PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0 **PHA Information**
PHA Name: _Cheyenne Housing Authority_____ PHA Code: _DEN 526_____
PHA Type: ☐ Small ☐ High Performing ☒ Standard ☐ HCV (Section 8)
PHA Fiscal Year Beginning: (MM/YYYY): ___04/2012_____

2.0 **Inventory** (based on ACC units at time of FY beginning in 1.0 above)
Number of PH units: _341_____ Number of HCV units: __1658_____

3.0 **Submission Type**
☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

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

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 **5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 **Mission.** State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:

The Cheyenne Housing Authority (CHA) will provide decent, safe and sanitary housing to the elderly, disabled and economically disadvantaged families who are unable to obtain housing through conventional means. Additionally, the CHA will strive to provide for and coordinate other necessary life services to this population.

The CHA will achieve these purposes through an organization and within an environment that attracts the finest people; encourages and challenges our individual talents; encourages the collaboration of those talents to achieve the coals established in a creative, progressive and fiscally responsible manner; and maintains the Cheyenne Housing Authority's well established principles of integrity and professionalism.

The ultimate goal of our agency if to assist and empower the elderly, disabled and economically disadvantaged families through the professional and courteous provision of basic life services, in order to allow them opportunities to establish control of their destinies.

5.2	**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. PHA Goal: Expand the supply of assisted and affordable housing Objectives: X Apply for additional rental vouchers: **Apply as available** X Reduce public housing vacancies: **Maintain minimal vacancies** X Leverage private or other public funds to create additional housing opportunities: **Continue efforts to address housing needs, by leveraging resources as needs are quantifiably identified. The CHA intends to apply for NSP funds from WCDA to acquire and rehab foreclosed or abandoned properties that would expand the CHA's portfolio of affordable rental units.** PHA Goal: Improve the quality of assisted and affordable housing Objectives: X Improve public housing management: (PHAS score) **Achieve and maintain High Performer status** X Improve voucher management: (SEMAP score) **Achieve and maintain High Performer status** X Increase customer satisfaction: **Continue Resident Initiative efforts** X Renovate or modernize public housing units: **Continue to utilize Capital Funds to maximum benefit.** PHA Goal: Increase assisted and affordable housing choices Objectives: X Provide voucher mobility counseling: **Continue mobility counseling through the use of the Housing Assistance Guide and one-on-one counseling.** X Other: (list below) **Assist rural communities throughout the state with the administration of assisted housing programs to enable utilization of those programs where assisted housing may not otherwise be available, thereby increasing assisted housing choices.** PHA Goal: Provide an improved living environment Objectives: X Implement public housing security improvements: **Utilize Capital Funds to address security improvement concerns of the residents. Continue to promote Neighborhood Watch program.** PHA Goal: Promote self-sufficiency and asset development of assisted households Objectives: X Provide or attract supportive services to improve assistance recipients' employability: X Provide or attract supportive services to increase independence for the elderly or families with disabilities. PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives: X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: X 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:

6.0	**PHA Plan Update** (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: **The CHA has not made any material revisions from the previous Annual Plan Submission. <u>All PHA Plan elements are summarized below.</u>** (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. **Copies of the 5-Year and Annual Plan are posted and available at the CHA administrative offices. The CHA also posts and makes available the Admissions and Continued Occupancy Policy (ACOP), the Section 8 Administrative Plan, the CHA Grievance Procedure and other required postings at the CHA Administrative offices.**

7.0	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.* NOT APPLICABL TO THE CHA
8.0	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. SEE BELOW
8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing. **SEE BELOW**
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan,* form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. **SEE BELOW**
8.3	**Capital Fund Financing Program (CFFP).** ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. **NOT APPLICABLE TO THE CHA**
9.0	**Housing Needs**. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. SEE BELOW

9.1	**Strategy for Addressing Housing Needs**. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.** SEE BELOW
10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. SEE BELOW (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

11.0	**Required Submission for HUD Field Office Review**. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
The CHA has not made any material revisions from the previous Annual Plan Submission.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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, 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
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Community Service & Self-Sufficiency
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

PHA Plan Elements

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?
X When families are within a certain number of being offered a unit:
Close to the top of the waiting list

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?
X Criminal or Drug-related activity
X Rental history
X Housekeeping

