

PHA Plans

Streamlined Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides 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 and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2004

PHA Name: Wyoming Housing Commission – MI115

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Wyoming Housing Commission

PHA Number: MI115

PHA Fiscal Year Beginning: 04/2004

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Helen Haight, Executive Director
TDD:

Phone: 616-534-5471 ext. 11
Email (if available): hhaight@wyomhouse.com

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, 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)

Streamlined Annual PHA Plan
Fiscal Year 2004
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs 5
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.7
- 6. Supporting Documents Available for Review 8
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report 11
- 8. Capital Fund Program 5-Year Action Plan14

Attachment A – Executive Summary
Attachment B – Summary of Policy and Procedure Changes for the Upcoming Year
Attachment C – Resident Advisory Board and Comments

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA’s principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, *Certification for a Drug-Free Workplace;*
Form HUD-50071, *Certification of Payments to Influence Federal Transactions;* and
Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities.*

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? NO - If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

- If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

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

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

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

c. What actions will the PHA undertake to implement the program this year (list)?

3. 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 down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price 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.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below):

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: City of Wyoming, Michigan

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

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

- a. The Wyoming Housing Commission will seek out additional vouchers, if and when, they become available in order to assist families and individuals with locating safe, decent and affordable housing.
- b. The PHA will have no preferences for admissions. All applications are taken based on time and date except as provided in the Residential Anti-displacement and Relocation Plan for the Community Development program adopted by the Wyoming City Council on December 18, 1986.

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard 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	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	
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] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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 checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	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 Public Housing Assessment System (PHAS) Assessment (or other applicable 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
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any 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
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 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	Annual Plan: Conversion of

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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.	Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative 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
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Wyoming Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P1150104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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	10,000			
3	1408 Management Improvements	10,000			
4	1410 Administration	5,000			
5	1411 Audit	5,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000			
10	1460 Dwelling Structures	117,640			
11	1465.1 Dwelling Equipment—Nonexpendable	13,600			
12	1470 Nondwelling Structures	14,800			
13	1475 Nondwelling Equipment	3,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	249,040			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Wyoming Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P1150104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Asphalt Repair	14 50		15,000				
MI115-002	Construct Playground	14 50		20,000				
HA Wide	Yard & Tree Service	14 50		15,000				
HA Wide	Roof R&R	14 60		10,000				
HA Wide	Closet Doors R&R	14 60		3,000				
HA Wide	Windows R&R	14 60		6,000				
HA Wide	Carpet Replacement	14 60		10,000				
MI115-001	MakeUp Air Unit w/AC	14 60		33,200				
MI115-002	New Boilers	14 60		12,000				
HA Wide	P&R Basements	14 60		23,040				
HA Wide	Tub Refinishing	14 60		16,000				
HA Wide	Replace Storm Doors	14 60		4,400				
HA Wide	Appliance R&R	14 65.1		13,600				
MI115-001	Garage Doors	14 70		5,000				
HA Wide	R&R Sheds	14 70		9,800				
HA Wide	Tools	14 75		3,000				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Wyoming Housing Commission			Grant Type and Number Capital Fund Program No: MI33P1150104 Replacement Housing Factor No:				Federal FY of Grant: 2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	6/30/06			6/30/08			

