

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Housing Authority of the City of Cheyenne</u> PHA Code: <u>WY002</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2021</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>341</u> Number of Housing Choice Vouchers (HCVs) <u>1786</u> Total Combined Units/Vouchers <u>2027</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>CHA revised its Deconcentration Policies to recruit property owners with property located outside areas of poverty and minority concentration and to provide more detail about specific advantages of moving to an area that does not have a high concentration of low-income families. CHA's preference policy was revised so that preferences apply first to households with at least one dependent, elderly or disabled household member. CHA's grievance policies were revised to provide a more streamlined and effective process.</p> <p>See Financial Resources information below.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. The Deconcentration Policy was submitted.</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>Conversion of Public Housing to Project-Based Assistance under RAD: CHA is considering options to reposition the single family portion of its Public Housing portfolio.</p>
<b>B.3</b>	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

**B.4**

**Most Recent Fiscal Year Audit.**

(a) Were there any findings in the most recent FY Audit?

Y N

(b) If yes, please describe:

Findings in the FYE 3/31/2020 fiscal year audit:

1. Year-End Accounting Procedures:

CHA is the Limited Partner and managing General Partner in the Foxcrest Limited Partnership. General Partner Wyoming Housing Partnership contracts the creation of Foxcrest LP financials with a third party accounting firm. The third party accounting firm did not appropriately reconcile the difference between the Foxcrest LP December 31 fiscal year end and CHA fiscal year end March 31 in regard to interest accrued on a note payable, recording prepaid insurance, and minor variations in various account balances.

Response: The independent accounting firm has been informed of the finding and each of the specific causes for the finding. General Partner Wyoming Housing Partnership, the independent accounting firm, and CHA are working through various solutions with the intent to have successfully addressed the finding cause by April 1, 2021.

2. Tenant/Participant Files:

- a. Completeness checklists were not used for all tenant files
- b. Documentation was not provided to demonstrate that wait list controls were in place
- c. Quality control inspections were only performed during the last quarter of the fiscal year.

Response: File checklists, spreadsheets, and other controls continually evolve to improve customer service and regulatory and policy compliance for public housing, housing choice voucher, and all Authority programs. Staff is trained to utilize controls when implemented. Additional wait list controls were implemented in August 2020, including improvements to requirements for maintaining documentation. Quality Control inspection controls will be defined within the Authority's Internal Controls by September 30, 2020.

B.5

**Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

1. Expand the supply of assisted housing
  - Objective 1: Apply for additional rental vouchers when available and feasible  
Progress: Applications for additional rental vouchers have not been submitted due to the lack of viable opportunities or funding.
  - Objective 2: Fully utilize all resources available to the CHA including public housing at 98% or higher and housing choice voucher program at 98% or higher.  
Progress: 98% public housing occupancy was achieved. The year-to-date voucher program utilization is 99%.
2. Improve the quality of assisted housing
  - Objective 1: Achieve and maintain High Performer status  
Progress: CHA was recognized as a PHAS Standard Performer in 2019; due to COVID-19 PHAS scores were not updated in 2020.
  - Objective 2: Continue to enhance Resident Initiative efforts  
Progress: Each multifamily Public Housing property has an active Resident Council; meetings are supported with staff participation and implementation of feasible Council recommendations.
  - Objective 3: Continue to utilize Capital Funds to the maximum benefit  
Progress: The 5 Year Action Plan is updated annually to match capital plans and expenditures with property needs and needs identified by Residents, and promptly addresses emergent capital needs as they arise. Capital fund utilization continues to result in well maintained housing units.
  - Objective 4: Utilize Capital Funds to address security concerns of Residents, as warranted.  
Progress: Security concerns of Residents are requested during creation of the Annual Agency Plan and throughout the year, and are addressed promptly.
3. Advance affordable housing policy
  - Objective 1: Update the Housing Choice Voucher program Administrative Plan  
Progress: The Administrative Plan has been completely updated and was posted for public comment in October. CHA's Board will consider public comments and adoption in December for an intended effective date of January 1, 2021.
  - Objective 2: Update the Public Housing Admissions and Continuing Occupancy Policy  
Progress: Adopted modifications include clarification of the Smoke Free Housing requirement and enforcement, Repayment Agreement update, credit checks reinstatement, VAWA policy, and preferences. Major revision planned for early 2021.
4. Alleviate compliance and security risks
  - Objective 1: Update Procurement Policies  
Progress: Updated procurement policies were adopted in February 2020.
  - Objective 2: Solicit Request for Proposals for Legal Services  
Progress: Proposals were solicited and a legal services contract awarded in March 2020.
  - Objective 3: Update Personnel Policies  
Progress: Areas for update are identified; a revision is scheduled for 2022.
  - Objective 4: Formalize the Agency Disaster Recovery Plan  
Progress: Competitive proposals were solicited and a template secured. Modification of that template to address CHA's specific situation is planned for 2021.
5. Diversify housing choice
  - Objective 1: Research, evaluate and implement a Pine Bluffs Senior Housing repositioning plan  
Progress: Loan and acquisition documents have been reviewed and a potential refinancing plan is in development.
  - Objective 2: Research and evaluate a Public Housing repositioning plan  
Progress: Replacement of scattered-site single family homes is identified as a priority, release of a Request for Qualifications to identify consultant services is in process.

<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Comments will be received during the January 12 Public Meeting.</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/> Comments will be received during the January 12 Public Meeting.</p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.8</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?  Y N N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C.</b>	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>C.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>CHA's most recent 5 Year Action Plan was approved on June 18, 2020.</p>

Financial Resources information inserted here...

Progress Report (continued):

6. Maintain financial stability

Objective 1: Update systems to accept electronic methods of rent payment

Progress: Research into service providers, pricing, processes and software compatibility is in process.

Objective 2: Update website to solicit and accept charitable contributions

Progress: Research into service providers, pricing, processes and software compatibility is in process.