

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Oklahoma City Housing Authority

**PHA Number:** OK002

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2000

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To provide affordable, decent, safe and sanitary housing or housing assistance with quality environments and opportunities to low-income people of Oklahoma City.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: 50 mainstream
  - Reduce public housing vacancies: achieve 97% occupancy
  - Leverage private or other public funds to create additional housing opportunities: Apply for 20 permanent housing units, assist with transitional housing
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 90
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing: 2 units
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

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

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: lighting and fencing
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities): one development
  - Other: (list below)

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

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

- Increase the number and percentage of employed persons in assisted families: 5% per year
- Provide or attract supportive services to improve assistance recipients' employability: continue linkage with community groups
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

# Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

### **Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Oklahoma City Housing Authority has long believed greater efficiency and effectiveness can be achieved by engaging in comprehensive planning activities that allow them to examine the needs of the individuals they serve, consult with interested and affected parties, and design strategies to address those needs. It is for this important reason we offer our Annual and Five-year Plan for 2000. The following is a summary of each component.

### **Housing Needs**

This is a statement of the housing needs of the low-income and very-low income families (including elderly families and families with disabilities) living in Oklahoma City. We note we administer 3,142 units of Public Housing, and administer a Section 8 Program budgeted to support 1,947 Rental Certificates, 1,110 Housing Choice Vouchers, and 218 Moderate Rehabilitation units.

When examining current occupancy and those waiting for tenancy, we note all are at or below 80% of median income and the majority are at or below 30%. These statistics illustrate the need for low-income housing choice.

### **Financial Resources**

We currently are experiencing a shortfall in operating subsidy due to unrealistic budget assumptions by HUD. HUD's estimate of needs for 1999 has turned out to be seriously deficient which in turn has led to cutbacks in Federal operating subsidies for OCHA in the amount of \$441,128.00. Additional

HUD budget shortfalls will inevitably surface as HUD used its unrealistic FY 1999 budget as the basis for estimating operating subsidy needs in FY2000.

To address the deficient funding amounts, we have prepared a financial contingency plan. That plan will allow the Authority to operate successfully in an environment of increasing subsidy reductions while at the same time achieving four fundamental objectives: Preservation of existing housing stock; Provide quality housing to lower income citizens; Maintain current staffing; and, Maintain operating reserves at a sufficient level to sustain the Authority in a time of need.

## **Policies Governing Eligibility, Selection, Admissions**

This section of the Plan is a statement of: (a) the Authority's policies governing eligibility, selection and admission, assignment, and occupancy policies with respect to public housing and Section 8 tenant-based assistance, as applicable, and (b) procedures for maintaining waiting lists, including the public housing admissions policy for deconcentration of lower-income families and any public housing site-based waiting list procedures.

We discuss the pros and cons of implementing a site-based waiting list and have determined it is not in our best interest to implement such a plan. We also note local conditions vis-à-vis current residents and applicants do not warrant a deconcentration policy.

## **Rent Determination**

This section of the Plan is a statement of our discretionary policies governing rents charged for public housing units, including flat rents, and rental contributions of families assisted under Section 8(o) of the United States Housing Act. Specifically we list minimum rents, flat rents and discretionary rent policies not mandated by statute.

For the first time, residents are allowed to elect whether their rent is based on a flat amount or based upon income. The Plan outlines the availability of the options and outlines the steps necessary to make an informed choice.

## **Operations and Management**

This section of the Plan includes copies of relevant rules, standards and policies governing maintenance and management of the housing owned, assisted, or operated by the PHA.

## **Grievance Procedures**

This section of the Plan includes a statement of the grievance procedures we make available to the residents.

## Capital Improvements

This section of the Plan outlines OCHA's capital improvements necessary to ensure long-term physical and social viability of the developments.

To satisfy this requirement, we include a copy of our Capital Improvements Grant Application. The application states the needs of the Authority surpass \$23 million, while funding is limited to \$3,831,452.00.

## Demolition and/or Disposition

This section of the Plan must include a description of any public housing unit for which we will apply for demolition and/or disposition approval and the timetable for demolition disposition.

Our Plan indicates we are proposing two scattered-site properties for demolition. The homes are located at 2433 S.W. 34<sup>th</sup> Street and 3208 S.W. 18<sup>th</sup> Street. Both units are beyond reasonable costs to repair.