The PHA requests criminal records from local law enforcement agencies for screening purposes,
The PHA requests criminal records from State law enforcement agencies for screening purposes.
The PHA accesses FBI criminal records from the FBI for screening purposes. (when warranted and when available 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
X Jurisdiction-wide list

b. Where may interested persons apply for admission to public housing?
X PHA main administrative office
X Other (list below)
Laramie office for Laramie Applicants

(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?
X Three

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

(4) Admissions Preferences

a. Income targeting:
☐ Yes X 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)
X Emergencies
X Overhoused
X Underhoused
X Medical justification
X Administrative reasons determined by the PHA (e.g., to permit modernization work)

c. Preferences
1. X Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)?

2. Which of the following admission preferences does the PHA plan to employ in the coming year? Former Federal preferences:
X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Other preferences:
X Working families and those unable to work because of age or disability

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.

1 Date and Time

Former Federal preferences:
1 Involuntary Displacement for reasons outside the control of the applicant
(Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition, victim of domestic violence)

Other preferences
1 Working families and those unable to work because of age or disability

4. Relationship of preferences to income targeting requirements:
X 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
X The PHA-resident lease
X The PHA's Admissions and Continued Occupancy policy
X PHA briefing seminars or written materials

b. How often must residents notify the PHA of changes in family composition?
X At an annual reexamination and lease renewal
X Any time family composition changes
X At family request for revision

(6) Deconcentration and Income Mixing

a. ☐ Yes X 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 X 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. ☐ Yes X 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?

d. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families?
X Not applicable: results of analysis did not indicate a need for such efforts

e. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families?
X Not applicable: results of analysis did not indicate a need for such efforts

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA?
X Criminal or drug-related activity only to the extent required by law or regulation

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

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

d. X Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (when warranted and available either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords?
X Criminal or drug-related activity
X Other (describe below)
Other factual information about prospective participants ability to comply with typical lease provisions that is supported by documentation on file with the CHA.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?
X None

b. Where may interested persons apply for admission to section 8 tenant-based assistance?
X PHA main administrative office
X Other (list below)
Intake agents for all communities except Cheyenne

(3) Search Time

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

If yes, state circumstances below:
Disabled households requiring an accessible unit will be granted 60 additional days upon request.

(4) Admissions Preferences

a. Income targeting

☐ Yes X 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. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)
2. Which of the following admission preferences does the PHA plan to employ in the coming year?
Former Federal preferences
X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition, victims of domestic violence)

Other preferences (select all that apply)
X **Moves required by CHA**

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

1 Date and Time

Former Federal preferences
1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition, victims of domestic violence)

Other preferences (select all that apply)
1 **Moves required by CHA**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
X Date and time of application

5. Relationship of preferences to income targeting requirements: (select one)
X 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?
X The Section 8 Administrative Plan

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
X Through published notices

2. Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2011 grants)**		
a) Public Housing Operating Fund	964,070	
b) Public Housing Capital Fund	393,100	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,109,081	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	34,500	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Enhanced Vouchers		
VASH Vouchers		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	842,020	
4. Other income (list below)		
Interest Income	4,000	
Other Income	159,700	
4. Non-federal sources (list below)		
Total resources	11,506,471	

3. Rent Determination

A. Public Housing

(1) Income Based Rent Policies

a. 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).

b. Minimum Rent

1. The CHA has instituted a minimum rent of $ 50 per month
2. The CHA has not adopted any discretionary minimum rent hardship exemption policies

c. Rent s set at less than 30% than adjusted income
The CHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income

d. Ceiling rents
The CHA does not have ceiling rents? (rents set at a level lower than 30% of adjusted income)

e. 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?
X At family option
X Any time the family experiences an income increase

f. The CHA does not 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?
X The section 8 rent reasonableness study of comparable housing
X Survey of rents listed in local newspaper
X **Flat rents are set at the cost to operate the program. The flat rent schedule is attached.**

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. The CHA sets the payment standards at 110% of the FMR

b. If the payment standard is higher than FMR, why has the PHA chosen this level?
X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
X Reflects market or submarket
X To increase housing options for families

c. How often are payment standards reevaluated for adequacy?
X Annually

d. What factors will the PHA consider in its assessment of the adequacy of its payment standard?
X Success rates of assisted families
X Rent burdens of assisted families

(2) Minimum Rent

a. The CHA has instituted a minimum rent of $ 50 per month
b. The CHA has not adopted any discretionary minimum rent hardship exemption policies

4. Operations and Management

A. PHA Management Structure

An organization chart showing the PHA's management structure and organization is attached.

