

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

Housing Authority of the City of Hugo

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**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Hugo

PHA Number: OK-44

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: (state mission here)

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: Develop and submit applications for additional rental vouchers upon issuance of Notices of Funding Availability.
 - Reduce public housing vacancies: Reduce vacancy rate by 7% from the FY-99 vacancy rate percentage of 21% and an average of 5% over the subsequent 4 years.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments: Seek to identify funds available and apply for funding applicable to the mission and needs of the Authority.
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) Increase the cumulative PHA management score by 10% during the five year period.
 - 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) Reduce the time for completing vacant unit turnaround work orders to an average of 5 working days .
 - Renovate or modernize public housing units: Seek funding in CIAP formula distribution system to provide for the modernization of units on an annual basis.
 - Demolish or dispose of obsolete public housing:
 - 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: Maintain communication with landlords and potential landlords via: mailing of letters and personal contracts and referrals and by providing Technical Assistance regarding the program.
 - Increase voucher payment standards
 - Implement voucher homeownership program: Identify programs, develop policies, solicit applications, verify eligibility and issue up to 25 vouchers for homeownership.
 - 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: Develop policies, market program and provide delivery of services according to HUD requirements.
 - 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: Provide for the patrolling of housing areas by security guards, and issuance of authority identification cards to all residents. Providing lighting and fencing as budgeted within the annual plans.

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below) Develop funding application for the provision of resident services and programs. Including the Drug Elimination Program, ROSS Program and others as identified.

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:
 - Provide or attract supportive services to improve assistance recipients' employability: The Authority will apply for funding to address residents needs, according to policy will assist and work with residents and TANF recipients to defer income from approved training programs for up to 18 months, may provide facilities for these activities and services and may fund specific activities and/or services.
 - 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: According to applicable regulations and approved policies the Authority will ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.
 - 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: According to applicable regulations and approved policies the Authority will 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: The Authority may include renovations of units within its annual capitol improvement plan.
 - 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 Authority will continue to operate and maintain its programs according to applicable program regulations and approved policies. The Authority's plan provides for the continued operation of our units, the provision of modernization activities and repairs, including the continuation of the Drug Elimination Program activities and security services. The Authority will begin the process of developing a Section 8-voucher homeownership program according to regulations when published.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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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 - Attachment A
- FY 2000 Capital Fund Program Annual Statement - see page 28
- 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
- Public Housing Drug Elimination Program (PHDEP) Plan - Included in Plan Text
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) –**“Included in Plan text.”**
- 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <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
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	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
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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	406	5	4	1	0	2	3
Income >30% but <=50% of AMI	324	5	4	2	0	2	3
Income >50% but <80% of AMI	507	1	5	2	0	3	4
Elderly	1441	1	3	2	4	0	5
Families with Disabilities		1	3	2	4	0	5
Race/Ethnicity White	3948	5	4	1	0	2	3
Race/Ethnicity Black	1236	5	4	1	0	2	3
Race/Ethnicity Native American	773	5	4	1	0	2	3
Race/Ethnicity Other	21	5	4	1	0	2	3

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:
- 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) Oklahoma State Data Center

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.

Housing Needs of Families on the Waiting List			
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	9		
Extremely low income <=30% AMI	7	78%	
Very low income (>30% but <=50% AMI)	2	22%	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	3	33%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	4	44%	
Race/ethnicity White	6	67%	
Race/ethnicity Black	3	33%	
Race/ethnicity American Indian	0	0	
Race/ethnicity Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	8	89%	13 days
2 BR	1	11%	16 days
3 BR	0	0	8 days
4 BR	0	0	18 days
5 BR	0	0	0
5+ BR	0	0	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			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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	67		
Extremely low income <=30% AMI	51	75%	
Very low income (>30% but <=50% AMI)	13	19%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	3	4%	
Families with children	53	78%	
Elderly families	1	1.47%	
Families with Disabilities	9	13%	
Race/ethnicity White	34	50%	
Race/ethnicity Black	30	44%	
Race/ethnicity Native American	5	7%	
Race/ethnicity Other	1	1.47%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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			

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.