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name		Wyoming Housing Commission		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
HA Wide	Annual Statement	1406 - \$10,000	1406 - \$10,000	1406 - \$10,000	1406 - \$10,000
HA Wide		1408 - \$10,000	1408 - \$10,000	1408 - \$10,000	1408 - \$10,000
HA Wide		1411 - \$5,000	1411 - \$5,000	1411 - \$5,000	1411 - \$5,000
HA Wide		1430 - \$20,000	1430 - \$20,000	1430 - \$20,000	1430 - \$20,000
HA Wide		1450 - \$30,000	1450 - \$30,000	1450 - \$30,000	1450 - \$30,000
HA Wide		1460 - \$284,840	1460 - \$184,440	1460 - \$194,940	1460 - \$194,940
HA Wide		1465.1 - \$21,200	1465.1 - \$22,400	1465.1 - \$22,400	1465.1 - \$22,400
HA Wide		1470 - \$9,800	1470 - \$9,800	1470 - \$9,800	1470 - \$9,800
HA Wide		1475 - \$3,000	1475 - \$3,000	1475 - \$3,000	1475 - \$3,000
HA Wide					
CFP Funds Listed for 5-year planning		\$393,840	\$291,640	\$305,140	\$305,140
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2005 FFY Grant: 2005 PHA FY: 2005			Activities for Year: 2006 FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	Operations	\$10,000	HA Wide	Operations	\$10,000
Annual	HA Wide	Mgmt Improve	\$10,000	HA Wide	Mgmt Improve	\$10,000
Statement	HA Wide	Audit	\$5,000	HA Wide	Audit	\$5,000
	HA Wide	A/E Services	\$20,000	HA Wide	A/E Services	\$20,000
	HA Wide	Yard Care/Asphalt	\$30,000	HA Wide	Yard Care/Asphalt	\$30,000
	HA Wide	Windows/Roof R&R	\$26,000	HA Wide	Windows/Roof R&R	\$26,000
	HA Wide	Closet Door R&R	\$2,000	HA Wide	Closet Door R&R	\$2,000
	MI115-01 ,02	Bathroom Remodel	\$191,400	MI115-01,02	Bathroom Remodel	\$99,000
	HA Wide	Carpet Replace	\$10,000	HA Wide	Carpet Replace	\$15,000
	MI115-01, 02	New Boilers	\$12,000	MI115-01, 02	New Boilers	\$12,000
	HA Wide	BasementPaint & Repair	\$23,040	HA Wide	BasementPaint & Repair	\$23,040
	HA Wide	Tub Refinish	\$16,000	HA Wide	Storm Doors	\$4,400
	HA Wide	Storm Doors	\$4,400	HA Wide	Appliance R&R	\$22,400
	HA Wide	Appliance R&R	\$21,200	HA Wide	Sheds R&R	\$9,800
	HA Wide	Sheds R&R	\$9,800	HA Wide	Tools	\$3,000
	HA Wide	Tools	\$3,000			
	Total CFP Estimated Cost		\$393,840			\$291,640

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 2007 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 2008 FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA Wide	Operations	\$10,000	HA Wide	Operations	\$10,000
HA Wide	Mgmt Improve	\$10,000	HA Wide	Mgmt Improve	\$10,000
HA Wide	Audit	\$5,000	HA Wide	Audit	\$5,000
HA Wide	A/E Services	\$20,000	HA Wide	A/E Services	\$20,000
HA Wide	Yard Care/Asphalt	\$30,000	HA Wide	Yard Care/Asphalt	\$30,000
HA Wide	Windows/Roof R&R	\$26,000	HA Wide	Windows/Roof R&R	\$26,000
HA Wide	Closet Door R&R	\$2,000	HA Wide	Closet Door R&R	\$2,000
HA Wide	Carpet Replace	\$15,000	HA Wide	Carpet Replace	\$15,000
MI115-01, 02	New Boilers	\$12,000	MI115-01, 02	New Boilers	\$12,000
HA Wide	BasementPaint & Repair	\$23,040	HA Wide	BasementPaint & Repair	\$23,040
HA Wide	Storm Doors	\$4,400	HA Wide	Storm Doors	\$4,400
HA Wide	Appliance R&R	\$22,400	HA Wide	Appliance R&R	\$22,400
HA Wide	Sheds R&R	\$9,800	HA Wide	Sheds R&R	\$9,800
HA Wide	Tools	\$3,000	HA Wide	Tools	\$3,000
MI115-02	HDCP Units	\$112,500	MI115-02	HDCP Units	\$112,500
Total CFP Estimated Cost		\$305,140			\$305,140

**Wyoming Housing Commission – MI115
2450 36th St SW
Wyoming, MI 49509-3158**

EXECUTIVE SUMMARY

The Wyoming Housing Commission continues to work toward its mission of assisting families and individuals with obtaining safe, decent, and affordable housing. The Wyoming Housing Commission will concentrate much of its efforts in the upcoming year toward improving management operations while striving to meet the needs of the residents the Commission serves. This abbreviated plan demonstrates those two goals. It details all of the policies which need to be developed and updated and also provides a very comprehensive Capital Fund Plan for the next five years.