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	341	98 units
Section 8 Vouchers	1766	580 vouchers
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)		NA
VASH Vouchers	76	
Enhanced Vouchers	8	

C. Management and Maintenance Policies

The CHA has adopted 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, including the following:

(1) Public Housing Maintenance and Management:
- Admissions and Continued Occupancy Policy
- Maintenance Policy

(2) Section 8 Management:
- Section 8 Administrative Plan

5. Grievance Procedures

A. Public Housing

1. The CHA has not established a written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

2. Residents or applicants to public housing should contact the CHA Administrative Office to initiate the PHA grievance process.

B. Section 8 Tenant-Based Assistance

1. The CHA has not 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.

2. Applicants or assisted families should contact the CHA Administrative Office to initiate the informal review and informal hearing processes.

6. Designated Housing for Elderly and Disabled Families

The CHA does not intend to designate or apply for designation of any public housing projects, in the upcoming fiscal year.

7. Community Service and Self-Sufficiency

The CHA coordinates efforts between with the TANF agency through:
X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
Services and programs offered to residents and participants:
The CHA administers an FSS program and has implemented policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

* Public housing admissions policies
* Section 8 admissions policies
* The FSS action plan

A Family Self Sufficiency program

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2012 Estimate)	Actual Number of Participants (As of: 12/1/11)
Public Housing	25	25
Section 8	25	36

the most recent FSS Action Plan addresses the steps the CHA plans to take to achieve at least the minimum program size.

The CHA 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:

* 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

B. Community Service Requirement

The CHA has implemented the Community Service Requirement in accordance with regulations.

8. Safety and Crime Prevention

A. Need for measures to ensure the safety of public housing residents
The CHA has primarily based the need for measures to ensure the safety of public housing residents on resident comments that refer to safety as a general concern. The CHA relied primarily on safety and security survey of the residents to determine the need for PHA actions to improve safety of residents. Elderly/Disabled residents tend to provide these comments and respond to the survey in a greater frequency than the residents in family units.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year
The CHA has undertaken Volunteer Resident Patrols/Block Watch programs to deter and prevent crime. Elderly/Disabled properties are most conducive to Neighborhood Watch type programs. The CHA Family portfolio is comprised of scattered site single family homes that are not concentrated in a specific neighborhood and are therefore less conducive to this effort.

C. Coordination between PHA and the police
The Cheyenne Police Department provides crime data to housing authority staff for analysis and action. This effort affects all CHA properties.

9. Pets

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

10. Civil Rights Certification

The CHA can document that it examines its programs and proposed programs to identify any impediments to fair housing choice

within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. Fiscal Year Audit

The results of the most recent fiscal year audit are that the CHA is in very good financial position, with substantial reserves and effective controls over expenditures. The CHA ended the most recent fiscal year with a positive net cash flow in virtually all programs. There was one finding noted in the audit report related to the timing of quality control inspections of the HQS inspections for the Voucher program. The CHA has addressed this finding and implemented necessary controls to ensure that quality control inspections of the HQS inspections for the Voucher program are performed timely and in sufficient numbers to effectively manage the HQS inspection process.

12. Asset Management

The CHA has elected to take advantage of the waiver of the requirement for conversion to the HUD project-based asset management model and has not converted to the HUD model. The CHA believes that the HUD mandated model is financially infeasible for agencies managing less than 500 units of public housing.

13. Violence Against Women Act (VAWA)

The CHA has adopted a local preference for victims of violence against women which grants them the highest preference points. The CHA requires that the violence be documented, in accordance with federal regulations. The CHA has worked with the local shelter and has entered into a cooperation agreement with Safehouse Services to support, accept referrals from and make referrals to the Safehouse shelter for victims of domestic violence.

8.0 Capital Improvements

The Cheyenne Housing Authority Capital Fund five-year plan and Annual plan for 2012 are available as attachments to this document.