The Authorities strategy is simple, continue to provide housing services in a timely fashion, considerate of the needs of our residents and applicants and cultural diversities. The Authority's plan provides for efforts to expand the supportive and self-sufficiency programs and assistance for residents by providing increasing referrals and memorandum of understandings and/or partnership agreements with various local agencies and by applying for additional grant funding to achieve this purpose. The

Authority has applied for designation as a 501 C3 non-profit agency and will utilize this designation to leverage additional programs. The Authority will develop program policies for the implementation of a Section 8 homeownership program during this year.

(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) Affirmatively market to all persons in the jurisdictional service area via newspaper ads, flyers and referrals or cooperative efforts with various agencies.

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$249,005	
b) Public Housing Capital Fund	\$366,522	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$571,919	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$49,720 PHDEP \$15,000 PHDEPTA	
g) Resident Opportunity and Self-Sufficiency Grants	\$75,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1998 CIAP	\$109,371	Capital Improvements
1997 PHDEP	\$58,281	Safety/Supportive Services
1998 PHDEP	\$64,920	Safety/Supportive Services
3. Public Housing Dwelling Rental Income		
Anticipated Dwelling Rental Income	\$101,955	PHA Operations
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Laundry	\$1,100	PHA Operations
4. Non-federal sources (list below)		
Total resources	\$1,147,993.00	

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) Within 5 working days of receipt of application the Authority will verify eligibility, prior to the name being placed on the applicable waiting list.

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)

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)

- 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.

1 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 2
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction 3
- 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) Newsletter

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: All family sites
- Employing new admission preferences at targeted developments
If selected, list targeted developments below: All family sites
- 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)

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)

- Criminal or drug-related activity
- Other (describe below) Information from pervious landlords orally or in writing for past 3 years.

(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) Terry Hill Office

(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: After the completion of an initial 45 day search an extension may be granted for up to an additional 60 days.

(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:

- 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) Child care expenses and deferral of income for up to 18 months for participation in an approved training and/or employment plan.

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)
- 95th 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)_____

- Other (list below)
A decrease of income & Special re-examinations for persons with zero income.

- 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) Fair Market Rents

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

[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)

The Hugo Housing Authority is a small, non-troubled housing authority and are not required to complete this section of the plan.

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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
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(list individually)		

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)

The Hugo Housing Authority has a policy notebook that contains the following policies:

1. Personnel Policy
2. Procurement & Disposition Policy
3. Investment of Funds Policy
4. Travel and Vehicle Use Policy
5. Rental Housing Maintenance Policy
6. Admissions and Occupancy Policy for Lower Income Public Housing
7. Capitalization Policy

8. Resolutions of Approval and/or Modifications of Policies

(2) Section 8 Management: (list below)

1. Section 8 Policy

6. PHA Grievance Procedures

[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:

**PHA Plan
Table Library
Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number FFY of Grant Approval: (01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$10,000
3	1408 Management Improvements	\$10,000
4	1410 Administration	\$500
5	1411 Audit	\$500
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$34,047
8	1440 Site Acquisition	

9	1450	Site Improvement	\$68,095
10	1460	Dwelling Structures	\$243,380
11	1465.1	Dwelling Equipment-Nonexpendable	
12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		\$366,522
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
44-1	Installation of walking track around 13 th place.	1450	\$49,500
44-2	Landscaping in Meadowview	1450	\$3,500
44-2	Sidewalk repair in Meadowview	1450	\$3,795
44-2	Speed bumps	1450	\$1,600
44-2	Sitework and grading for erosion control	1450	\$3,500
44-2	Security lighting	1450	\$5,400
44-2	Dupmster Pads	1450	\$800
44-2	Termite Treatment in Meadowview (40 units).	1460	\$14,600
44-2	PVC Door Stops Meadowview	1460	\$2,200
44-2	Replace return air grilles, Meadowview	1460	\$3,400
44-2	Replace metal closet shelves	1460	\$7,600
44-2	Repair/replace window stools	1460	\$4,600
44-2	Replace interior doors	1460	\$20,580
44-2	Replace closet doors	1460	\$28,900

44-2	Insulate exterior walls	1460	\$18,600
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**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
44-2	New medicine cabinets	1460	\$3,360
44-2	New Shower rods	1460	\$2,280
44-2	New vanity/lavatory/faucet/plumbing	1460	\$14,910
Area Wide	CIAP Coordinator	1408	\$5,000
Area Wide	Operations	1408	\$10,000
Area Wide	Resident Initiates Coordinator	1408	\$5,000
Area Wide	Advertising	1410	\$500
Area Wide	Audit Costs	1411	\$500
Area Wide	Architect's Fees	1430	\$34,047
	Total Budget		\$366,522

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
All	12/2000	12/2001

(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)

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.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

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.

