

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003

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

## PHA Plan Agency Identification

**PHA Name:** Buffalo Housing Authority

**PHA Number:** DEN 2417

**PHA Fiscal Year Beginning: (04/2003)**

### PHA Plan Contact Information:

Name: Michael Stanfield, Executive Director  
Phone: (307) 637-8218 ext. 317  
TTY: 1-800-877-9965 Wyoming Relay Service  
Email (if available): cha\_mstanfield@vcn.com

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**Annual PHA Plan  
Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The Buffalo Housing Authority (BHA) has included in this Annual Plan information regarding the operation of the BHA low rent public housing program. The BHA does not receive Section 8 assistance for distribution, but acts as a local intake agent for the tenant-based section 8 program administered by the Cheyenne Housing Authority (CHA). Therefore, the BHA has not responded to any Section 8 related sections of this annual plan. Additionally, the BHA is a small housing authority, having only 30 units of public housing, and is therefore submitting this small agency annual plan update.

The BHA administers 30 units of elderly/disabled low rent public housing, contained within a multi-family complex called Clear Creek Apartments. This complex is connected to the Buffalo Senior Center by an enclosed walkway, which has enabled the residents of Clear Creek Apartments to have easier access to the Senior Center and the programs administered within that facility.

The BHA is submitting, within this annual plan update, information related to the Capital Fund activity that has been undertaken thus far with prior year CFP funds includes addressing the low water pressure problem, re-landscaping the project site, among other items. The BHA is currently soliciting bids for the remodel of three units to be fully handicapped accessible. Current and future years CFP funds will be programmed into Operations so that the BHA Board of Commissioners will have flexibility to utilize those funds to address needs as they are identified.

The BHA Board of Commissioners continues to encourage and accept input from the residents in all areas related to the administration of the low rent public housing program, in fact it is not uncommon for more than 50% of all residents to attend the meetings of the Board of Commissioners. Additionally, the BHA Board has encouraged the creation of a Resident Advisory Council to enhance the information exchange between the Board and the residents. The board has historically encouraged the Mayor to appoint a resident of Clear Creek Apartments to the BHA Board of Commissioners. Presently Connie Ramsey is the resident member of the BHA Board of Commissioners.

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

There is no material changes to the BHA's Admissions and Continued Occupancy Policy for the upcoming year. There are no anticipated program changes for the upcoming year, nor is there an anticipated change to the Capital Fund program beyond what is reflected as an update to the 5 year Capital Fund plan.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 56,335

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as **Attachment C**

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as **Attachment D**

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for     units <input type="checkbox"/> Public housing for     units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for     units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A.  Yes **X** No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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

2. If yes, the comments are Attached at Attachment (File name) **Attachment G**

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

The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included

Yes  No: below or

Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in **Attachment G**.

Other: (list below)

### **B. Statement of Consistency with the Consolidated Plan**

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

**Per HUD Guidance, this section is not applicable to the BHA.**

1. Consolidated Plan jurisdiction: (provide name here)

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **C. Criteria for Substantial Deviation and Significant Amendments**

#### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.



**A. Substantial Deviation from the 5-year Plan:**

**The BHA will apply the following definition of substantial deviation from the Agency plan that will require formal action by the Board of Commissioners:**

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

**B. Significant Amendment or Modification to the Annual Plan:**

**The BHA will apply the following definition of substantial deviation from the Agency plan that will require formal action by the Board of Commissioners:**

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

**Attachment A**  
**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <b>X</b> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**Attachment B**  
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Buffalo Housing Authority	Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 20032002
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Original Annual Statement  
 Performance and Evaluation Report for Period Ending:  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,719.00			
3	1408 Management Improvements				
4	1410 Administration	5,636.00			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	56,335.00			
21	Amount of line 20 Related to LBP Activities	0.00			
22	Amount of line 20 Related to Section 504 Compliance	0.00			

<b>Attachment B</b>				
<b>Annual Statement/Performance and Evaluation Report</b>				
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>				
PHA Name: Buffalo Housing Authority		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 20032002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
23	Amount of line 20 Related to Security	0.00		
24	Amount of line 20 Related to Energy Conservation Measures	0.00		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Buffalo Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:			<b>Federal FY of Grant:</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406	1	50,719.00				
PHA Wide	Administration Fees	1410	1	5,636.00				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Buffalo Housing Authority			<b>Grant Type and Number</b> Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant:</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	9/30/2005			3/31/2006			





### Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
WY015	PHA Wide	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Operations	\$ 56,335.00	2003
Operations	56,335.00	2004
Operations	56,335.00	2005
Operations	56,335.00	2006
Operations	56,335.00	2007
<b>Total estimated cost over next 5 years</b>	<b>281,675.00</b>	



**Required Attachment E: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Connie Ramsey**

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): 01/2000 – 01/2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Bruce Hepp, Mayor**

## **Required Attachment F: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

All residents of the Buffalo Housing Authority are members of the Resident Advisory Board. Due to the changing resident composition of the building, a partial list of the active members and Officers include:

Roger Tremel	President
Ed Shipp	Vice President
Annette Akers	Secretary
Connie Ramsey	Board Representative
Hattie Tolman	
Rose Marble	
Bob Cameron	
Ben Briles	
Marjorie Mitchell	
Ann Fleming	
Katherine Philpott	
Nellie Johnson	
Ruth Sidwell	
Lois Pehringer	
Billie Francis	
Bernice Brown	
Anna Bell O'Dell	
Margaret Adams	
Anna Patrick	
Lucille Griego	
Evelyn Stoval	

**ATTACHMENT G: Comments of Resident Advisory Board and Explanation of BHA Response**

The Buffalo Housing Authority (BHA) held a Public Hearing on Tuesday 1/7/2003 at Clear Creek Apartments (the sole public housing property owned by the BHA) with 14 of the 30 residents in attendance. The Public Hearing was called to order by Doug Wagner, Chairman of the BHA Board of Commissioners, at 5:00 PM. The Agency Plan was discussed in detail with the residents and several comments were received from the residents.