9.0 Housing Needs

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	6526	3	3	3	1	3	2
Income >30% but <=50% of AMI	5639	4	2	3	1	3	3
Income >50% but <80% of AMI	6983	4	2	3	1	3	2
Elderly	4211	3	3	3	4	3	3
Families with Disabilities	N/A	3	4	3	5	3	3
White/Non-Hisp	26738	4	2	3	1	3	3
Black/Non-Hisp	296	4	2	3	1	3	3
Hispanic	1635	4	2	3	1	3	3

The CHA utilized U.S. Census data, specifically the Comprehensive Housing Affordability Strategy ("CHAS") dataset, to determine housing needs for the jurisdiction

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☒ Combined Section 8 and Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	1094		
Extremely low income <=30% AMI	845	77%	
Very low income (>30% but <=50% AMI)	198	18%	
Low income (>50% but <80% AMI)	51	5%	
Families with children	815	75%	
Elderly families	78	7%	
Families with Disabilities	201	18%	
Hispanic	124	11%	
Non-Hispanic	970	89%	
White	859	78%	
Black	178	16%	

Housing Needs of Families on the Waiting List			
American Indian	41	4%	
Asian/Pacific Islander	8	1%	
Mixed	8	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	169	54%	
2 BR	71	23%	
3 BR	41	13%	
4 BR	28	9%	
5 BR	1	1%	
5+ BR	0	0%	
The waiting list is not closed			

Strategy for Addressing Needs

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:

X Employ effective maintenance and management policies to minimize the number of public housing units off-line
X Reduce turnover time for vacated public housing units
X Reduce time to renovate public housing units
X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

X Apply for additional section 8 units should they become available
X Leverage affordable housing resources in the community through the creation of mixed - finance housing
X 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

X Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
X Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
X Adopt rent policies to support and encourage work

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

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

X Employ admissions preferences aimed at families who are working
X Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
X **Encourage the development of affordable elderly designated properties**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
X **Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing**
X Affirmatively market to local non-profit agencies that assist families with disabilities
X Other: (list below)
X Encourage the development of affordable disabled designated/accessible properties

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

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
X Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Strategy 2: Conduct activities to affirmatively further fair housing
X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Other Housing Needs & Strategies

Reasons for Selecting Strategies
The CHA considered the following factors in determining the strategies it will pursue:

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

10.0 Additional Information

a. Progress in Meeting Mission and Goals

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

PHA Goal: Expand the supply of assisted housing

Objective: Apply for additional rental vouchers

Progress: The CHA has been unable to apply for additional rental vouchers because of a lack of funding for new Housing Choice Vouchers. Additionally, HUD recently notified the CHA of the funding for HCV program in 2012. This funding notification results in the CHA being able to support fewer than the number of vouchers currently under lease.

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

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

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

Progress: The CHA absorbed the WCDA statewide Section 8 program into its voucher program inventory and administered several project-based opt-outs during the past few years. This has resulted in an expansion of the CHA Section 8 program to 1651 vouchers.

Objective: Fully utilize the resources available to the CHA, specifically the voucher program resources.

Progress: The CHA has achieved full utilization of both units and dollars under the voucher program.

PHA Goal: Improve quality of assisted housing

Objective: Achieve and maintain High Performer status

Progress: The CHA has been recognized as a Standard Performer

Objective: Achieve and maintain High Performer status under SEMAP

Progress: The CHA has been recognized as a Standard Performer.

Objective: Continue to Resident Initiative efforts

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

Objective: Continue to utilize Capital Funds to the maximum benefit

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

PHA Goal: Increase assisted housing choices

Objective: Continue mobility counseling

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

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

Progress: The CHA administers Section 8 voucher program in various communities throughout the state of Wyoming. Additionally, the CHA has absorbed the Laramie public housing program from WCDA (effective 4/1/02) which has increased the CHA involvement in assisting rural communities meet their affordable housing needs.

PHA Goal: Provide an improved living environment

Objective: Rehabilitate units within the public housing portfolio as needed. This may include substantial rehabilitation that would require temporarily taking public housing units "off-line" in order to complete the rehabilitation. The CHA has budgeted within the CFP program to accomplish the substantial rehabilitation of various public housing units as warranted.