## Designation of Public Housing

This section of the Plan outlines our Designated Housing Plan.

We note the Wyatt F. Jeltz Senior Center has been designated as an elderly only property. Under the Section 8 program we note the Family Unification Program, the Mainstream Program and the Single Room Occupancy programs serve designated populations.

## Conversion of Public Housing

The U.S. Department of Housing and Urban Development has yet to finalize rules and regulations concerning this requirement. The section will be reserved and information inserted following appropriate guidance from HUD.

## Homeownership

This section of the Plan outlines our role in developing and promoting homeownership opportunities for residents.

## Community Service and Self-Sufficiency

Included in this section of the Plan are copies of our Resident Participation and Management Policies and our Economic Development and Self-Sufficiency Policies and Procedures.

## Safety and Crime Prevention

In this section of our Plan we outline our strategy for safety and crime prevention to ensure the safety of the residents we serve.

Specifically, we describe our Security Department and outline the role the Department takes. We also discuss physical improvements, including lighting and fencing, which deter criminal activity.

In addition, Congress requires submittal of the Public Housing Drug Elimination Strategy in this section. We have included a description of our activities and the anticipated cost.

## Ownership of Pets in Public Housing

This section of our Plan contains a statement of our policies and requirements pertaining to the ownership of pets in public housing. While we do currently have a Pet Policy, HUD has notified all PHAs that a new policy will soon be issued. We will modify our policies and procedures following that issuance. The new policy will be developed with the best interest of all residents - pet owners and persons who do not own pets - in mind.

## Civil Rights Certification

This section of the Plan contains a twofold certification - that we will carry out our Plan in compliance with all applicable civil rights requirements and that we will affirmatively further fair housing.

## Most Recent Fiscal Year Audit

This section of our Plan contains a copy of our most recent fiscal year audit. The Plan describes the need for the audit and describes the method we use to select our auditor. We received an unqualified opinion for this year's audit.

## Asset Management

This section of the Plan is reserved for copies of documents not covered in other sections of the Plan. We believe by reading this Executive Summary and, if desired, the Plan, the public is well informed about the steps we take to ensure physical, financial and other assets fulfil our mission, goals and objectives.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.79 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

### **Table of Contents**

Page #

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FY 2000 Annual Plan Page 8

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## Annual Plan

i. Executive Summary	5
ii. Table of Contents	8
1. Housing Needs	11
2. Financial Resources	18
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	28
5. Operations and Management Policies	32
6. Grievance Procedures	33
7. Capital Improvement Needs	34
8. Demolition and Disposition	63
9. Designation of Housing	63
10. Conversions of Public Housing	64
11. Homeownership	66
12. Community Service Programs	68
13. Crime and Safety	70
14. Pets (Inactive for January 1 PHAs)	72
15. Civil Rights Certifications (included with PHA Plan Certifications)	72
16. Audit	73
17. Asset Management	73
18. Other Information	74

## 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. Note: 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.

### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement - Included under #7
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan – Included under #7
- Public Housing Drug Elimination Program (PHDEP) Plan - OK002a01
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Included under #18
- Other (List below, providing each attachment name)

## Supporting Documents Available for Review

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>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to 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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	15,797	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	11,337	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	15,657	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	9,000	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	4,040	N/A	N/A	N/A	N/A	N/A	N/A
Black/Non-Hispanic	8,284	N/A	N/A	N/A	N/A	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Hispanic	1,841	N/A	N/A	N/A	N/A	N/A	N/A
Other Minority	3,024	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1997
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	390		N/A

### Housing Needs of Families on the Waiting List

Extremely low income <=30% AMI	265	68%	
Very low income (>30% but <=50% AMI)	16	4%	
Low income (>50% but <80% AMI)	7	2%	
Families with children	326	83%	
Elderly families	64	16%	
Families with Disabilities	5	1%	
White NH	161	41%	
Black NH	190	49%	
Am. Indian/Alaskan	32	8%	
AS/PI	7	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	364	13%	269
2 BR	1,150	41%	259
3 BR	560	20%	238
4 BR	588	21%	218
5 BR	112	4%	0
5+ BR	28	1%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1,748		N/A
Extremely low income <=30% AMI	433	25%	
Very low income (>30% but <=50% AMI)	131	7%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	1,553	88%	
Elderly families	144	9%	
Families with Disabilities	51	3%	
White NH	660	38%	
Black NH	968	55%	
Am. Indian/Alaskan	97	6%	
AS/PI	23	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

## Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 13

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	5,440,578	
b) Public Housing Capital Fund	3,831,452	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	14,131,374	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	694,540	
g) Resident Opportunity and Self-Sufficiency Grants	219,671	
h) Community Development Block Grant	300,000	Capital Improvements
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Public Housing Capital Fund	3,024,085	
Public Housing Drug Elimination	1,109,094	
Special Purpose	219,671	
<b>3. Public Housing Dwelling Rental Income</b>	3,639,190	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
Interest	234,340	Housing Operations
Other	253,620	Housing Operations
<b>4. Non-federal sources</b> (list below)		
Cash Reserves	4,092,034	Housing Operations
Emergency Only		
<b>Total resources</b>	32,143,986	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) When verification process is complete.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Previous residency in public housing, landlord report

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

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

- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes?  
(either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list  
 Sub-jurisdictional lists  
 Site-based waiting lists  
 Other (describe)

- b. Where may interested persons apply for admission to public housing?

- PHA main administrative office  
 PHA development site management office  
 Other (list below) Homeless shelters, battered women's shelter, job training site.

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

The PHA-resident lease

The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

Other source (list) Resident Handbook

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

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

- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below) Previous participation, back balances.

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

NONE

- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Family unable to locate suitable unit.

Reasonable accommodation.

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

15% earned income exclusion.

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

For working applicants and residents to assist with payroll deductions for taxes and health insurance.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$1,200.00
- Other (list below)  
Anytime a family experiences a change in family composition.

- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing  
 Survey of rents listed in local newspaper  
 Survey of similar unassisted units in the neighborhood  
 Other (list/describe below)

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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR  
 100% of FMR  
 Above 100% but at or below 110% of FMR  
 Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
 The PHA has chosen to serve additional families by lowering the payment standard  
 Reflects market or submarket  
 Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management      **We are exempt.****

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs		

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures    We are exempt.**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

### B. Section 8 Tenant-Based Assistance

1.  Yes  No: ~~Has the PHA established informal review~~ procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Capital Fund Grant Number: \_\_\_\_\_ FFY of 01/2000  
 Grant Approval:  
 Original Annual Statement

Line No.	Summary by Development Account	Total Est. Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$38,315.00
3	1408 Management Improvements	\$761,041.00
4	1410 Administration	\$312,671.00
5	1411 Audit	\$6,500.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$197,030.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$38,329.00
10	1460 Dwelling Structures	\$2,222,100.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$124,218.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$91,325.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$2,000.00
18	1498 Mod Used for Development	
19	1502 Contingency	\$37,923.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$3,831,452.00</b>
21	Amount of line 20 Related to LBP Activity	\$4,000.00
22	Amount of line 20 Related to Sect. 504	-
23	Amount of line 20 Related to Security	\$259,812.00

24	Amount of line 20 Related to Energy Conservation Measures	\$1,072,300.00
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Dev.	Desc.	Act. #	Amount
OK-00-00/ HA Wide	Operating Budget (1%)	1406	\$38,315.00
	Security Guards	1408	\$141,917.00
	Security Training	1408	\$25,000.00
	Computer Software	1408	\$5,000.00
	Sr Lunch Program	1408	\$210,000.00
	Drug Invest.	1408	\$36,570.00
	Homeless Coord.	1408	\$18,698.00
	Traveling Cloth.	1408	\$23,856.00
	Rehab Salary 34%	1408	\$300,000.00
	Nontechnical Salaries	1410.01	\$46,668.00
	Technical Salaries	1410.02	\$193,716.00
	Employee Benefits (22%)	1410.09	\$67,787.00
	Printing CGP	1410.12	\$1,500.00
	Advertising Costs	1410.19	\$3,000.00
	Audit Costs	1411	\$6,500.00
	Inspection Serv. (Tom & Ron)	1430.07	\$67,740.00
	A & E Misc.	1430.01	\$2,000.00
	Asbestos & LBP Tests	1430.02	\$2,000.00
	Reproduction costs for A & E	1430.19	\$1,000.00
	Landscape	1450	\$8,329.00
Concrete Repair/Replacement	1450	\$10,000.00	
Utility Lines	1450	\$5,000.00	