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.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <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: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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.

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.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
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)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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)]

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
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)
- Part of the development
- 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:

Applicants will be required to meet the basic eligibility criteria as described below:

1. Must qualify for program in accordance with eligibility and admissions procedures.
2. Must be income eligible
3. Must meet program debt to income ratio
4. Must have good references and payment record

5. Must be employed and have previous employment history of two years
6. Must be willing to attend program training
7. Must be willing to correct credit problems and/or debt to income ratio during first year of program participation to remain eligible.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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.

The Hugo Housing Authority is a small, non-troubled housing authority and is not required to complete this section.

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 903.7 9 (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.

The Hugo Housing Authority is a small, non-troubled housing authority and is not required to complete this section.

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: ____)

PHDEP FY 2000 PLAN

OVERVIEW:

The Housing Authority of the City of Hugo has a Drug Elimination Program entitled "Linkages in Hugo". The program strategies were developed three years ago to address needs as identified by analysis of crime data, surveys of residents, meetings with residents, local law enforcement agencies and local service providers. The authority proposes to continue these efforts during FY 2000. In addition the Authority plans on applying for PHDEP Technical Assistance Grant to assist with the identification and development of viable self-sufficiency and welfare to work initiatives, efforts and programs.

The Authority has met with the local law enforcement agency and they have assisted with the development of this plan and have committed to participate in the Authority's efforts to complete the plan goals and objectives.

BASE LINE DATA:

The Authority administers 226 public housing units four housing developments in Hugo Oklahoma. There are 70 units in 13th place, 40 units in Meadowview, 86 units in Rosewood and 30 units in Circle G.

During the past year there have been 94 police runs with reports filed within the housing communities as follows: 25 in Meadowview, 43 in Rosewood, 22 in Circle G and 4 in 13th Place.

During the past year there have been 395 arrests of adults in Hugo and 64 arrests of juveniles. Of these a total of 20 adults or 4% were arrested on Authority property.

According to the 1998 Uniform Crime Report there was an overall decrease in total indexed crimes of 8.2%. In Choctaw County the crime rate is 10.08% a reduction of 4.14 % from the 1997 rate of 14.22. In the City of Hugo the crime rate was 62.61% a reduction of 5.73 from the 1997 rate of 68.34. The state rate is 49.98%.

In Choctaw County there were a total of 940 adult arrests and 82 arrest of Juveniles. Of these 79 adult arrests and 29 juvenile arrests were for index crimes, 196 adult arrests and 6 juvenile arrests were drug related and 478 adult arrests and 16 juvenile arrests were alcohol related.

In Hugo the law enforcement employee per 1,000 population ratio is only .64 employees per 1,000 population, the state ration is 2.56. The police department reports that current patrol services are providing approximately 2 hours per day to public housing communities.

The Authority maintains data by month by Part I and Part II classifications by adult and juvenile arrests. This data is maintained for evaluation purposes.

There is a disproportionate amount of drug and related crimes in both the authority developments and surrounding areas.

During 1998 housing authority residents were involved in 20 of the cities total arrests, or 4% of the total arrest in the city. Residents were involved in a total of 70 offenses, or 18% of the total offenses within the cities. Of the arrests of residents 15% were drug related and 25% were alcohol related.

Police Department dispatch calls. In analysis of the dispatch calls by housing addition, there were 52% of the calls for police within Rosewood and Meadowview additions. Rosewood comprised 48% of the total dispatch calls, Meadowview comprised 22% of the calls and Circle G comprised 13%.

The Authority Security services under the FY-97 program has made a total of 377 contacts. Of these there were 30% in Meadowview, 49% in Rosewood, 7 % in 13th Place and 14% in Circle G. The Authority maintains records of these calls by

activity/offense, by month, by housing community for evaluating and reporting purposes.

During the months of August and September the Authority has a third party completing the requirements for the annual PHDEP Survey.