Progress: The CHA has performed substantial rehabilitation on units within the public housing portfolio, but has not previously taken the units "off-line" for purposes of calculating vacancy days for PHAS.

Objective: Utilize Capital Funds to address security improvement concerns of the residents, as warranted.

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

Objective: The CHA is considering adopting a "smoke-free living environment" policy that would prohibit smoking within all CHA properties.

Progress: The CHA has been soliciting feedback from the resident councils regarding this possible policy change.

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

Progress: The CHA has achieved tremendous success through the administration of the FSS program. The CHA has successfully graduated more than 20 FSS participants and has loaned escrow funds to a participant for the purchase of a vehicle in order to assist that participants self-sufficiency efforts. The CHA has initiated a communication with the local Welfare Agency in order to adopt a Memorandum of Agreement to enable the cooperation among our agencies and the sharing of participant information as appropriate. The CHA has achieved substantial success in the area of raising funds to support the FSS program.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

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

b. Significant Amendment and Substantial Deviation/Modification

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

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

Cheyenne Housing Authority
Flat Rent
Calculation
2012 Agency Plan

	Requested FYE 3/31/2013	PUM FYE 3/31/2013	Current FYE 3/31/2012	PUM FYE 3/31/2012	Actual FYE 3/31/2011	PUM FYE 3/31/2011
Total Operating Expeditures	$1,929,259	$474.25	$1,898,490	$466.69	$1,799,276	$442.30
Total Nonroutine Expenditures	$0	$0.00	$11,800	$2.90	$21,235	$5.22
TOTAL	$1,929,259	$474.25	$1,910,290	$469.59	$1,820,511	$447.52

Total Dwelling Units	339
Average rent to cover cost	$474.25
Requested budget % increase	0.99%
Requested budget % increase over fye 2011 actual expenditures	5.97%

	Number of units	Percent by bdrm size	Share of total by # of bedrooms	Current Avg Family Rent	2012 Flat Rent Est.	Total from Flat Rents	2012 flat rent % increase	2011 Flat Rent
1 Bdrm *	167	49.26%	$950,402	$220	$370	$741,480	2.8%	$360
2 Bdrm	13	3.83%	$73,983	$240	$445	$69,420	2.3%	$435
3 Bdrm	147	43.36%	$836,581	$196	$550	$970,200	2.8%	$535
4 Bdrm	8	2.36%	$45,528	$307	$655	$62,880	2.3%	$640
5 Bdrm	4	1.18%	$22,764	$472	$795	$38,160	1.9%	$780
	339	100.00%	$1,929,259			$1,882,140		

* 1 bdrm count reduced by two for exempt units from PFS. (Manager apartments)

ATTACHMENT C - Deconcentration

The CHA has analyzed its covered developments to determine what, if any, measures need to be taken to alleviate potential concentrations of low income families in certain areas or projects. The CHA inventory of covered developments is comprised of single family homes scattered throughout Cheyenne and Laramie. Additionally, the distribution of incomes among those properties is varied. Therefore, there is no additional measure needed to correct concentrations of income brackets in certain areas.

ATTACHMENT D - Voluntary Conversion

The CHA has initially analyzed each of its development's operations as public housing, considered the implications of converting the public housing to tenant-based assistance. The CHA has concluded that conversion of the developments to tenant-based vouchers may not be feasible because the cost to operate these public housing units is less expensive than the section 8 voucher program, there is no foreseeable benefit to the families to convert and converting the units may in fact adversely affect the availability of affordable housing in the community. Since the CHA does not have applicable units concentrated in any one area, conversion could not result in a more uniform distribution of assisted units throughout the community. The CHA has performed an initial cost analysis relative to voluntarily converting its 97 family public housing units and determined that converting the units would not be consistent with the mission of the CHA to provide various affordable housing opportunities. The applicable low rent public housing units are in very good

condition and will remain feasible for the foreseeable future. However, the CHA retains the option of reconsidering the possibility of voluntarily converting these public housing units in the future.

A. How many of the PHA's developments are subject to the Required Initial Assessment?
6 developments - 97 single family houses scattered throughout Cheyenne.
B. How many of the PHA's development are not subject to the Required Initial Assessments based upon exemptions?
3 developments - 167 elderly/disabled multi-family units
C. How many Assessments were conducted for the PHA's covered developments?
One general assessment was conducted encompassing all of the covered developments and units.
D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment:
None
E. If the PHA has not implemented the Required Initial Assessments, describe the status of these assessments:
The CHA has performed an initial assessment to determine the feasibility. The CHA has not performed a market analysis as a comparative tool.