Dev.	Desc.	Act. #	Amount
	Erosion & Drainage	1450	\$4,000.00
OK-00-00/ HA Wide	Foundation	1450	\$8,000.00
	Repair/Replace Hot Water Tanks	1450	\$3,000.00
	Vinyl Siding	1460	\$5,000.00
	Floor Tile	1460	\$20,000.00
	Asbestos & LBP Abatement	1460	\$2,000.00
	Garage Doors	1460	\$5,000.00
	Furnaces & Ductwork	1460	\$5,000.00
	Roofs	1460	\$7,500.00
	Electrical & Plumbing.	1460	\$5,000.00
	Bath Tubs	1460	\$10,000.00
	Termite Treatment	1460	\$4,000.00
	Exterior doors, jambs, screens	1460	\$5,000.00
	Interior Modernization	1460	\$21,000.00
	Computer Equipment	1475.01	\$15,000.00
	Bulletproof Vest	1475.01	\$6,120.00
	Bike Uniforms	1475.01	\$890.00
	Replace damaged uniforms	1475.01	\$2,000.00
	Security Radios	1475.01	\$5,000.00
	Bike for Security Patrol	1475.01	\$915.00
	Maintenance Tools	1475.02	\$5,000.00
	Grounds Equipment	1475.02	\$15,000.00
	Security Vehicles (2)	1475.07	\$41,400.00

Dev.	Desc.	Act #	Amount
000/HA Wide	Contingency	1502	\$37,923.00
OK-02-04/ Marie McGuire	A & E Reroof	1430.01	\$18,200.00
	Reroof	1460	\$260,000.00
OK-02-07/ Oak Grove	Reroof 1 Bldg.	1460	\$30,000.00
OK-02-08/ The Towers	Modernize Bath & Kitchen Normel & Bel Aire (9 units)	1460	\$90,000.00
	Boiler Parts	1460	\$5,000.00
	Relocation	1495.01	\$2,000.00
OK-02-11/ Shartel Towers	A & E Reroof	1430.01	\$20,790.00
	Reroof	1460	\$297,000.00
OK-02-13/ Sooner Haven	Modernize 10 units	1460	\$100,000.00
OK-02-15/ Danforth Center	A & E Mechanical	1430.01	\$69,300.00
	Mechanical System	1460	\$990,000.00
OK-02-23/ Reding Center	Replace 5 Laundry Facility doors (front/back) with metal & new hardware Replace as needed of Dev. entry doors, storm doors and hardware (lever handles) front & back @ 600 each	1460	\$60,600.00
OK-02-25/ Wyatt F. Jeltz	Ranges & Refrig.	1465.01	\$124,218.00
OK-02-29/ Hillcrest	A & E Elevator	1430.01	\$16,000.00
	Update Elevators	1460	\$300,000.00

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
OK-00-00 HA Wide	3/31/02	3/31/04
OK-02-04 Marie McGuire	3/31/02	3/31/04
OK-02-07 Oak Grove	3/31/02	3/31/04
OK-02-08 The Towers	3/31/02	3/31/04
OK-02-11 Shartel Towers	3/31/02	3/31/04
OK-02-13 Sooner Haven	3/31/02	3/31/04
OK-02-15 Danforth Center	3/31/02	3/31/04
OK-02-23 Reding Center	3/31/02	3/31/04
OK-02-25 Wyatt F Jeltz	3/31/02	3/31/04
OK-02-29 Hillcrest	3/31/02	3/31/04

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

	Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide) HA Wide	Number Vacant Units	% Vacancies in Development	
OK-00-00	HA Wide	252	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Costs	Planned Start Date (HA (Fiscal Year)