**HUGO HOUSING AUTHORITY
FY-99 DRUG ELIMINATION PROGRAM PLAN BY GRANT ACTIVITY**

9120 – EMPLOYMENT OF SECURITY PERSONNEL SERVICES

RATIONAL – To reduce the incidence of crime and the fear of crime by providing for an increase in visibility of security personnel. Provide for the increase in patrolling of all authority properties above those currently being provided by the local law enforcement agencies. The increased patrolling will reduce the incidence of crime and reduce the fear of crime within our targeted communities. The provision of security personnel will provide for an increase in data that can be obtained by the Authority, including contact data, complaint data and data relative to vehicles and persons on Authority property without authority identified.

GOAL 1 – To reduce crime and fear of crime						
OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE	PARTNERS

1.1	To reduce the annual cumulative incidence of residents involved in crime by 10% within the housing developments administered by the Authority.	a. The Authority will employ security guard personnel who are trained and certified in accordance with the requirements of the State of Oklahoma and relevant federal or local government insurance, licensing, certification, bonding or other law enforcement requirements. Security guard personnel will perform services over and above those usually performed by the local law enforcement agency. Including patrolling within housing authority communities, foot patrols, building checks, vehicle and person identification checks.	1. Retain existing security guard staff. 2. Completion of training and signature of each employee of receipt of training and policy manual.	The Authority will evaluate progress relative to these activities by maintaining patrolling records by development, measuring data against monthly and cumulative data throughout the grant term.	1-12	PHDEP FUNDS Authority utilized funds for the purchase of a security patrol vehicle.	The City of Hugo Police Department has provided a letter of commitment to assist with the training of security guard personnel relative to reporting, dispatching and agency cooperative procedures. The police department also provides the Authority access to monthly incidence reports of all crime data. The Police Department also provides criminal history data, arrest data and other data as requested by the Authority in screening of employees and/or residents.
1.2	To increase the visibility of security personnel within the developments administered by the Authority by approx. 40%.	Security guard personnel will perform services over and above those usually performed by the local law enforcement agency. Including patrolling within housing authority communities, foot patrols, building checks, vehicle and person identification checks.	3. Increase in patrolling of all Authorities properties by approx. 40%.	The Authority will evaluate the completion of activities by signature of each security guard employee certifying attendance at training and receipt of the applicable policy manual and related materials.	1-12	Authority will provide facilities, furniture, equipment, utilities for the provision of services	
1.3	To reduce the fear of being a victim of crime among the individuals and families that reside within all housing communities	Including patrolling within housing authority communities, foot patrols, building checks, vehicle and person identification checks.	4. Provision of one officer friendly/community education activity quarterly. 5. Immediate visibility of security guards within the communities	The Authority will evaluate the completion of activities by the filing of the daily activity logs and complaint forms by each security guard employee in a confidential file cabinet within the executive directors office. The data from the logs will be maintained in a database so that it can be compared to the baseline data of services, complaints and arrests.	1-12		
1.4	To reduce the annual cumulative incidence of Disorderly Conduct by 10% within Authorities housing communities.	b. The Authority will provide training and issue each security guard employees a copy of the Authority security policy manual. c. Security personnel will issue resident and vehicle identification cards/stickers. d. The Authority will obtain daily activity and incidence	6. Increased contact with resident by security guards. 7. Increased data gathering by security guards, logging vehicle identification numbers of vehicles not possessing Authority identification stickers. 8. Availability of crime data on a monthly basis.	Evaluation will also be measured by maintaining security activity and patrol logs which indicate the amount of time security services are provided within each development. This data will represent the number of hours and percent of increase of visibility of security personnel over that currently being	1-12		
	contact forms each security guard employee. Data may be		9. FY 2000 Annual Monitoring of reductions of disorderly conduct			HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002	

9160 ADULT, FAMILY AND COMMUNITY DRUG PREVENTION SERVICES

GOAL 2 – Employ qualified staff to provide for program development, implementation, delivery, reporting, direct administrative services and evaluation of DEP program.

OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE
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<p>2.1 Retain existing DEP staff and/or advertise and employ staff to provide for the development, and delivery of Adult, Family and Community Drug Prevention services in accordance with the DEP program agreement.(1. Substance Abuse Education, 2. Other Education or Tutoring, 3. Recreational or cultural activities, 4. Employment readiness/job placement, 6. Community organizing/mobilization, 7. Parenting/family support services.) Provide for DEP program direct administration.(Other PHDEP supported activities)</p>	<p>a. Provide for the employment of a qualified Drug Elimination Program Coordinator. b. Develop program activity monitoring, service delivery, reporting and evaluation forms by activity categories, number of clients served, and hours of service. c. Provide staff training relative to DEP program activities/services. d. Provide fringe benefits for employees in accordance with Authority policies. e. The Authority will provide for DEP program direct services associated with program development, implementation, supervision, fee accounting, auditing, check writing, procurement, personnel management</p>	<p>1. Maintenance of existing staff in current positions. 2. Advertisement & hiring of staff within 45 days, for any vacancies that occur. 3. Completion of the development of program monitoring/reporting forms. 4. Training of staff relative to maintenance of data. 5. Training of staff relative to entry into spreadsheet database per DEP program and activity. 6. Provide fringe benefits. 7. Procure staff training. 8. Establish program accounts. 9. Contract for audit and fee accounting services. 10. Provision of check writing, procurement and personnel management services.</p>	<p>This objective will be measurable by the review of hiring dates and qualifications of staff, periodic review and evaluation by supervisors of employee's delivery of program services in accordance with the program grant agreement, budget, and timeline. Monthly reports of service delivery may be reviewed for evaluation purposes. The program activity reporting forms will be evaluated against the data needed to file the applicable reports. If forms are found to be insufficient modifications will be made. Completion of the creation of said forms and staff training by dates specified. Review establishment of procedures and financial records to determine procedures for charging and payment of items listed.</p>	<p>1 to 12 1-3 months 3-4 months 1-12 months</p>	<p>PHDEP GRANT Local resources may be utilized to assist with program development and delivery.</p>
<p>FY 2000 Annual Plan Page 47</p>			<p>HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002</p>		

GOAL 3– Change Housing Community Residents Knowledge and Attitudes Regarding Drug Use

OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE
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<p>3.1 To provide factual drug use information in a sequential format for approximately 25 residents on a quarterly basis (1. Substance abuse education)</p> <p>3.2 Distribute drug use, resistance, educational and related material to approximately 200 residents on a monthly basis. (1. Substance abuse education)</p> <p>3.3 Provide six life skills, self-esteem development opportunities for approx. 40 residents.</p> <p>3.4 To provide for approximately 15 persons to receive mental health, counseling and/or treatment related services (Drug Intervention 1. Referrals to drug treatment/counseling)</p>	<p>a. Provide for the distribution of drug use information during meetings with residents or during scheduled educational, training or prevention activities.</p> <p>b. Provide for the distribution of printed materials on a monthly basis.</p> <p>c. Develop resident notices, program materials, maintain volunteer and in-kind data, sign in sheets and pre and post activity assessments.</p> <p>d. Provide referrals to treatment and/or mental health agencies.</p>	<ol style="list-style-type: none"> 1. Establishment of calendar of activities. 2. Development of printed materials for distribution 3. Completion of scheduled activity and distribution of materials 4. Development of newsletters on a monthly basis. 5. Distribution of monthly newsletter and/or printed materials 6. Development of skills training materials, and evaluation tools. 7. Leveraging of resources to assist with program development and delivery. 8. Provision of life skills, self-esteem opportunities on a bi-monthly basis. 9. Referral of approx. 2 persons on a monthly basis. 	<p>This objective will be measured by the documentation of the distribution of drug use information during meetings with residents and the distribution of printed materials on a monthly basis.</p> <p>Pre and Post assessment, reaction surveys and/or evaluation materials may be administered for group activities.</p> <p>Pre and post assessments of knowledge and/or skills attained by attendees.</p> <p>Evaluation of measurables may include the assessment of data relative to demographic, crime and other baseline data.</p>	<p>3,6,9& 12th months.</p> <p>Monthly</p> <p>1-12</p> <p>1-12</p> <p>1-12</p>	<p>Authority operating Funds will provide for the postage associated with the mailing of monthly news letters</p> <p>DEP Funds may be used to purchase applicable materials for distribution.</p> <p>Local resources may be utilized to assist with program development and delivery.</p>
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GOAL 4 – To develop and expand our community network to encourage more people to become involved in drug related issues and problems

OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE
4.1 Develop a network of approx. 15 volunteers to work with and assist with the delivery of DEP program activities.(6. Community organizing/mobilization)	a. Provide opportunities for residents to serve as volunteers, such as chaperones or tutors.	1. Develop resident interest in serving as volunteers.	Review resident sign in sheets and/or acknowledgement of training received.	1-12	DEP The Authority will provide facilities, use of a van for transporting residents, utilities, and equipment.
4.2 To leverage approximately 15 area agencies and/or a variety of community resources.(6. Community organizing/mobilization)	b. Provide for training of residents who serve as volunteers.	2. Provide training to residents desiring to serve as volunteers.	Review of sign in sheets for volunteers and by review of in-kind logs of volunteers and/or resource agencies of items donated/leveraged for the program.	Ongoing	
4.3 To maintain staff and resident involvement in current coalitions, committees.(6. Community organizing/mobilization)	c. Provide for the leveraging of various sources within the fourteen county service area.	3. Utilize approx. 5 residents as volunteers on a monthly basis.	The Authority will maintain data of contacts and referrals during the grant term.	1-12	
	d. Provide for staff and resident to participate in community coalition and committees.	4. Access and/or refer residents to approximately 3 agencies per month.	The Authority will complete pre and post assessments, reaction questionnaires or surveys of training activities.	1-12	Various supportive service agencies
	e. Maintain data of contacts and referrals.	5. Continuance of resident and staff involvement in community coalitions and committees.			

GOAL 5 – To provide for the completion of an independent survey/evaluation of the DEP program in accordance with program regulatory requirements.

OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE

5.1 To contract by RFP for professional services for the completion of a DEP program survey and/or evaluation as required by subsequent regulatory requirements.(Other PHDEP supported activities.	a.	The Executive Director will develop a statement of work for the RFP.	1. Issue RFP	The completion of this objective will be measurable by review of the issuance of the RFP and award of contract for services.	1-3	DEP The Authority will provide facilities, use of a van for transporting residents, utilities, and equipment. Various supportive service agencies
	b.	The Authority will issue a RFP and evaluate the proposals received.	2. Award Contract		1-6	
	c.	The Authority will issue a contract for required services.	3. Complete survey and/or evaluation processes	In addition the Authority will provide for the monitoring of timely performance and completion of contract service delivery and request for payments under the contract. The Authority will monitor the performance of the survey to ensure completion according to program requirements.	1-6	
	d.	The Executive Director will contact the selected firm and assist with the development and delivery of the survey instrument and/or evaluation measurements.	4. Submission of report.			
	e.	The Consultant will develop a report in compliance with applicable DEP regulations.				

9160 - YOUTH PREVENTION, INTERVENTION. CULTURAL AND EDUCATIONAL SERVICES

GOAL 6 – Employ qualified staff to provide for program development, implementation, delivery, reporting and evaluation of youth prevention, educational, cultural, and sports programs.					
OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE

<p>6.1 Retain existing DEP staff and/or advertise and employ staff to provide for the development, and delivery of youth services in accordance with the DEP program agreement.(1. Substance abuse education, 2. Other education or tutoring, 3. Recreational or cultural activities, 4. Employment readiness)</p> <p>6.2 Provide for the continuation of DEP staff development (2. Other education or tutoring)</p>	<p>a. Provide for the employment of a Youth Sports Coordinator Provide fringe benefits in accordance with Authority policies.</p> <p>b. Procure office supplies, public relation materials, training materials for program service delivery.</p>	<ol style="list-style-type: none"> 1. Maintenance of existing staff in current position. 2. Advertisement & hiring of staff for any vacancies that occur. 3. Provide fringe benefits. 4. Procure staff training. 	<p>This objective will be measurable by the review of hiring dates and qualifications of staff, periodic review and evaluation by supervisors of employee's delivery of program services in accordance with the program grant agreement, budget, and timeline. Monthly reports of service delivery may be reviewed for evaluation purposes.</p>	<p>1 to 12</p>	<p>DEP</p> <p>The Authority will provide facilities, use of a van for transporting residents, utilities, and equipment.</p> <p>Various supportive service agencies</p>
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GOAL 7 – To provide challenging, positive experiences and opportunities for leadership for youth to develop skills to become socially mature, develop self-discipline, confidence, personal awareness, self-reliance and independence and reduce juveniles participation/involvement in crimes.

