensure consistency of this PHA plan with the Consolidated Plan for the jurisdiction:
  - a. The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan.
  - b. The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

**Table Library**

c. The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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d. Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

1. Provide decent, safe and sanitary housing while encouraging families to become self-sufficient

2. Apply for additional Section 8 Vouchers, should they become available particularly for persons with disabilities and the elderly.

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following Actions and commitments:

The Plan is consistent with the CDBG Consolidated Housing Plan.

**Table Library**

**Table Library**

**Table Library**