Minutes of the Public Hearing
held on 1/9/12 at 5:00 PM at
the Cheyenne Housing Authority
to accept public comment regarding the 2012 Agency Plan and Five-year Plan

Attendance:

Gerry McGowen, Chairman, Board of Commissioners, Cheyenne Housing Authority
Terry Williams, Board of Commissioners, Cheyenne Housing Authority
Michael Stanfield, Executive Director, Cheyenne Housing Authority
Gwen Jourgensen, Housing Supervisor, Cheyenne Housing Authority
Marty Deets, Maintenance Contract Administrator, Cheyenne Housing Authority
Mark Stotts, Special Projects Manager, Cheyenne Housing Authority
Chris Manookin, CHA Resident
Carol Kolander, CHA Resident
Earl Larson, CHA Resident
Barbara Romanowicz, CHA Resident
Lillian Allen, CHA Resident
Louise Hutton, CHA Resident
Evelyn Hunter, CHA Resident
Jesse Knight, CHA Resident
Jone Soto, CHA Resident
Karen Jarvis, CHA Resident
Jill Shockey, CHA Resident
Jeanni Wilcox, CHA Resident
Howard Pitt, CHA Resident
Breula Bining, CHA Resident
Don Griffith, CHA Resident
Margaret Wright, CHA Resident
Marian Lewis, CHA Resident
Danny James, CHA Resident
Nancy VanDamme, Resident Services Coordinator, Cheyenne Housing Authority

Mr. McGowen called the public hearing to order at 5:00 PM, introduced staff and explained the purpose of the public hearing was to accept public comment regarding the 2012 Agency Plan and Five-year plan.

Mr. Stanfield distributed copies of the 2012 Agency Plan and Five-year Plan. He discussed the contents of those plans and reviewed some of the component parts in detail including the flat rent schedule and the CFP annual plan and five-year plan. He explained that there is a change this year to the flat rent schedule. He reviewed some of the capital improvements that the CHA has made in recent years with the CFP funding, as well as current CFP and ARRA CFP projects, and solicited suggestions from residents and those in attendance regarding additional capital improvement needs throughout the CHA's public housing portfolio. The following comments were received:

- It was suggested that the CHA stripe the parking lots and fire lanes. Mr. Stanfield explained that the CHA has previously striped the parking lots, but that it is planned to contract for parking lot striping and fire lane painting this summer.

- Several residents commented that they appreciate the response from the CHA to address concerns that were previously raised at resident council meetings, such as cleaning the blower on the heating system at Stanfield Manor and improving the domestic hot water temperature at Stanfield Manor. Mr. Stanfield explained that staff is striving to address the concerns raised at the resident council meetings and that some items will be addressed in coming months as staff time permits, such as cleaning the blowers at the Burke and continuing to improve the parking lot lighting at the Burke.
- Some residents commented about the washers and dryers. Mr. Stanfield explained that the CHA Maintenance staff will continue correcting problems with the washers and dryers as we are informed of them.
- Some residents commented that the flat rent schedule, which reflects an increase, could create a disincentive for residents to choose flat rent. Mr. Stanfield explained that the flat rent schedule is calculated based upon the CHA's cost to administer the public housing program, which results in rents below market comparables, and that costs have continued to increase.

Mr. Stanfield informed the group that the CHA is considering a couple of policy changes that will affect the resident. Specifically, the CHA is considering adopting a "smoke free environment" policy for all CHA properties and the CHA is considering eliminating interim recertifications for income increase (unless the tenant is at zero or negative rent). Many residents spoke in favor of adopting the "smoke free environment" policy. Mr. Stanfield had previously raised this policy consideration at the various resident council meetings. He summarized some of the feedback that was offered at those meetings including comments in favor and opposed to such a policy change. The majority of those in attendance at the public hearing were in favor of adopting a "smoke free environment" policy. Very few comments were made regarding the proposed policy change to eliminate interim recertifications (unless the tenant is at zero or negative rent). However the discussion raised a question regarding the definition of income for purposes of calculating tenant rent. Staff provided clarification that one-time lump sum payments should be reported, but will likely not affect tenant rent; however recurring payments/assistance is to be included in the tenant rent calculation.