OBJECTIVES	ACTIVITIES	MILESTONES	EVALUATION	START & END MONTHS	FUNDING SOURCE
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<p>7.1 Develop and deliver opportunities for approximately 75 youth to participate in DEP program Youth Services activities (Youth 1. Substance abuse education, 2. Other education or tutoring, 3. Recreational or cultural activities, 4. Employment readiness)</p>	<p>a. Develop and/or identify opportunities for youth to participate in leadership, life skills, prevention, intervention, cultural, sporting and other activities which will provide challenging and/or positive experiences and alternatives to drug use.</p>	<p>1. Provide opportunities for approx. 15 youth per quarter to participate in DEP program youth services. 2. Procure equipment & supplies 3. Identify sources for sponsorship of youth. 4. Provide for payment of memberships, or dues for youth to participate in activities. 5. Provide transportation as needed for youth to participate in activities.</p>	<p>The objective will be measurable by the review of DEP program monthly reports submitted by program staff. The DEP Program Case Manager will maintain data relative to youth service delivery and participation levels. Progress may be measured by documenting the participation levels, levels of attainment of skills, completion of objectives such as training, treatment and/or other measurables.</p>	<p>1-12 1-12 1-12 1-12</p>	<p>DEP The Authority will provide facilities, use of a van for transporting residents, utilities, and equipment. Various supportive service agencies</p>
<p>7.2 To provide sponsorship of approx. 20 youth into youth organized clubs and sporting or community activities.(Youth 3. Recreational or cultural activities)</p>	<p>b. Provide for payment or access for youth into clubs, sporting or community activities.</p>	<p>6. Reduction in youths involvement in security contacts within Authority properties. 7. Reduction in youths participation in juvenile crime indicators, curfew, loitering and vagrancy violations within Authority properties by 10% during grant term.</p>	<p>Pre and Post assessments may be completed for group training, and substance abuse educational activities. Training and tutoring services will be measured by review of sign in sheets of youth attending these activities, pre and post assessment of knowledge, grades or other measures as determined feasible. Data will be maintained by HUD performance indicators/outcome measures. (% completing high school, # obtaining GED, # finding jobs)</p>	<p>1-12 1-12</p>	
<p>7.3 Reduce resident youth's involvement by 10% in juvenile contacts by security services as indicated by monthly security contact and report forms within the Authority properties patrolled by security services. (1. Substance abuse education, 2. Other recreational or cultural activities).</p>	<p>c. Provide direct program service delivery and/or procure services from outside sources. d. Purchase youth sporting equipment and/or supplies or opportunities for youth to participate in scheduled sporting activities, music, and artistic</p>	<p>8. Tutoring of approximately 10 persons per month. 9. Average increase in GPA in core classes of .25% for youth participating in tutoring services.</p>	<p>Evaluation of measurables may include the assessment of data relative to demographic, crime and other baseline data.</p>	<p>1-12</p>	
<p>7.4 Reduce resident youths involvement by 10% in Curfew, loitering and Vagrancy incidence within Authority Communities. 7.5 To provide</p>	<p>in scheduled sporting activities, music, and artistic</p>	<p>FY 2000 Annual Plan Page 54</p>	<p>of data relative to demographic, crime and other baseline data.</p>	<p>HUD 50075 Approval No: 2577-0226 Expires: 03/31/2002</p>	

**2000 PHDEP BUDGET INFORMATION
ANTICIPATED GRANT AMOUNT \$ 49,720**

OBJECT CLASS CATEGORIES	SECURITY	ADULTS	YOUTH	TOTAL
a. Personnel	\$15,990	0	\$6,510	\$22,500
b. Fringe	\$2,185	0	\$1,500	\$3,685
c. Travel	\$ 0	\$6,065	0	\$6,065
d. Equipment	0	0	0	0
e. Supplies	0	\$3,000	\$1,500	\$4,500
f. Contractual	0	\$6,000	0	\$6,000
g. Construction	0	0	0	0
h. Other	\$0	\$2,000	\$4,970	\$6,970
i. Totals	\$18,175	\$17,065	\$14,480	\$49,720

Summary Budget Information:

BUDGET LINE ITEM NO.	ACTIVITIES	FUNDS REQUESTED
9110	Reimbursement of local law enforcement	0
9120	Security Personnel – HA employment of Security Personnel	\$18,175
9130	Employment of Investigators	0
9140	Voluntary Tenant Patrol	0
9150	Physical Improvements	0
9160	Drug Prevention	\$31,545
9170	Drug Intervention	0
9180	Drug Treatment	0
9190	Other Program Cost	0
	TOTAL FUNDING REQUESTED	\$49,720

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?
If yes, how many unresolved findings remain? _____
5. Yes No: 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.