Security Guards	141,917	2001
Security Training	25,000	
Computer Software	5,000	
Staff Training	15,000	
Senior Lunch Program	210,000	
Drug Investigator	36,570	
Homeless Coordinator	18,698	
Traveling Clothes Closet	23,856	
Rehab Salary 34%	300,000	
Nontechnical Salaries	49,935	
Technical Salaries	207,276	
Employee Benefits	55,748	
Printing of Grant Items	1,500	
Advertising Costs	3,000	
Audit Costs	6,500	
A & E Update Central Office	14,382	
Mechanical Sys.		
Inspection Services-2 Inspectors	72,482	
Asbestos & LBP Testing	2,000	
Reproduction of A & E Material	1,000	
Foundation Repair/Replace	8,000	
Landscape	10,000	
Concrete	10,000	
Utility Lines	5,000	
Erosion & Drainage	4,000	
Exterior doors, jambs, etc.	5,000	
Interior modernization	21,000	
Hot water tanks	3,000	
Vinyl Siding	5,000	
Floor Tile	10,000	
Asbestos & LBP Abatement	2,000	
Garage Doors	5,000	
Furnaces & Ductwork	5,000	
Roof	7,500	
Electrical & Plumbing	5,000	
Bath tub repair/replace	5,000	
Termite treatment	2,000	
Update central office mechanical units		
(11) & control system	189,251	
Computer equipment	15,000	
Total estimated cost over next 5 years	Total on page 5	

	Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
OK-00-00	HA Wide	252	8%

Description of Needed Physical Improvements or Management Improvements	Estimated Costs	Planned Start Date (HA Fiscal Year)
Bulletproof vests	6,120	2001
Bike Uniforms	890	
Replacement uniforms for security	2,000	
Security radios	5,000	
Bike for security	915	
Maintenance tools	5,000	
Misc. grounds equipment	7,500	
Lobby furnishings, etc.	4,000	
Security Guards	141,917	2002
Security Training	25,000	
Computer Software	5,000	
Staff Training	15,000	
Senior Lunch Program	210,000	
Drug Investigator	36,570	
Homeless Coordinator	18,698	
Traveling Clothes Closet	23,856	
Rehab Salary 34%	300,000	
Nontechnical Salaries	52,432	
Technical Salaries	221,785	
Employee Benefits	59,650	
Printing of Grant Items	1,500	
Advertising Costs	3,000	
Audit Costs	6,500	
Inspection Services-2 Inspectors	76,106	
Asbestos & LBP Testing	2,000	
Reproduction of A & E Material	1,000	
Foundation Repair/Replace	8,000	
Landscape	10,000	
Concrete	10,000	
Utility Lines	5,000	
Erosion & Drainage	4,000	
Exterior doors, jambs, etc.	5,000	
Interior modernization	21,000	
Hot water tanks	3,000	
Vinyl Siding	5,000	
Floor Tile	10,000	
Asbestos & LBP Abatement	1,000	
Garage Doors	5,000	
Total estimated cost over next 5 years	Total on page 5	

Development Number	Optional 5-Year Action Plan Tables	Number Vacant Units	% Vacancies in Development	Planned Start Date (HA Year)
	(or indicate PHA Wide)			
OK-00-00	HA Wide	252	8%	
Description of Needed Physical Improvements Or Management Improvements		Estimated Costs		Planned Start Date (HA Year)

Furnaces & Ductwork	5,000	2002
Roof	7,500	
Electrical & Plumbing	5,000	
Bath Tubs	5,000	
Termite Treatment	2,000	
Computer Equipment	15,000	
Bulletproof Vests	6,120	
Bike Uniforms for Security	518	
Security Radios	5,000	
Bike for Security	915	
Maintenance Tools	5,000	
Misc. Grounds Equipment	7,500	
Lobby Furnishings, etc.	4,000	
Security Guards	141,917	2003
Security Training	25,000	
Computer Software	5,000	
Staff Training	15,000	
Senior Lunch Program	210,000	
Drug Investigator	36,570	
Homeless Transitional Coordinator	18,698	
Traveling Clothes Closet	23,856	
Rehabilitation Salary (34%)	300,000	
Nontechnical Salaries	55,054	
Technical Salaries	232,874	
Employee Benefits	62,633	
Printing of grant material	1,500	
Advertising costs	3,000	
Audit Costs	6,500	
Asbestos & LBP Testing	1,000	
Reproduction of A & E	1,000	
Inspection Services (2 Inspectors)	79,911	
Foundation	8,000	
Landscape	10,000	
Concrete	10,000	
Utility Lines	5,000	
Erosion & Drainage	4,000	
Security lights for 3 senior developments	21,624	
Exterior doors, jambs, etc.	5,000	
Interior Modernization	21,000	
Hot Water Tanks	3,000	
Total estimated cost over next 5 years	Total on page 5	

	Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide) HA Wide	Number Vacant Units	% Vacancies in Development
OK-02-00		252	8%

Description of Needed Physical Improvements or Management Improvements	Estimated Costs	Planned Start Date (HA (Fiscal Year))
Vinyl siding	5,000	2003
Floor Tile	20,000	
Asbestos & LBP Abatement	1,000	
Garage Doors	5,000	
Furnaces & ductwork	5,000	
Roof	7,500	
Electrical & Plumbing	5,000	
Bath Tubs	10,000	
Termite Treatment	4,000	
Computer equipment	15,000	
Bulletproof vests for Security	6,120	
Bike uniforms for Security	890	
Replacement uniforms for Security	2,000	
Security radios	5,000	
Bike for Security	915	
Maintenance Tools	5,000	
Misc. grounds equipment	15,000	
Lobby furnishings, etc.	8,000	
Security vehicles (2)	41,400	
Contingency	29,760	
Security Guards	141,917	2004
Security Training	25,000	
Computer Software	5,000	
Staff Training	15,000	
Senior Lunch Program	210,000	
Drug Investigator	36,570	
Homeless Transitional Coordinator	18,698	
Traveling Clothes Closet	23,856	
Maintenance trucks (2)	35,000	
Rehabilitation Salary (34%)	300,000	
Nontechnical Salaries	57,807	
Technical Salaries	244,518	
Employee Benefits	65,765	
Printing of grant material	1,500	
Advertising costs	3,000	
Audit Costs	6,500	
Asbestos & LBP Testing	1,000	
Reproduction of A & E	1,000	
Inspection Services (2 Inspectors)	83,907	
Foundation	8,000	
Total estimated cost over next 5 years	Total on page 5	

	Optional 5-Year Action Plan Tables		
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Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-00	HA Wide	252	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Costs	Planned Start Date (HA Fiscal Year)
Landscape			10,000	200
Concrete			60,000	
Utility Lines			5,000	
Erosion & Drainage			4,000	
Caulk & Tuckpointing			20,000	
Exterior doors, jambs, etc.			5,000	
Interior Modernization			21,000	
Hot Water Tanks			3,000	
Vinyl siding			5,000	
Floor tile			20,000	
Asbestos & LBP Abatement			1,000	
Garage Doors			5,000	
Furnaces & Ductwork			5,000	
Roof			7,500	
Electrical & Plumbing			15,000	
Bath Tubs			10,000	
Termite treatment			4,000	
Computer equipment			15,000	
Bulletproof vests for security			6,120	
Bike uniforms for security			890	
Replacement uniforms for security			2,000	
Security radios			5,000	
Bike for Security			915	
Maintenance tools			5,000	
Misc. grounds equipment			15,000	
Lobby furnishings, etc.			8,000	
Security Vehicle (2)			41,400	
Technical Service Pickups (2)			41,400	
Natural gas replacement generator (1)			55,000	
Contingency			38,315	
Total estimated cost over next 5 years			\$6,110,907.00	

	Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-03	JFK SCATTERED SITES	16	5%	
Description of Needed Physical Improvements  or Management Improvements			Estimated Costs	Planned Start Date (HA Fiscal Year)
Access panels under Northeast Duplexes			5,000	2003
Total estimated cost over next 5 years			\$5,000.00	

	Optional 5-Year Action Plan Tables		
Development	Development Name	Number	% Vacancies

Number	(or indicate PHA Wide)	Vacant Units	in Development	Estimated Costs	Planned Start Date (HA Fiscal Year)
OK-02-04	Marie McGuire Plaza	34	17%		
Description of Needed Physical Improvements or Management Improvements				Estimated Costs	Planned Start Date (HA Fiscal Year)
G.F.I.'s				60,300	2004
Antiscald Valves				160,800	
Total estimated cost over next 5 years				\$221,100.00	

	Optional 5-Year Action Plan Tables		
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Development Number	Development Name (or indicate PHA Wide) Oak Grove	Number Vacant Units 28	% Vacancies in Development 10%	
Description of Needed Physical Improvements  or Management Improvements			Estimated  Costs	Planned Start Date (HA Fiscal Year)
Reroof one (1) building			30,000	2001
Reroof one (1) building			30,000	2002
Interior modernization of 10 units			100,000	
Reroof one (1) building			30,000	2003
Dryer vents, 220 outlets			144,000	
Caulk, weatherstrip & insulate			144,000	
Interior modernization of 10 units			100,000	
Interior modernization of 10 units			100,000	2004
Total estimated cost over next 5 years			\$678,000.00	

		Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-08	The Towers	8	6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Costs	Planned Start Date (HA Fiscal Year)
A & E Mechanical System			12,232	2001
Replace domestic water lines			170,000	
Mechanical System			162,858	
Bathroom & Kitchen Modernization 10 Units			90,000	
Relocation			2,000	
Bathroom & Kitchen Modernization Phase III			198,000	2002
Automatic Entrance Doors			65,000	
Relocation			3,000	
Total estimated cost over next 5 years			\$703,090.00	

	Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
OK-02-09	Classen Center	0	0%
Description of Needed Physical Improvements  or Management Improvements		Estimated  Costs	Planned Start Date (HA Fiscal Year)
Automatic door inside vestibule		12,000	2002
Total estimated cost over next 5 years		\$12,000.00	

	Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-11	Shartel Towers	3	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Costs	Planned Start Date (HA Fiscal Year)
A & E Trash Chute			3,500	2002
Update Trash Chute			50,000	
Interior modernization of 10 units			100,000	2003

Total estimated cost over  
next 5 years

\$153,500.00

	Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-12	Ambassador Courts	13	7%	
Description of Needed Physical Improvements  or Management Improvements			Estimated  Costs	Planned Start Date (HA Fiscal Year)
Complete Interior modernization 14 units			140,000	2002
Replace furnaces			120,000	
Replace hot water tanks			45,000	
Complete interior modernization 14 units			140,000	2003
Replace furnaces			120,000	
Replace hot water tanks			45,000	
Laundry facility			40,000	2004
G.F.I.'s			58,800	
Sidewalks			20,000	
Backdoor peepholes			15,000	
Interior modernization of 10 units			100,000	

Total estimated cost over next 5 years	\$843,800.00
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		Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-13	Sooner Haven	15	9%	
Description of Needed Physical Improvements  or Management Improvements			Estimated  Costs	Planned Start Date (HA Fiscal Year)
Interior modernization of 10 units, includes windows, joists, etc.			100,000	2001
Interior modernization of 30 units, includes windows, joists, etc.			300,000	2002
Sidewalk repairs			91,250	
Interior modernization of 20 units, includes windows, joists, etc.			200,000	2003
Replace vinyl siding			350,000	
Laundry facility			40,000	2004
G.F.I.'s & recessed lighting in stairwells			67,500	
Modernize Community Center			100,000	
Interior modernization of 29, units includes windows, joists, etc.			294,219	

Total estimated cost over next 5 years

\$1,542,969.00

	Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-14	Fred Factory Garden	25	34%	
Description of Needed Physical Improvements			Estimated	Planned
or Management Improvements			Costs	Start Date
Reroof 13 bldgs			162,662	2001
A & E Erosion & Drainage Improvements			7,000	2003
Replace RR ties & install erosion/drainage control system			102,790	
Modernize Community Center			100,000	2004

Total estimated cost over next 5 years	\$372,452.00
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Development Number	Optional 5-Year Action Plan Tables Development Name (or indicate PHA Wide) Danforth Center	Number Vacant Units 0	% Vacancies in Development 0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Costs	Planned Start Date (HA Fiscal Year)
A & E Roof replacement			18,200	2003
A & E Exterior coating			10,500	
Repair parking lot			40,000	2004
Handicap bar at front entrance			3,000	
Replace roof			260,000	
Exterior coating			150,000	
Replace bathroom faucets & sinks			100,000	
Replace 1st floor wall covering			30,000	
Handrails in trash room			10,000	

Total estimated cost over next 5 years	\$621,700.00
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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
OK-02-18	Andrews Square	7	3%
Description of Needed Physical Improvements or Management Improvements		Estimated Costs	Planned Start Date (HA Fiscal Year)
A & E Nurse call & emergency notification systems		22,330	2001
Fire Alarm & Emergency notification systems		341,330	
Interior modernization of 10 units		100,000	2002
Automatic entrance doors		30,000	
Concrete drive & parking lot repairs		50,000	2003