Mr. McGowen requested further public comments. There being none, he adjourned the public hearing at 6:00 PM.

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name:	**Grant Type and Number**	**FFY of Grant:**
Cheyenne Housing Authority	Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP: _____	2012 **FFY of Grant Approval:**

Type of Grant
☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	19,655			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	39,310			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	206,135			
11	1465.1 Dwelling Equipment—Nonexpendable	33,000			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	84,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	393,100			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

Part I: Summary

PHA Name:	Grant Type and Number	FFY of Grant:
Cheyenne Housing Authority	Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP: _____	2012 FFY of Grant Approval:

Type of Grant
☑ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended

Signature of Executive Director	Date	Signature of Public Housing Director	Date
[signature]	1/13/2012		

Part II: Supporting Pages

PHA Name: Cheyenne Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:	CFFP (Yes/ No):	**Federal FFY of Grant:** 2012

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated [2]	Funds Expended [2]	
PHA Wide	Operations	1406		19,655				
PHA Wide	Administration	1410		39,310				
PHA Wide	Fees & Costs	1430		1,000				
PHA Wide	Concrete/landscaping/fences	1450		10,000				
PHA Wide	Elevator Control Updates	1460		13,000				
PHA Wide	Replace siding & gutters	1460		10,000				
PHA Wide	Replace Roofs	1460		50,000				
PHA Wide	Replace Sewer Lines	1460		27,135				
PHA Wide	Replace Windows	1460		13,000				
PHA Wide	Remodel Units	1460		18,000				
PHA Wide	Replace floor covering	1460		75,000				
PHA Wide	Replace Stoves & Refrigerators	1465.1		33,000				
PHA Wide	Non-Dwelling Equipment	1475		84,000				
PHA Wide								
PHA Wide								
PHA Wide								
PHA Wide								
PHA Wide								
PHA Wide								

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant:**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated [2]	Funds Expended [2]	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Cheyenne Housing Authority					**Federal FFY of Grant:** 2012
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide	9/2014				

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					**Federal FFY of Grant:**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary

PHA Name/Number Cheyenne Housing Authority			WY002		☒Original 5-Year Plan ☐Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY ___2012_	Work Statement for Year 2 FFY _____2013_____	Work Statement for Year 3 FFY _2014_____	Work Statement for Year 4 FFY ___2015_____	Work Statement for Year 5 FFY _2016_____
B.	Physical Improvements Subtotal	Annual Statement	329,135	254,135	209,170	189,170
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment		4,000	79,000	65,000	85,000
E.	Administration		39,310	39,310	39,310	39,310
F.	Other – Fees & Costs		1,000	1,000	1,000	1,000
G.	Operations		19,655	19,655	78,620	78,620
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		393,310	393,310	393,310	393,310
L.	Total Non-CFP Funds					
M.	Grand Total					

Part I: Summary (Continuation)

PHA Name/Number Cheyenne Housing Authority			Locality (City/county & State)		☒**Original 5-Year Plan** ☐**Revision No:**	
A.	Development Number and Name	Work Statement for Year 1 FFY _2012__	Work Statement for Year 2 FFY _____2013_____	Work Statement for Year 3 FFY _____2014_____	Work Statement for Year 4 FFY ___2015_____	Work Statement for Year 5 FFY ___2016_____
		Annual Statement				

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY _2012__	Work Statement for Year ____2013_____ FFY _____			Work Statement for Year: ___2014_____ FFY _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Replace roofs		5,000	Replace roofs		75,000
Annual	Replace refrigerators & stoves		18,000	Replace refrigerators & stoves		18,000
Statement	Resurface Parking Lots		142,500	Replace floor covering		20,000
	Update Elevators		150,000			
	Upgrade windows		12,000	Upgrade windows		57,135
	Replace sewer lines		1,635	Replace sewer lines		15,400
				Concrete/landscaping & fences		13,000
				Replace furnaces		10,000
				Replace water heaters		4,000
				Replace heat zone valves		4,600
				Replace siding		20,000
				Elevator Upgrades		2,000
				Remove Trees		15,000
	Subtotal of Estimated Cost		$ 329,135	Subtotal of Estimated Cost		$ 254,135