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:

Resident Advisory Board Meetings: The Authority met with the Resident Advisory Board on August 4, 1999, August 31, 1999, September 13, 1999 and October 7, 1999. Advisory Board members were provided a copy of the power point presentation regarding the requirements of the Act and the contents of the plan and were provided a copy of the draft plan for review.

During the first meeting residents and the Executive Director discussed the requirements for the one and five year plan, discussed making the housing communities look better, discussed the need for air conditioning, perhaps security fencing that is also decorative.

During the second meeting residents and the Executive Director discussed the Quality Housing and Work Responsibility Act of 1198, the required plan and public review and comment on the plan. The Director discussed the requirements of the new Act and the anticipated budgeting for the plan.

Residents discussed the following as suggestions for improvements: Fencing, Laundromats, playgrounds, walking track, air conditions of the remainder of the units and additional lighting.

During the third meeting the Executive Director asked those attending for comment after their review of the plan and power point presentation. Mr. Self answered any questions. Residents suggested and discussed a method to eradicate pests, especially roaches and the need for additional ramps for the elderly and pet problems.

Those attending also discussed the changes in the administration of the Low Rent program, specifically the problems of implementing the community service requirements.

Public Meetings: - In addition to having meetings with the resident advisory board, the Authority held Public Hearings on August 26, 1999 and October 14th, 1999.

The first hearing was held at two locations, one at 4:00 p.m. at the Authority offices and one at 6:00 p.m. at 200 Rosewood Drive. A total of 19 persons attended these hearings.

The Executive Director discussed the requirements of the new housing Act and the components of the plan. The draft plan and policy were placed on display for public comment along with written comment forms.

The Executive Director discussed the anticipated budget amounts and notified those attending of the second Public Hearing, to be held on October 14th, 1999, prior to board approval of the plans.

Notices, sign in sheets and minutes of all meetings held are provided as an attachment to this plan.

On October 14, 1999 at 8:30 am the Authority held their final Public Hearing. This hearing was conducted by the Board of Commissioners and was established for the purpose of receiving comment on the annual and five year plan. Minutes of this meeting and records of participants are attached to the plan. There were no comments regarding the plans or regulatory changes. The meeting was concluded at 9:00 am.

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: The Authority and residents developed a comprehensive plan to address pest infestation in the low rent units.
- 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 Executive Director and Board members suggested names of persons who may be interested in serving.

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) In accordance with the Oklahoma State Housing Tenant and Landlord Act, representatives are appointed by the Mayor of the City of Hugo.

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: (provide name here) State of 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. (list below)
 - 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 Plans.

Attachment A – Deconcentration Policy

The following contains the Deconcentration Policy of the Housing Authority as incorporated in the Low Rent Admissions and Occupancy Policy, Section 6 C 1.

Deconcentration:

1. It is the Authorities policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower developments and lower income families into higher income developments. The Authority will provide for the deconcentration of areas in a uniform and non-discriminating manner.
2. During the development of the authorities annual housing plan, the Authority will analyze the income levels of families by development and the income levels of the families on the waiting list. Based on this analysis the authority will determine a goal for the subsequent years deconcentration efforts, include this goal within the annual plan, and then will determine the level of marketing strategies and deconcentration efforts.
3. In an effort to achieve the annual percentage goal for deconcentration the Authority may when a unit becomes available within a development contact the first family on the community wide waiting list who has the highest priority for this unit and whose income category will assist these goals. The Authority may provide for the skipping of other families on the waiting list in order to meet the deconcentration goals. As an example if the Authority establishes a deconcentration goal within its annual housing plan of providing housing to 5% of persons over the 30% of median income, the Authority will fill 5% of the vacated units with a family that meets the income deconcentration goal.

4. Unit offers, acceptances, and leasing will be completed in accordance with Section 6 of these policies.

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