All residents concurred that Clear Creek Apts. is a good building that is well run and that they are thankful for what is provided.

Specifically with respect to Capital Fund improvements, the residents offered the following comments:

- The door leading from Clear Creek Apts. to the Senior Center breezeway is very large and hard to hold open. The residents requested that a handicapped door opening device be installed.
- The residents stated that the fire alarms are hard to hear throughout the building. THE Board of Commissioners has already initiated te process of upgrading the fire alarms to remedy this complaint.
- The residents asked about the status of placing benches in the arbors. The Board has already initiated the process of soliciting bids for those benches, with the intent of having them placed by summer.
- The residents stated that the barrier free door closure devices that have been installed are a great help. This is in response to a resident comment from last years public hearing.
- Board took the opportunity to explain the status of the solution for the water pressure problem. The BHA is again soliciting bids for the needed repairs, since no bids were received at the initial bidding.
- The Bathtubs are too tall and difficult to get into. The residents asked that showers be installed.
- The thermostats are difficult to read and are too high.
- The windows need to be replaced because they are too hard to latch the upper lock.
- Floor covering needs to be replaced throughout all of the units.
- Available storage is limited, both for the residents and staff. An additional storage facility is requested.
- The lawnmower and snowblower are aging and need replaced.

The BHA Board of Commissioners included all of the resident requests on the plan for modernization and explained that the CFP funds will be budgeted into the 1406 line so that the Board has maximum flexibility to address these concerns. The residents expressed appreciation for the improvements that have been made with the CFP program.

**ATTACHMENT H: Progress Report for 5 -Year Plan**

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

PHA Goal: Expand the supply of assisted housing

Objective: Maintain a vacancy rate of less than 5%

Progress: The BHA has maintained a vacancy rate of less than 5%

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

Progress: The BHA is the local intake agent for the CHA Section 8 program in Buffalo in an effort to leverage their staff and expertise to meet affordable housing needs within the community.

PHA Goal: Improve quality of assisted housing

Objective: Maintain High Performer status

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

Objective: Continue to encourage resident input

Progress: The BHA has a tenant appointed to the Board of Commissioners. Additionally, the BHA Board of Commissioners invites residents to attend each Board meeting, and often has 30-50% of the residents in attendance at those meetings. The BHA Board also asks for comments and suggestions from the Resident Advisory Board, and includes those comments and suggestions in the minutes of Board Meeting.

Objective: Continue to utilize Capital Funds to the maximum benefit

Progress: The BHA 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: Provide an improved living environment

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

Progress: The attached Capital Fund information reflects programming of CFP funds in the 1406 line which will allow the BHA Board of Commissioners more flexibility and latitude to address specific concerns/issues as they are identified.

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

Progress: The BHA administers only 30 units of elderly/disabled low rent public housing. Therefore, there is little that can be done to encourage self-sufficiency and asset development.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

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

**ATTACHMENT I: Community Service Requirement**

The BHA administers only 30 units of elderly/disabled low rent public housing. Therefore, the Community Service Requirements are not applicable to the sole project administered by the BHA. Additionally, with the direction from Congress that no HUD funds can be spent to enforce this requirement, the BHA is not enforcing the Community Service Requirement.

**ATTACHMENT J: Pet Policy**

The BHA administers only 30 units of elderly/disabled low rent public housing. Therefore, the BHA had previously adopted Service and Companion Animal policies which are applicable to the only project administered by the BHA. The Pets in Family Public Housing regulations are not applicable to the BHA's project.

**ATTACHMENT K: Deconcentration**

The BHA administers a 30 unit elderly/disabled low rent public housing complex, called Clear Creek Apartments. Given the nature and size of the sole property owned and administered by the BHA, there is no ability to deconcentrate families throughout the property. Therefore, the BHA has determined that there is no concentration problem to address within this property.

**ATTACHMENT L: Voluntary Conversion**

The BHA is exempt from this requirement.

**ATTACHMENT M: Flat Rent Schedule**

Buffalo Housing Authority  
 Flat Rent Calculation for FYE 2003  
 Agency Plan

	Estimated FYE 03/31/03	PUM FYE 03/31/03	Estimated FYE 03/31/03	PUM FYE 03/31/03
Total Operating Expenses	\$92,591.00	\$257.20	\$87,350.00	\$242.64
Total Nonroutine Expenses	\$6,000.00		0	
<b>TOTAL</b>	\$98,591.00	\$257.20	\$87,350.00	\$242.64
			0	

Total Dwelling Units 30  
 Avg. Dwelling Rent to cover cost \$273.86  
 Budget est. % increase 6.00%

	Number of units	Total Costs	Avg TTP	Estimated New Flat Rent	Total Flat Rents	Current Flat Rent	2001 Flat Rent
1 Bdrm	30	\$98,591.00	\$164.20	\$274	\$98,640.00	\$244	\$244
		\$98,591.00			\$98,640.00		