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY _____	Work Statement for Year _____2015_____ FFY _____			Work Statement for Year: __2016_____ FFY _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Parking Lot resurfacing		44,000	Replace roofs		20,000
Annual	Concrete/landscaping & fences		9,000	Remove trees		25,000
Statement	Remove Trees		20,000	Window replacement		37,170
	Replace roofs		40,170	Concrete/landscaping & fences		25,000
	Replace refrigerators & stoves		18,000	Siding replacement		10,000
	Replace water heaters		4,000	Replace water heaters		4,000
	Replace sewer lines		10,000			
	Replace garage doors		8,000	Sewer Line replacement		10,000
	Replace floor covering		20,000	Replace floor covering		20,000
	Replace windows		20,000			
	Repair boilers & heat systems		10,000	Furnace replacements		10,000
	Replace furnaces		2,000	Replace garage doors		10,000
	Replace siding		4,000			
				Replace refrigerators & stoves		18,000
	Subtotal of Estimated Cost		$ 209,170	Subtotal of Estimated Cost		$ 189,170

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2012___	Work Statement for Year _____2013_____ FFY _____		Work Statement for Year: _____2014_____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual				
Statement				
	Subtotal of Estimated Cost	$ 0	Subtotal of Estimated Cost	$ 0

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY _____	Work Statement for Year ___2015_____ FFY _____		Work Statement for Year: __2016_____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual				
Statement				
	Subtotal of Estimated Cost	$0	Subtotal of Estimated Cost	$0

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-*Year and Annual* PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2012, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
    (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
    (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
    (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Cheyenne Housing Authority
PHA Name

WY002
PHA Number/HA Code

X 5-Year PHA Plan for Fiscal Years 2012 - 2016

X Annual PHA Plan for Fiscal Years 2012 - 20____

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

Name of Authorized Official	Title
Gerry McGowen	Chairman, Board of Commissioners
Signature	Date
	1/12/2012

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Cheyenne Housing Authority (WY002)

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Fund, Capital Fund, ROSS, Housing Choice Voucher

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here [ ] if there are workplaces on file that are not identified on the attached sheets.

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

Name of Authorized Official	Title
Gerry McGowen	Chairman, Board of Commissioners
Signature	Date
X Gerry McGowen	1/12/12

form **HUD-50070** (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
[a] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[b] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[a] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
[x] **Prime** [ ] **Subawardee**
Tier _____, *if known*:
Cheyenne Housing Authority (WY002)
3304 Sheridan St.
Cheyenne, WY 82009
Congressional District, *if known*: 4c WY At Large

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
Congressional District, *if known*:

6. Federal Department/Agency:
U.S. Department of Housing and Urban Development

7. Federal Program Name/Description:
CFDA Number, *if applicable*: _____

8. Federal Action Number, *if known*:

9. Award Amount, *if known*:
$

10. a. Name and Address of Lobbying Registrant
(*if individual, last name, first name, MI*):
n/a

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: Gerry McGowen
Title: Chairman, Board of Commissioners
Telephone No.: 307-633-8317 Date: 1/12/12

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

OMB Approval No. 2577-0157 (Exp. 3/31/2010)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Cheyenne Housing Authority (WY002)

Program/Activity Receiving Federal Grant Funding

OFND, CFP, ROSS, HCV

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Gerry McGowen	Chairman, Board of Commissioners
Signature	Date (mm/dd/yyyy)
	1/12/12

Previous edition is obsolete

Civil Rights Certification	**U.S. Department of Housing and Urban Development** Office of Public and Indian Housing **Expires 4/30/2011**

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Cheyenne Housing Authority	WY002
PHA Name	PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official Gerry McGowen	Title Chairman, Board of Commissioners
Signature	Date 01/12/2012

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

I, Deanne Widauf the HCD Administrator certify that the Five Year and Annual PHA Plan of the Cheyenne Housing Authority is consistent with the Consolidated Plan of City of Cheyenne prepared pursuant to 24 CFR Part 91.

Deanne Widauf 1-12-12

Signed / Dated by Appropriate State or Local Official