Total estimated cost over next 5 years	\$543,660.00
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Development Number	Optional 5-Year Action Plan Tables Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	Description of Needed Physical Improvements or Management Improvements	Estimated Costs	Planned Start Date (HA Fiscal Year)
OK-02-21	JFK Scattered	3	10%			
				Interior modernization of 10 units	100,000	2002
				Interior modernization of 10 units	100,000	2003
				Interior modernization of 10 units	100,000	2004

Total estimated cost over next 5 years	\$300,000.00
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Development Number	Optional 5-Year Action Plan Tables Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	Description of Needed Physical Improvements or Management Improvements	Estimated Costs	Planned Start Date (HA Fiscal Year)
OK-02-22	JFK Scattered Sites	5	14%	Interior modernization of 40 units	400,000	2004

Total estimated cost over next 5 years	\$400,000.00	

	Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
OK-02-23	Reding Senior Center	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Costs	Planned Start Date (HA Fiscal Year)
Gutter repairs		46,500	2004

Total estimated cost over next 5 years	\$46,500.00	

	Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development	
OK-02-25	Jeltz Senior Center	76	38%	
Description of Needed Physical Improvements or Management Improvements			Estimated Costs	Planned Start Date (HA Fiscal Year)
A & E Fire notification systems			25,456	2002
A & E Elevator Update			32,319	
Elevator modernization			461,700	
Fire alarm & emergency notification sys.			363,660	
Interior modernization of 16 units			160,000	
Miniblinds			20,100	2003
G.F.I.'s			60,300	2004
Antiscald valves			65,000	

Total estimated cost over next 5 years	\$1,188,535.00	

	Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
OK-02-29	Hillcrest Senior Center	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Costs
Replace tile one 1st floor			20,000
Security screens on ground floor units			7,140
			Planned Start Date (HA Fiscal Year)
			2002
			2003

Total estimated cost over next 5 years	\$27,140.00	

	Optional 5-Year Action Plan Tables		
Development Number	Development Name (or indicate PHA Wide) Candle Lake Senior Ctr.	Number Vacant Units 2	% Vacancies in Development 2%
Description of Needed Physical Improvements or Management Improvements		Estimated Costs	Planned Start Date (HA Fiscal Year)
A & E Mechanical System		70,000	2001
Repair return lines on 1st floor, add water softner & circulating pump		60,000	
Mechanical system		970,000	
Meter bases		100,000	
Automatic door with card entry reader		25,000	2002
Parking lot improvements		50,000	2003
Repair dock & reshingle gazebo		6,000	
A & E Elevator modernization		17,955	2004
Elevator Modernization		256,500	

Total estimated cost over next 5 years	\$1,555,455.0	
	0	

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Scattered Sites 1b. Development (project) number: OK 56P002003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(03/31/2000)</u>
5. Number of units affected: 2 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:
- a. Actual or projected start date of activity: 09/30/2000
  - b. Projected end date of activity: 12/31/2000

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities** [24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

**According to regulations High Performers are Exempt.**

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
- 

2. Activity Description
- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by <u>only the elderly</u> <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **According to regulations High Performers are Exempt.**

#### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**According to regulations High Performers are Exempt.**

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high**

**performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

**B. Section 8 Tenant Based Assistance** \_\_\_\_\_

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

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

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **We are exempt.**

#### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements: \_\_\_\_\_

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)
- \_\_\_\_\_

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

(select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **We are exempt from components A, B, and C.**

##### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below) \_\_\_\_\_

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports \_\_\_\_\_
- PHA employee reports \_\_\_\_\_

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police** \_\_\_\_\_

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: OK002a01)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?

5.  Yes  No: If yes, how many unresolved findings remain? \_\_\_\_\_  
Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

### **We are exempt.**

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

The Resident Advisory Board received copies of the Plan's Executive Summary prior to their meeting and were afforded special opportunities to review the Plan. On August 27, 1999, 22 members of the Board (public housing and Section 8 residents) met and discussed the Plan. All persons attending were very supportive and complimentary. No changes were recommended.

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

## **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe) The Mayor selects the candidate

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) No votes are cast

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

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

1. Consolidated Plan jurisdiction: Oklahoma City, Oklahoma

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

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

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

### **D. Other Information Required by HUD**

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

## Attachments

Use this section to provide any additional attachments referenced in the Plan

FY 2000 Drug Elimination Grant - Attachment OK002a01