The biggest obstacle the agency faces in fulfilling the ideas expressed in the CFP is the funding. The Commission will also look for other resources to help it meet its plan for the improvements of the property. The improvements are needed to keep and attract residents to its developments. We face competition from other properties that have their own subsidized programs. They offer newer, better, and more convenient locations to their residents. The Wyoming Housing Commission has recently lost several excellent, long time residents to these types of developments.

The Wyoming Housing Commission will also strive to assist its families who receive assistance through the Housing Choice Voucher Program toward becoming self-sufficient. The WHC will collaborate with other community resources and agencies to provide the greatest amount of support to these families.

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**SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE
UPCOMING YEAR**

The Wyoming Housing Commission had a complete audit of its management practices done by HUD. The audit revealed many deficiencies. During the next year the Wyoming Housing Commission will be changing and writing new policies in the following areas to correct the findings noted by HUD:

1. Inventory Procedures – the Wyoming Housing Commission will create written inventory procedures which will include completing annual inventories of both maintenance supplies and non-expendable equipment, and reconciling the inventory with the general ledger.
2. Capitalization – update the current policy and ensure that it is followed.
3. General Depository Agreements – the Wyoming Housing Commission will execute and update general depository agreements with all financial institutions with which the Wyoming Housing Commission conducts business.
4. Check Writing - the Wyoming Housing Commission will develop a new check writing policy. The Commission is also looking into Electronic payments to our landlords for the Section 8 program which if adopted will be included in the check writing policy.
5. Investment Policy - the Wyoming Housing Commission will also be revising its investment policy and following the policy as amended.
6. Disposition Policy – the Wyoming Housing Commission will create a disposition policy for the discarding of goods no longer in use by the Commission.
7. Outstanding Tenant Receivables “Write-Off” Policy – the Wyoming Housing Commission will create a write-off policy for bad debt. It currently has a practice of writing off bad debt in its Admissions and Continued Occupancy Plan but it will be formalized into policy.
8. Cash Management/Internal Procedures – the Wyoming Housing Commission will create a cash management policy and adhere to that policy.
9. Records Retention Policy – the Wyoming Housing Commission will create a records retention policy.

In addition to the above policies, during the past year the Wyoming Housing Commission revised and updated its Travel Policy and Procurement Policy.

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RESIDENT ADVISORY BOARD

The members of the Resident Advisory Board for the Wyoming Housing Commission are:

Ms. Jennifer Balk
Ms. Michelle Clompton
Ms. Lourdes DelaPaz
Ms. Kathryn Papke
Ms. Doris Haner

Letters were sent to approximately 20 individuals (chosen at random) and to the Westwood Tenants' Association inviting persons to join. Four of the above individuals responded positively to the request and one of the individuals volunteered from Westwood Apartments.

COMMENTS:

9/2/2003 - At the first meeting of the RAB – Kathryn Papke made two comments on the working model of the PHA plan. Her first comment was a personal one involving what are the requirements for homeownership. The director explained to Ms. Papke that at this time the Wyoming Housing Commission is not participating in any homeownership program but it is not precluded from doing so at some point in the future. Her second comment was her concern about drugs in her neighborhood. Ms. Papke is a recipient of Section 8 and we did explain that if the activity does pose a threat to her or her family that she may want to look for other housing. Ms. Papke was favorable overall to the plan.

12/2/2003 – There were no concerns about the PHA Plan at the second meeting of the RAB.

Kathryn Papke called in her remarks. She stated the plan looked fine.

Doris Haner – Plan is substantial. It is hitting on the needs and those things that need to be done.

12/3/2003 – Lourdes DelaPaz called in her comments. Plan looked just fine. Wanted to know if it is OK to let others know she is on the Board and to share the plan with them. Explained she could let others know and it would be an excellent idea to share the plan with others and get their input.